



CITY OF OREGON CITY YOUTH ADVISORY COMMITTEE AGENDA

City Hall Commission Chambers, 625 Center St., Oregon City, OR 97045
Monday, September 9, 2024 at 7:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email hschmidt@orccity.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orccity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER

2. ROLL CALL

2.a. Oath of Office

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. DISCUSSION ITEMS

4.a. Introductions and Ice Breaker

4.b. Overview of Chapter 2.62 and Youth Advisory Commission Bylaws

4.c. Youth Advisory Commission Volunteer Form

4.d. Public Meeting Policies and Robert's Rules of Order

4.e. Elections

5. GOAL ALIGNMENT SESSION

5.a. Context: Past Youth Advisory Commission Projects/Goals

5.b. Brainstorm - Youth Advisory Commission Goals

5.c. SMART Goals Exercise

6. GENERAL BUSINESS

6.a. Approval of Amended Youth Advisory Commission Bylaws; Incorporating Process and Criteria for Youth Advisory Commission Members to attend the Oregon Youth Summit

7. COMMUNICATIONS

7.a. Staff Report

8. APPROVAL OF MINUTES

8.a. June 10, 2024 Youth Advisory Commission Minutes

9. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WPMC at 503-650-0275 for a programming schedule.



OATH OF OFFICE



I, COLE SOLARI, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

COLE SOLARI
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, DESIREE HANSON, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

DESIREE HANSON
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, ELYJAH MCFARLAND, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

ELYJAH MCFARLAND
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, GABY RYSDAM, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

GABY RYSDAM
Youth Advisory Commissioner

DENYSE C. MCGRUFF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, HYRUM FREESTONE, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

HYRUM FREESTONE
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, JACK SOLARI, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

JACK SOLARI
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, JULIAN GUERRA MOLINA, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

JULIAN GUERRA MOLINA
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, JUSTIN EVERS, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

JUSTIN EVERS
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, MAXWELL BISHOP, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

MAXWELL BISHOP
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, MELANIE GABRIEL, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

MELANIE GABRIEL
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, MYLES KINNEY, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

MYLES KINNEY
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, ~~SOFIA WEIS~~, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

SOFIA WEIS
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



OATH OF OFFICE



I, SYDNEY MCFARLAND, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

SYDNEY MCFARLAND
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 9, 2024



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 9, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 4.b. - Overview of Chapter 2.62 and Youth Advisory Commission Bylaws

EXECUTIVE SUMMARY:

Chapter 2.62 and Youth Advisory Commission Bylaws govern the Youth Advisory Commission as a whole. Please review the attached documents and make yourself aware of your responsibilities as a Youth Advisory Commissioner.

BACKGROUND:

The Youth Advisory Commission was initially established under Ordinance No. 22-1006 when the Youth Advisory Commission was incorporated into the Oregon City Municipal Code under Chapter 2.62. Since then, Chapter 2.62 has been amended through Ordinance no. 23-1003, where the number of Youth Advisory Commission members was changed to "At least nine youth members..."; and most recently with Ordinance No. 24-1006. Ordinance No. 24-1006 included the revisions that the Youth Advisory Commission approved at the end of the 2023-2024 term along with other revisions recommended by the City Commission. Please note that Chapter 2.62 is attached, highlighting the major revisions added by the City Commission. Ordinance No. 24-1006 will go into effect on September 6, 2024.

Along with the City Code, the Youth Advisory Commission is governed by their Bylaws. The Youth Advisory Commission Bylaws are approved internally by the Youth Advisory Commission and any amendments do not need to go before the City Commission.

Chapter 2.62 – Youth Advisory Commission

2.62.010 – Created.

There is created a Youth Advisory Commission for the City of Oregon City having the duties and responsibilities provided in this chapter.

2.62.015 – Purpose.

The Oregon City Youth Advisory Commission is created 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.

2.62.020 – Membership.

The Youth Advisory Commission shall consist of at least nine youth members and one non-voting City Commissioner to be appointed by the Mayor:

- A. Members of the Youth Advisory Commission shall be high school students at the time of swearing in and shall reside within the city limits of Oregon City **or attend a school within Oregon City limits.**
 - **No more than two seats may be occupied by students living outside of Oregon City limits.**
- B. Any vacancy shall be filled by the Mayor, at their sole discretion, for the unexpired portion of the vacated term.
 - A vacancy can be filled by the discretion of the Mayor but must be filled if the total number of Youth Advisory Commission members drops below nine.
- C. The term of service shall be considered from September through June and there are no term limits.
- D. Appointed Youth Advisory Commission members may be re-appointed for a second term without an interview at the discretion of the Mayor. A Youth Advisory Commission member must participate in a recommitment interview with the Mayor after serving two consecutive terms.
- E. The chairperson, vice chairperson and all new members shall be sworn in at the first regular meeting of the term by the Youth Advisory Commission's City Commission liaison.

2.62.030 – Election of officers.

The Youth Advisory Commission, at the beginning of each term, shall elect a chairperson and vice chairperson, who shall hold the positions for one term of service. The chairperson and the vice chairperson shall be a junior or senior in high school.

2.62.040 – Chairperson

The chairperson is responsible for running the Youth Advisory Commission meetings, assigning tasks and working with the staff to set the upcoming agendas.

2.62.050 – Vice Chairperson.

The vice chairperson is responsible for taking meeting minutes and providing financial updates as applicable. The vice chairperson shall serve as chair during Youth Advisory Commission meetings in the event of the chairperson's absence.

2.62.060 – Quorum and Meetings.

