



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION AGENDA

Commission Chambers, 625 Center Street, Oregon City
Monday, May 08, 2023 at 7:00 PM

CALL TO ORDER

ROLL CALL

CITIZEN COMMENTS

DISCUSSION ITEM

- [1.](#) Approval of Minutes for the April 10th, 2023 Meeting
2. DEI & City Government Overview by Tony Konkol, City Manager of Oregon City
- [3.](#) Bylaw Review
4. YAC Project Discussion

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the clerk 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

YOUTH ADVISORY COMMISSION

Commission Chambers, 625 Center Street, Oregon City

Monday, April 10th, 2023 at 7:00 PM

Attendance

- Bailey Brown
- Gunnar Datria
- Myles Kinney
- Melanie Gabriel
- Alix Jenik
- Justin Evers
- Landon Lu
- Brianna Nizic
- Samuel Upkes
- Julian Guerra Molina
- Henry Cardona Gameros

Excused

- Alana Plaisance
- Bella Bone

Staff Present

- Denyse McGriff, Mayor of Oregon City
- Jarrod Lyman, Community Communications Manager
- Emma Worthge, Community Engagement Specialist

ROLL CALL

CALL TO ORDER

The Youth Advisory Commission voted to approve the minutes of the March 24th, 2023 Meeting.

PRESENTATION

Jakob Wiley, City Recorder, gave a presentation on Public Meeting Law & By-Laws. Topics included how to conduct a proper public meeting, public meeting code, the role of YAC members as a city commission and how to conduct yourself as a member of a public commission. Jakob gave a verbal history of the City Recorder position in Oregon City, as well as an overview of the local government structure and functions. After a brief background on himself and how he came into the City Recorder position, Jakob asked the Commission to elect a Chair and Vice Chair.

OATH OF OFFICE

Brianna Nizic recited the Oath of Office led by Mayor Denyse McGriff, and was sworn in.

CHAIR SELECTION

Bailey Brown, Gunnar Datria, Myles Kinney, Justin Evers, Landon Lu, and Samuel Upkes nominated themselves for the position of Chair of the Youth Advisory Commission. All Commission Members voted by Ranked Choice, counted by Jarrod Lyman, and oversaw by Jakob Wiley. Due to the results, a motion was made by Julian and seconded by Brianna to appoint Gunnar Datria as Vice Chair of the Youth Advisory Commission. A motion was made by Myles and seconded by Gunnar to appoint Bailey Brown as Chair of the Youth Advisory Commission.

DISCUSSION ITEMS

In discussion of the Youth Advisory Commission projects, the topic of banned books in the local community was brought up. This was related to the previous topic of Diversity, Equity & Inclusion in Oregon City. An informal proposal of discussion with the Oregon City School Board was introduced, a continuation from the last meeting's discussion.

ADJOURNMENT

The meeting was adjourned, with the next Youth Advisory Commission meeting scheduled for May 8th, 2023 at 7 pm.

Youth Advisory Committee Bylaws

DRAFT (considered at the 5/10/2023 YAC)

1. Creation

- a. The Oregon City Youth Advisory Commission (YAC) was established under Ordinance No. 22-1006 and subsequently modified by Ordinance No. 23-1003.
- b. The purpose of the YAC is to “provide local students a voice in their municipal government, build an understanding of governance and leadership and to provide opportunities to engage and serve the community. The youth advisory commission shall be guided by the belief that local involvement at a young age is crucial to ensuring a well informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.” (Ord. No. 22-1006, OCMC 2.62.015)

2. Membership

- a. The YAC membership criteria are described in the Oregon City Municipal Code (OCMC) 2.62.020.
- b. The term of service is officially considered from September through June, but the existing YAC members may continue to meet informally from June through September as needed.

3. Officers

- a. The chairperson shall act as the chair of the YAC, unless unavailable. If the chairperson is unavailable, the vice chairperson shall act as chair of YAC meetings.
- b. If an officer submits a resignation from their position of chairperson or vice chairperson, the YAC members may immediately vote to appoint a new officer.
- c. If neither the chairperson nor vice chairperson are present at a certain meeting, the YAC shall select a chair pro tem from the members present.