- A. A majority of appointed members shall constitute a quorum.
- B. If a quorum is present, all matters shall be decided by a vote of the majority present.
- C. The Youth Advisory Commission shall meet at least once a month.
- D. All meetings shall be open to the public and public meeting laws shall apply.

2.62.070 – Youth Advisory Commission Member Responsibilities.

- A. Review and prepare strategies addressing issues of interest to students in the greater Oregon City community, including topics such as drug and alcohol abuse, bullying, driver safety or any other topic determined to be of importance by the Youth Advisory Commission.
- B. Members shall participate in an annual goal alignment session at the beginning of each term.
- C. Members shall be responsible for completing tasks and projects as assigned.
- D. Individual members of the Youth Advisory Commission shall attend at least three community service events per term.
- E. The Youth Advisory Commission shall organize a minimum of one community event or project to engage the larger Oregon City youth community per term.
- F. The Youth Advisory Commission shall prepare an annual report at the end of the term to present to the City Commission detailing the accomplishments, challenges, areas for improvement and goals for the future.

2.62.080 – Code of Conduct and Expectations

Members of the Youth Advisory Commission shall be held to the highest standards of citizenship, scholarship and participation. The Code of Conduct details shall be stipulated in the Youth Advisory Commission Bylaws.

2.62.091 – Expenditures

The Youth Advisory Commission shall have no authority to make any expenditure on

behalf of the City or to obligate the City for payment of any sums of money unless the City Manager or City Commission, as appropriate, authorizes such expenditure.

Youth Advisory Commission Bylaws

Last amended June 10, 2024

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. 24-1006, 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 YAC shall elect a chairperson and vice chairperson at the beginning of each term. The YAC have the option to elect a secretary who would be responsible for taking meeting minutes at the YAC meetings.
 - i. The staff liaison will be responsible for supplementing the meeting minutes at the YAC meetings to ensure sufficient Minutes are recorded.
- b. 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.
- c. 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.
- d. 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.
- c. The YAC shall table at least three community events per session to help promote their goals and events.

5. Date, Time, and Locations of Meetings

- a. Regular meetings of the YAC shall be held on the second Monday of each month from September through June.
- b. Summer meetings of the YAC shall be held on the second Monday 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 7:00 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. Discussion Items
 - iii. Communications
 - iv. Minutes
 - 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

Members of the YAC shall be held to the highest standards of citizenship, scholarship and participation.

- a. It is considered inexcusable for YAC members to have ANY unexcused absences and may have no more than 3 excused absences. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison.
- b. Absences may be made up for by attending a City of Oregon City commission, advisory board, or committee meeting within 30 days of the absence.
- c. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct.
- d. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, City Commission liaison, staff liaison and the Mayor with a goal of improving the performance and participation of the member.
- e. The Mayor shall have the sole discretion to determine if a member shall be removed from the YAC.

- f. YAC members may speak with the staff liaison or the City Commission liaison 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

The YAC shall review their bylaws at the first meeting of every term and the fifth meeting of every term to ensure that all members are made aware of expectations and processes. From time to time, the YAC may recommend changes to its bylaws.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 9, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 4.c. - Youth Advisory Commission Volunteer Form

EXECUTIVE SUMMARY:

As a Youth Advisory Commission member, you are an official volunteer for the City of Oregon City. Please read the volunteer form attached with your parent/guardian and bring the completed form with you to the meeting on September 9. This form requires a signature from the Youth Advisory Commission member and their parent/guardian to be considered complete.



CITY OF OREGON CITY VOLUNTEER AGREEMENT

CITY EMPLOYEE COMPLETES THIS SECTION

1. VOLUNTEER POSITION/PROGRAM

Community Event Volunteer

2. CITY EMPLOYEE NAME

Hannah Schmidt

3. CITY EMPLOYEE TITLE

Community Engagement Specialist

4. CITY EMPLOYEE EMAIL ADDRESS

hschmidt@orc.org

5. Description of volunteer service to be performed:

Youth Advisory Commission members are expected to attend monthly meetings at Oregon City Hall Commission Chambers through their term of service from September 2024 to June 2025. Special meetings may occur. Members are expected to attend at least three community events within Oregon City and contribute to at least one community project throughout their term. It is considered inexcusable for Youth Advisory Commission members to have ANY unexcused absences and may have no more than three excused absences. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison. Absences may be made up for by attending a City of Oregon City commission, advisory board, or committee meeting within 30 days of the absence. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, City Commission liaison, staff liaison and the Mayor with a goal of improving the performance and participation of the member. From time to time there may be additional activities, meetings and events that Youth Advisory Commissioners will be asked to participate in, which may include riding in a City vehicle with an authorized City of Oregon staff driver.

6. Check all that apply:

☐ Valid Driver's License Required

☐ Background Check Required

☐ Medical Clearance Required

RELEASE AND WAIVER LIABILITY

7. Please read the information below and check each box to indicate you understand and consent to each topic.

☐ I, the Volunteer, release and forever discharge and hold harmless The City of Oregon City and its directors, officers, employees, and agents from any and all liability, claims, and demands of whatever kind of nature that arise now or in the future from the services I provide to The City. I understand and acknowledge that this Release discharges The City Of Oregon City from any liability or claim that I may have against The City of Oregon City with respect to bodily injury, personal injury, illness, death, property damage, or other injury that may result from the services I provide to The City or occurring while I am volunteering.

☐ I understand that The City does not assume any responsibility for or obligation to provide financial or other assistance to me, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability by The City beyond what may be offered freely by The City in the event of injury or medical expenses incurred by me.

☐ I understand that acting as a volunteer involves certain risks, including but not limited to, serious injury and death. I am voluntarily participating in the activities with knowledge of the danger involved and I agree to accept all risk of participation.

☐ I grant and convey to The City all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by The City in connection with my providing volunteer services to The City.

☐ As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Oregon and that this Release shall be governed by and interpreted in accordance with the laws of the State of Oregon. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected. By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

PRINTED YOUTH ADVISORY COMMISSIONER NAME:

SIGNATURE

DATE

PARENTAL/GUARDIAN CONSENT

8. FIRST NAME

9. LAST NAME

10. PHONE NUMBER

11. EMAIL ADDRESS

12. STREET ADDRESS, APT

13. CITY

14. STATE

15. ZIPCODE

16. I confirm that I am the parent/guardian of the underaged volunteer named above. I give permission for _____ to conduct the volunteer duties described above and consent to all the stipulations under the Release and Waiver Liability section.

SIGNATURE

DATE

Public Meetings Law

The Oregon State Bar is subject to the Public Meetings Law by virtue of ORS 9.010⁽¹⁾. The Public Meetings Law gives effect to Oregon's policy of open decision-making by the state's public bodies; in furtherance of that policy, the law requires that meetings at which decisions about the public's business is made are open to the public; that the public has reasonable notice of the time, place, and agenda for the meetings; and that the meetings be accessible to persons wishing to attend.

The Public Meetings Law applies to all meetings of a quorum of the Board of Governors. It also applies to meetings of the Board's standing and other committees for which a quorum is required to make a decision or a recommendation to the Board.

The Public Meetings Law is a public attendance law, not a public participation law. The right of the public to attend does not include the right to participate by giving testimony or comment.

Voting

- All official action must be taken by a public vote.
- The vote of each member must be recorded.
- If written ballots are used, each ballot must identify the member voting and the vote must be announced.

Minutes

Minutes must be kept of all public meetings, either in writing or by sound, video, or digital recording. The minutes must include at least the following:

- The names of members present,
- Motions and other proposals offered, and their disposition,
- The results of all votes and the vote of each member by name,
- The substance of the discussion on any matter (a true reflection of the matters discussed and the views of the participants), and
- A reference to any document discussed at the meeting.

Minutes are public records even before they are approved, although they can be marked as "draft" or otherwise to indicate their status.

Executive Session

An executive, or "closed," session is a public meeting that is closed to certain persons while the public body deliberates on certain matters. Executive sessions are not the same as meetings and proceedings that are exempt from the Public Meetings Law altogether, such as judicial proceedings and meetings of the State Lawyers Assistance Committee. Executive sessions must comply with all applicable provisions of the Public Meetings Law, while exempt proceedings need not.

The Public Meetings Law allows for executive session in a variety of circumstances; those that typically apply to the bar are sessions to:

- Consider the employment of specific candidates for executive director,
- Deliberate with agents designated to negotiate real property transactions for the bar,
- Discuss the contents of any public record that is exempt from disclosure,
- Consult with legal counsel concerning the bar's rights and duties in pending or anticipated litigation, and
- Review and evaluate the performance of the executive director, except that discussion of the executive director's salary may not be held in executive session.

Regardless of the basis for the executive session, the board or other body must return to open session to take any final action or make a final decision.

The Public Meetings Law does not define "final action" or "final decision," but the fact that further action or further decisions may be needed does not make any particular action or decision less final. Two factors are relevant in determining whether an action is final: The nature of the proposed decision, and the purpose of the statutory authorization for executive session. A decision to spend money is rarely appropriate for

executive session. When the finality of a decision is less clear, consideration should also be given to the rationale for the executive session and whether a public announcement of the proposed decisions will frustrate the policy behind the executive session or seriously compromise further action that must be taken. When in doubt, prudence suggests making the action or decision in open session.

Convening an Executive Session

An executive session may be called during any regularly scheduled, special, or emergency meeting for which due notice has been given. When the body is ready for executive session, the presiding officer must announce the statutory authority for the executive session prior to going into executive session. The announcement should identify any persons other than news media who may remain and, if final action is anticipated, when the open session will resume. If media are present, the presiding officer should indicate any matters to be discussed in executive session that may not be disclosed.

Attendance at Executive Session

The Public Meetings Law expressly permits representatives of the media to attend executive sessions. The rationale is that it offers them background information that will enhance their understanding of the final decisions and their ability to keep the public better informed. However, the public body may require that the media not report specific information discussed during the executive session. Absent such a directive, the media is entitled to report without limitation, which may frustrate the purpose of having the executive session. At the same time, the nondisclosure requirement should be no broader than necessary to serve the body's needs. The media cannot, in any event, be forbidden from reporting the general nature of the discussion or the statutory basis for the executive session.

"Representative of the media" is not defined in the Public Meetings Law but is interpreted by the Attorney General to mean reporters of media that generally report on the activities of the body or matter of the nature under consideration.

Other than representatives of media, executive session are generally closed to all but members of the governing body and persons reporting to the body about the subject of the executive session or who are otherwise involved in the matter. The governing body may, however, invite others to attend without losing the executive character of the session.

Effect of Violation

A person who is affected by any decision made in contravention of the Public Meetings Law may seek injunctive or declaratory relief to require compliance with or prevent violations of the law. Improperly taken actions are not void, but if a court finds that the violation resulted from intentional disregard of the law or willful misconduct by a quorum of the body, the court may void the decision if no other equitable relief is available. At the court's discretion, a successful plaintiff may be awarded attorney fees and costs. Those attorney fees and costs will be the personal obligation of any member who is found to have engaged in willful misconduct.