4. YAC Goals and Updates

- a. The YAC may from time to time adopt goals, work plans, or priorities. These goals must not conflict with the City Commission’s goals and budget allocations.
- b. Each year, the YAC chairperson and vice chairperson shall provide an update to the City Commission on the YAC’s activities and plans or at other appropriate times.

5. Date, Time, and Locations of Meetings

- a. Regular meetings of the YAC shall be held on the _____ day of each month from September through June.
- b. Summer meetings of the YAC shall be held on the _____ day of each month, or at a time convenient to enable maximum participation determined by the staff liaison.
- c. Special meetings may be called as needed for tours, activities, or to address other issues that could not be discussed at a regular meeting.
- d. YAC meetings shall be held at _____ PM, unless another time is selected for a specific meeting.
- e. YAC meetings shall be typically held at Oregon City – City Hall located at 625 Center St, Oregon City, OR 97045. This rule does not prevent the YAC from meeting at another location for a special purpose or for the convenience of its members.

6. Agendas, Minutes, and Decisions

- a. The staff liaison or designee shall prepare agendas in consultation with the YAC members and City Commission liaison as needed.
- b. Standard YAC agendas shall generally take the following form. Variations from this standard agenda may be utilized as convenient.
 - i. Roll Call
 - ii. Approval of Minutes
 - iii. Discussion Items
 - iv. Communications
 - v. Adjournment
- c. Minutes shall be prepared for each meeting which shall contain at least the members present at the meeting, the substance of any discussion, all motions and votes taken, and a reference to any documents discussed at the meeting.
 - i. Minutes shall not be verbatim and contain only a summary of the primary points and arguments raised in the discussion.
 - ii. Minutes shall be approved at a subsequent meeting by a vote of the YAC. If amendments are requested by any member of the YAC, those amendments must also be approved by the YAC at the time of adoption. The YAC may request the minutes returned after any amendments are incorporated for further review and approval.
- d. The YAC may make decisions in the follow ways:
 - i. Consensus – no vote is taken, but specific issues may be decided leading to a final decision.
 - ii. Acclamation vote – a vote is taken by all members being asked if they favor, are against, or abstain from a decision. In such case as the decision is not unanimous, the YAC shall conduct a roll call vote.
 - iii. Roll Call – Each member’s vote is recorded in the record.

- e. Official Actions - YAC may utilize the following methods of making formal actions (reports, recommendations, requests, recognitions)
 - i. Letters to be signed by the chairperson
 - ii. Approval of the document in question
 - iii. Resolution (possibly incorporating exhibits) – resolutions approved by the YAC shall be titled “YAC Resolution” followed by the four-digit year and an assigned number. (e.g. 2023-01)

7. Accessibility

- a. Meetings of the YAC shall not be broadcast or live streamed online. Remote participation in the meetings shall be provided to the extent required by ORS 192 and existing city resources.
- b. The staff liaison will attempt to accommodate any other accessibility issues as they arise to improve access and participation for all community members.

8. Code of Conduct

- a. The YAC code of conduct is described in OCMC 2.62.080.
- b. YAC members may speak with the staff liaison or the City Commission representative if a member has any questions or concerns with the Code of Conduct.

9. Interpretation and Authority

- a. Any issues not addressed by these bylaws shall be resolved by considering city policies, the OCMC, the board and committee orientation manual, other pertinent documents or policies, or the Robert’s Rules of Order.
- b. These bylaws shall not be interpreted to supersede and are subordinate to any prior or subsequently adopted changes to documents referenced in Section 9(a) above.

10. Revisions to the Bylaws

- a. From time to time, the YAC may review and recommend changes to its bylaws.
- b. Any revisions to the YAC bylaws shall be approved by resolution of the City Commission upon recommendation by the YAC and may be listed on the consent agenda.