If the violation is also a violation of the Government Standards and Practices Act, civil penalties may also be assessed against individual members of the governing body, unless they acted on the advice of the public body's legal counsel.

ROBERT'S RULES OF ORDER CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."

TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Source: www.boardeffect.com

Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
* Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of it scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 9, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 4.e. - Elections

EXECUTIVE SUMMARY:

As stated in the Youth Advisory Commission Chapter and Bylaws, a chairperson and vice chairperson must be elected at the first meeting of each term. The Youth Advisory Commission may also choose to elect a secretary.

BACKGROUND:

"The chairperson is responsible for running the Youth Advisory Commission meetings, assigning tasks and working with the staff to set the upcoming agendas," (Chapter 2.62.040).

"The vice chairperson is responsible for taking meeting minutes and providing financial updates as applicable. The vice chairperson shall serve as chair during Youth Advisory Commission meetings in the event of the chairperson's absence," (Chapter 2.62.050).

"The YAC have the option to elect a secretary who would be responsible for taking meeting minutes at the YAC meetings," (Youth Advisory Commission Bylaws (last amended June 10, 2024)).

STAFF RECCOMENDATION:

Staff recommends appointing a past member of the 2023-2024 Youth Advisory Commission to hold the position of chairperson for the 2024-2025 term.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 9, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.a. - Context: Past Youth Advisory Commission Projects/Goals

EXECUTIVE SUMMARY:

The Youth Advisory Commission should reference the list of past projects completed in the past two terms to help steer the 2024–2025 goals of the Youth Advisory Commission. I have also included a document that outlines the End of Term Evaluation Feedback that was gathered at the end of last term, along with a list of community organizations that have already reached out requesting to collaborate with the Youth Advisory Commission.

BACKGROUND:

Please reference the attached documents.

STAFF RECCOMENDATION:

Staff recommends the Youth Advisory Commission participate in the following projects for the 2024-2025 term:

1. If I Were Mayor Contest
2. Spring Forward Community Resource Fair
3. 2025 Oregon Youth Summit

Past Youth Advisory Commission Projects

1. Mental Health Fair – October 3, 2023

Nearly a dozen agencies tabled the event to provide mental health resources for youth within the Oregon City community:

- Dove Lewis Portland Area Canine Therapy Teams (PACTT)
- WORK2BEWELL
- Cascade Counseling and Consulting
- National Alliance on Mental Illness (NAMI) Clackamas County
- Mary Rose Foundation
- Children's Center
- Oregon City Together
- National University of Natural Medicine
- Soul Flags

2. 2024 Oregon Youth Summit – February 2, 2024

Oregon City Youth Advisory Commission joined eight other youth organizations within the state of Oregon to gain insight on the projects and missions behind other youth organizations within local government. The students had the opportunity to participate in topic specific small group discussions, hear from a Willamette University Panel, and receive a tour of the Capital from Commissioner Adam Marl.

3. "If I Were Mayor..." Contest – Spring 2024

- 2 multimedia presentations
- 1 essay submission
- 22 poster submissions

Gabriel Castellano – 1st place essay

Brittney E. Gil-Rosales – 1st place poster (2nd place in the state OMA Contest)

Makenzie Malsed – 2nd place poster

Bodan Chiaratti – 3rd place poster

4. Spring Forward Community Resource Fair – March 9, 2024

Youth Advisory Commission members tabled a booth at the Spring Forward Community Resource Fair on March 9, 2024. They distributed brochures at the event to help inform the community of who they are and what they do for the community. There were over 120 members of the public who attended the event.

5. High School Clothing Drive – April 22 – May 28, 2024

The Youth Advisory Commission collaborated with PTA Clothes Closet of Clackamas County to host a high school clothing drive from April 22 – May 28 with three separate drop-off locations available to the public:

- Oregon City Hall (filled over 13 times)
- Jennings Lodge Education Center/Elementary School
- Oregon City High School (filled over 3 times)
 - Public drop-off site in the office
 - Student drop-off located in the Student Council Room

A variety of donations were accepted including:

- Shoes (athletic, sneakers, dress, work boots, etc.)
- Socks
- Bras (only accepting newly purchased)
- Underwear (only accepting newly purchased)
- Boxers (only accepting newly purchased)
- Sweatshirts
- Jeans
- T-shirts
- Athletic Clothes (leggings, shorts, sweatpants)
- Graduation outfits/date night outfits (dresses, formal wear/suits)
- Work apparel for outside jobs
- Job Interview Attire (dress slacks, dress shirts, ties, blouses, office wear)

The Youth Advisory Commission Chair was featured on an episode of the Inside City Hall podcast where she discussed the purpose of the Youth Advisory Commission and helped promote the Clothing Drive event.

6. Blue Zoning My Community Project Presentation – May 7, 2024

Youth Advisory Commission members visited Tumwata Middle School to listen to Mrs. Wierth's 7th grade mathematics students present their "Blue Zoning My Community Project". Mrs. Wierth and her students worked with Clackamas County Public Health and Clackamas Community College Health Sciences to explore evidence-based strategies to increase the health and longevity of their communities within Oregon City School District. Students began their project by examining the characteristics of a Blue Zone: ability to move naturally, make and maintain social connections, and eat wisely. Students then analyzed data in their local community to define a problem and create a solution. The Youth Advisory Commission members were interested to see that many of the problems that Mrs. Wierth's students identified were among the very same issues that the Youth Advisory Commission have been actively discussing, including underage tobacco use, sidewalk access on busy streets, and safe pedestrian routes to local Oregon City schools.

7. High School Shopping Event – May 30, 2024

The Youth Advisory Commission and PTA Clothes Closet of Clackamas County hosted a free high school shopping event for high schoolers in the Oregon City area on Thursday, May 30 from 5:30 p.m. – 7 p.m. Members helped prep for the event with one work session and 2 set-up parties leading up to the event. Over 30 members of the public participated, which helped allocate the necessary donations to Oregon City high schoolers in-need.

Highlights of the event include:

- Free pizza was provided to shoppers.
- The Clackamas County Youth Action Board tabled the event.
- The Youth Advisory Commission tabled the event.

Youth Advisory Commission End of Term Evaluation Feedback

2023-2024 Project/Event Evaluation

Mental Health Awareness Fair

- Neutral: 37.5%
- Good: 25%
- Excellent: 37.5%

2024 Oregon Youth Summit

- Fair: 14.3%
- Neutral: 57.1%
- Excellent: 28.6%

2024 Spring Forward Community Resource Fair

- Neutral: 42.9%
- Good: 57.1%

"If I Were Mayor..." Contest

- Neutral: 25%
- Good: 37.5%
- Excellent: 37.5%

2024 High School Clothing Drive

- Good: 37.5%
- Excellent: 62.5%

2024 High School Shopping Event

- Neutral: 12.5%
- Good: 62.5%
- Excellent: 25%

Blue Zoning My Community Project Presentations

- Fair: 37.5%
- Neutral: 50%
- Excellent: 12.5%

Suggested Project Topics from 2023-2024 Youth Advisory Commission

1. Homelessness
2. Involvement in legislation/policy work
3. Concerts in the Park

Potential Community Partners for 2024-2025 Youth Advisory Commission Projects:

1. Multnomah Youth Commission (MYC) Education/Youth Voice (Ed/YV) Subcommittee – Policy proposal for high schools to start school later
2. Clackamas County Health, Housing & Human Services Tobacco Prevention and Education Program – Policy proposal related to banning flavored tobacco products in Clackamas County
3. National University of Natural Medicine – Mental Health Fair/Youth Mental Health

SMART Goal Alignment Session

Goal	Explanation	Answer
Specific	• What is the Goal? • Who is this goal intended to impact?	
Measurable	• How will this goal be measured – Quantitatively or qualitatively? • What tools or methods will be used to measure the success of the goal?	
Attainable	• Is this goal attainable? • What will the Youth Advisory Commission need to attain this goal?	
Relevant	• Is this goal relevant to the purpose of the Youth Advisory Commission? • How meaningful is this goal on a scale of 1-10?	
Time-Bound	• What is the timeframe for this goal? • Is this goal feasible to accomplish by the end of the term? • Is this a long-term goal to be continued by future Youth Advisory Commissions?	



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 9, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.a. - Approval of Amended Youth Advisory Commission Bylaws; Incorporating Process and Criteria for Youth Advisory Commission Members to attend the Oregon Youth Summit

EXECUTIVE SUMMARY:

The Youth Advisory Commission Bylaws were previously amended on June 10, 2024. The City would like to amend the Bylaws to remove all acronyms within the document and add a section outlining the process and criteria for the Youth Advisory Commission to qualify for attendance at the Oregon Youth Summit.

BACKGROUND:

Please reference the recommended changes to the Youth Advisory Commission Bylaws outlined in red and stricken in black within Exhibit A and fully incorporated in Exhibit B.

STAFF RECCOMENDATION:

Staff recommends approving the amended Youth Advisory Commission Bylaws outlined in red and stricken in black within Exhibit A and fully incorporated in Exhibit B.

Youth Advisory Commission Bylaws

1. Creation

- a. The Oregon City Youth Advisory Commission was established under Ordinance No. 22-1006 and subsequently modified by Ordinance No. 23-1003 and Ordinance No. 24-1006.
- b. The purpose of the YAC Youth Advisory Commission 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. 24-1006, OCMC 2.62.015)

2. Membership

- a. The YAC Youth Advisory Commission 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 Youth Advisory Commission members may continue to meet informally from June through September as needed.

3. Officers

- a. The YAC Youth Advisory Commission shall elect a chairperson and vice chairperson at the beginning of each term. The YAC Youth Advisory Commission have the option to elect a secretary who would be responsible for taking meeting minutes at the YAC Youth Advisory Commission meetings.
 - i. The staff liaison will be responsible for supplementing the meeting minutes at the YAC Youth Advisory Commission meetings to ensure sufficient Minutes are recorded.
- b. The chairperson shall act as the chair of the YAC Youth Advisory Commission, unless unavailable. If the chairperson is unavailable, the vice chairperson shall act as chair of YAC Youth Advisory Commission meetings.
- c. If an officer submits a resignation from their position of chairperson or vice chairperson, the YAC Youth Advisory Commission members may immediately vote to appoint a new officer.
- d. If neither the chairperson nor vice chairperson are present at a certain meeting, the YAC Youth Advisory Commission shall select a chair pro tem from the members present.

4. ~~YAC Goals and Updates~~ **Member Responsibilities**

- a. The ~~YAC~~ **Youth Advisory Commission** 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.
 - i. **Members shall participate in an annual goal alignment session at the beginning of each term.**
- ~~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.~~
Members shall be responsible for completing tasks and projects as assigned.
- c. **Individual members of the Youth Advisory Commission shall attend at least three community service events per term.**
- d. The ~~YAC~~ **Youth Advisory Commission** shall table at least three community events per session to help promote their goals and events.
- e. **The Youth Advisory Commission shall organize a minimum of one community event or project to engage the larger Oregon City youth community per term.**
- f. **Each year, the Youth Advisory Commission chairperson and vice chairperson shall provide an update to the City Commission on the accomplishments, challenges, areas for improvement and goals for the future.**

5. **Date, Time, and Locations of Meetings**

- a. Regular meetings of the ~~YAC~~ **Youth Advisory Commission** shall be held on the second Monday of each month from September through June.
- b. Summer meetings of the ~~YAC~~ **Youth Advisory Commission** shall be held on the second Monday 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~~ **Youth Advisory Commission** meetings shall be held at 7:00 PM, unless another time is selected for a specific meeting.
- e. ~~YAC~~ **Youth Advisory Commission** 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~~ **Youth Advisory Commission** 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~~ **Youth Advisory Commission** ~~members-~~ **chairperson** and City Commission liaison as needed.

- b. Standard YAC **Youth Advisory Commission** agendas shall generally take the following form. Variations from this standard agenda may be utilized as convenient.
 - i. Roll Call
 - ii. Discussion Items
 - iii. Communications
 - iv. Minutes
 - 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 **Youth Advisory Commission**. If amendments are requested by any member of the YAC **Youth Advisory Commission**, those amendments must also be approved by the YAC **Youth Advisory Commission** at the time of adoption. The YAC **Youth Advisory Commission** may request the minutes returned after any amendments are incorporated for further review and approval.
- d. The YAC **Youth Advisory Commission** 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 **Youth Advisory Commission** shall conduct a roll call vote.
 - iii. Roll Call – Each member’s vote is recorded in the record.
- e. Official Actions - YAC **Youth Advisory Commission** 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 **Youth Advisory Commission** shall be titled “YAC **Youth Advisory Commission** Resolution” followed by the four-digit year and an assigned number. (e.g. 2023-01)

7. Accessibility

- a. Meetings of the YAC Youth Advisory Commission 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

Members of the YAC Youth Advisory Commission shall be held to the highest standards of citizenship, scholarship and participation.

- a. It is considered inexcusable for YAC Youth Advisory Commission members to have ANY unexcused absences and may have no more than 3 three excused absences. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison.
- b. Absences may be made up for by attending a City of Oregon City commission, advisory board, or committee meeting within 30 days of the absence.
- c. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct.
- d. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, City Commission liaison, staff liaison and the Mayor with a goal of improving the performance and participation of the member.
- e. The Mayor shall have the sole discretion to determine if a member shall be removed from the YAC Youth Advisory Commission.
- f. YAC Youth Advisory Commission members may speak with the staff liaison or the City Commission liaison if a member has any questions or concerns with the Code of Conduct.

9. Oregon Youth Summit Criteria and Process

The purpose of this section is to define the criteria for Youth Advisory Commission members to qualify for participation in the Oregon Youth Summit, provided that funding for this opportunity is available through the City of Oregon City.

- a. Eligibility
To qualify for participation in the Oregon Youth Summit, Youth Advisory Commission members must be in good standing by meeting the following criteria:
 - i. Members must have no unexcused absence per term.
 - ii. Members must have no more than three excused absences per term.

- iii. Members must be on track to participate in a minimum of three community events by the end of the term.
 - iv. Members must have active involvement in at least one of the community projects that the Youth Advisory Commission is working towards.
- b. Responsibilities
 - i. Eligible members must confirm their participation and complete related forms by specified deadlines.
 - ii. Eligible members who attend the event must provide a summary of their experience at the next Youth Advisory Commission meeting.
- c. Exceptions
 - i. Any exceptions to these regulations may be considered on a case-by-case basis, subject to approval by the Youth Advisory Commission staff liaison and City Commission liaison.

10. 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.

11. Revisions to the Bylaws

The YAC Youth Advisory Commission shall review their bylaws at the first meeting of every term and the fifth meeting of every term to ensure that all members are made aware of expectations and processes. From time to time, the YAC Youth Advisory Commission may recommend changes to its bylaws.

Youth Advisory Commission Bylaws

1. Creation

- a. The Oregon City Youth Advisory Commission was established under Ordinance No. 22-1006 and subsequently modified by Ordinance No. 23-1003 and Ordinance No. 24-1006.
- b. The purpose of the Youth Advisory Commission 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. 24-1006, OCMC 2.62.015)

2. Membership

- a. The Youth Advisory Commission 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 Youth Advisory Commission members may continue to meet informally from June through September as needed.

3. Officers

- a. The Youth Advisory Commission shall elect a chairperson and vice chairperson at the beginning of each term. The Youth Advisory Commission have the option to elect a secretary who would be responsible for taking meeting minutes at the Youth Advisory Commission meetings.
 - i. The staff liaison will be responsible for supplementing the meeting minutes at the Youth Advisory Commission meetings to ensure sufficient Minutes are recorded.
- b. The chairperson shall act as the chair of the Youth Advisory Commission, unless unavailable. If the chairperson is unavailable, the vice chairperson shall act as chair of Youth Advisory Commission meetings.
- c. If an officer submits a resignation from their position of chairperson or vice chairperson, the Youth Advisory Commission members may immediately vote to appoint a new officer.
- d. If neither the chairperson nor vice chairperson are present at a certain meeting, the Youth Advisory Commission shall select a chair pro tem from the members present.

4. Goals and Member Responsibilities

- a. The Youth Advisory Commission 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.
 - i. Members shall participate in an annual goal alignment session at the beginning of each term.
- b. Members shall be responsible for completing tasks and projects as assigned.
- c. Individual members of the Youth Advisory Commission shall attend at least three community service events per term.
- d. The Youth Advisory Commission shall table at least three community events per session to help promote their goals and events.
- e. The Youth Advisory Commission shall organize a minimum of one community event or project to engage the larger Oregon City youth community per term.
- f. Each year, the Youth Advisory Commission chairperson and vice chairperson shall provide an update to the City Commission on the accomplishments, challenges, areas for improvement and goals for the future.

5. Date, Time, and Locations of Meetings

- a. Regular meetings of the Youth Advisory Commission shall be held on the second Monday of each month from September through June.
- b. Summer meetings of the Youth Advisory Commission shall be held on the second Monday 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. Youth Advisory Commission meetings shall be held at 7:00 PM, unless another time is selected for a specific meeting.
- e. Youth Advisory Commission 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 Youth Advisory Commission 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 Youth Advisory Commission chairperson and City Commission liaison as needed.
- b. Standard Youth Advisory Commission agendas shall generally take the following form. Variations from this standard agenda may be utilized as convenient.
 - i. Roll Call
 - ii. Discussion Items
 - iii. Communications
 - iv. Minutes

- 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 Youth Advisory Commission. If amendments are requested by any member of the Youth Advisory Commission, those amendments must also be approved by the Youth Advisory Commission at the time of adoption. The Youth Advisory Commission may request the minutes returned after any amendments are incorporated for further review and approval.
- d. The Youth Advisory Commission 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 Youth Advisory Commission shall conduct a roll call vote.
 - iii. Roll Call – Each member’s vote is recorded in the record.
- e. Official Actions - Youth Advisory Commission 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 Youth Advisory Commission shall be titled “Youth Advisory Commission Resolution” followed by the four-digit year and an assigned number. (e.g. 2023-01)

7. Accessibility

- a. Meetings of the Youth Advisory Commission 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

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- a. It is considered inexcusable for Youth Advisory Commission members to have

ANY unexcused absences and may have no more than three excused absences. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison.

- b. Absences may be made up for by attending a City of Oregon City commission, advisory board, or committee meeting within 30 days of the absence.
- c. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct.
- d. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, City Commission liaison, staff liaison and the Mayor with a goal of improving the performance and participation of the member.
- e. The Mayor shall have the sole discretion to determine if a member shall be removed from the Youth Advisory Commission.
- f. Youth Advisory Commission members may speak with the staff liaison or the City Commission liaison if a member has any questions or concerns with the Code of Conduct.

9. Oregon Youth Summit Criteria and Process

The purpose of this section is to define the criteria for Youth Advisory Commission members to qualify for participation in the Oregon Youth Summit, provided that funding for this opportunity is available through the City of Oregon City.

- a. Eligibility
To qualify for participation in the Oregon Youth Summit, Youth Advisory Commission members must be in good standing by meeting the following criteria:
 - i. Members must have no unexcused absence.
 - ii. Members must have no more than three excused absences per term.
 - iii. Members must be on track to participate in a minimum of three community events by the end of the term.
 - iv. Members must have active involvement in at least one of the community projects that the Youth Advisory Commission is working towards.
- b. Responsibilities
 - i. Eligible members must confirm their participation and complete related forms by specified deadlines.
 - ii. Eligible members who attend the event must provide a summary of their experience at the next Youth Advisory Commission meeting.
- c. Exceptions

- i. Any exceptions to these regulations may be considered on a case-by-case basis, subject to approval by the Youth Advisory Commission staff liaison and City Commission liaison.

10. 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.

11. Revisions to the Bylaws

The Youth Advisory Commission shall review their bylaws at the first meeting of every term and the fifth meeting of every term to ensure that all members are made aware of expectations and processes. From time to time, the Youth Advisory Commission may recommend changes to its bylaws.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 9, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.a. – Staff Liaison Updates

1. Networking World Café

Purpose: Make new connections, strengthen existing work, reduce duplicative efforts, and foster collaboration.

Goal: Support youth-serving organizations in enhancing academic success, promoting mental and emotional well-being, encouraging positive social interactions, building life skills, supporting healthy behaviors, and fostering civic engagement among youth.

Location: Providence Willamette Falls Community Center, 519 15th St., Oregon City, OR 97045

Date: Wednesday, September 11, 2024

Time: 3:00 p.m. – 5:00 p.m.

Topics

1. Marijuana in a Nutshell
2. Using Prosocial Activities to Increase Protective Factors
3. Homelessness
4. Preventing Youth Vaping
5. Youth Advocacy

Each person will participate in three 15-minute sessions of the five listed, each session is 15 minutes guided by a table facilitator.

2. Clackamas River Water Providers

Purpose: Join the Clackamas River Water Providers (CRWP) for an informative and engaging tour of the lower Clackamas River watershed.

Details: This year our tour will include stops at all four CRWP member water treatment plants in the lower river. Combined these plants provide water to over 300,000 people in Clackamas and Washington Counties. Participants will learn how each plant works, how they are different, how all our systems are interconnected, as well as some of the future challenges we face as water providers. All transportation, meals, snacks, and beverages will be provided by the Clackamas River Water Providers. The day will begin with a light breakfast of coffee, juice and pastries. Lunch will be served at the North

Clackamas County Water Commission water treatment plant and plenty of snacks and beverages will be provided on the bus. Please dress appropriately for fall weather conditions and wear sturdy shoes for exploring points of interest.

Location: Clackamas River Water's Water Treatment Plant, 9100 SE Mangan Drive
Clackamas, OR 97015

Date: Saturday, October 5, 2024

Time: 8:00 a.m. – 3:00 p.m.

Please come to the meeting prepared to inform me if you are committed to attending this event.

3. Sister City Welcome Dinner

On Monday, October 14 the Tateshina Sister City will be welcoming students to Oregon City at a welcome dinner at the Pioneer Community Center. The timing of the welcome dinner will run in conjunction with the next Youth Advisory Commission meeting scheduled for October 14 at 7 p.m. The Youth Advisory Commission need to consider moving the meeting time of their October meeting up to accommodate other schedules.

4. Community Events/Volunteer Opportunities

LoveOne

- Oregon City Brax Laundry & Shower Event – Wednesday, September 25, 6 p.m. – 8 p.m.
 - For more information about the event, including access to sign up to volunteer, visit the link:
<https://www.signupgenius.com/go/20F094BA8AC28A7FDO-48541282-brax#/>

Clackamas Community College – Oregon City Campus

- Indigenous Peoples' Day – Sunday, October 13, 11 a.m. – 3 p.m.
 - Clackamas Community College Oregon City Campus, Environmental Learning Center
- The City of Oregon City will be hosting a booth at the event to distribute information to the public. I would like to extend an invitation for Youth Advisory Commission Members to join us at the booth in helping represent the City of Oregon City. Please come to the meeting prepared to indicate on whether you are interested in participating.



CITY OF OREGON CITY YOUTH ADVISORY COMMITTEE MEETING MINUTES

City Hall Commission Chambers, 625 Center St., Oregon City, OR 97045
Monday, June 10, 2024 at 7:00 PM

1. CALL TO ORDER

The meeting was called to order by Chair Brianna Nizic at 7 p.m.

2. ROLL CALL

PRESENT: 11

Landon Lu, Bella Bone, Henry Cadona Gameros, Brianna Nizic, Julian Guerra Molina, Myles Kinney, Melanie Gabriel, Justin Evers, Alana Plaisance, Adam Marl, and Denyse McGriff.

STAFF: *Hannah Schmidt*

EXCUSED: *Bailey Brown and Hannah Granderson.*

ABSENT: *None.*

3. CITIZEN COMMENTS

No citizen comments were provided.

4. DISCUSSION ITEM

4.a. The Youth Advisory Commission (YAC) members reviewed the Youth Advisory Commission City Code and Bylaws. Bella Bone proposed a revision to Section 10 of the Bylaws to state that the YAC should review their bylaws at the first meeting of every term and the fifth meeting of every term to ensure that all members are aware of expectations and processes.

Julian Guerra Molina moved to approve the Youth Advisory Commission Ordinance as is and the Bylaws as amended. Justin Evers seconded the motion. Unanimous approval.

4.b. The YAC recapped the Youth Advisory Commission Clothing Drive and the High School Shopping Event.

Clothing Drive:

- The City Hall donation bin was filled over 13 times.
- The OCHS donation bin was filled three times.
- YAC agreed that having three locations for the clothing drive was very successful and length of the clothing drive was sufficient.
- Julian Guerra Molina advertised the clothing drive on OCTV.
- Julian Guerra Molina suggested to put in request to have OCHS Student Council create a poster for the event in the future.
- Brianna Nizic advertised the clothing drive on Inside City Hall podcast.
- Hannah Schmidt promoted the event on PeachJar and the City Hall social media accounts (Facebook and Instagram).

High School Shopping Event:

- Julina Guerra Molina and Bella Bone provided insight to the PTA Clothes Closet Tour at Jennings Lodge that took place on May 2. Members expressed that it was helpful to see the staging area before starting any work. They also emphasized that it was nice to take inventory of the clothing well in advance of the shopping event.
- Julian Guerra Molina, Bella Bone, and Justin Evers provided a briefing on the work party that took place the Saturday before the event on May 25. A small portion of the donations were not usable – which is a good sign that members of the public read and followed instructions on our flyers.
- Bella Bone provided insight into the work session that took place the day before the free shopping event on May 28. She explained the importance of that work session to help prepare the layout of the clothing for the event.
- Bella Bone emphasized that she advertised for the free shopping event on her personal social media accounts. She received feedback from students that they wanted to go but felt guilty in attending the event because they did not see themselves as members of the community that were in need of this service.
- YAC agreed to advertise the free shopping event as a “thrifting” event in the future to draw a larger audience to the event.
- Members were surprised that not more people showed up with the incentive of free pizza that was provided.
- Melanie Gabriel and Denyse were greeters at the event and Denyse emphasized the need for more durable shopping bags to provide guests in the future.
- Sign-in sheet was essential to track the number of guests who participated.
- Denyse McGriff mentioned that some attendees were under the impression that the event ran from 5:30 p.m. – 7:30 p.m. instead of the actual event time period of 5:30 p.m. – 7 p.m.
- Melanie Gabriel emphasized that a younger boy attended the event and

could not find the clothing item he was looking for. In the future having a fuller inventory that caters to all ages would be helpful.

- Members agreed to potentially explore other event locations for the shopping event in the future.
 - Pioneer Community Center

4.c. Seniors Brianna Nizic, Bella Bone, Henry Cardona Gameros, and Bailey Brown were celebrated for serving on the Youth Advisory Commission. Bailey Brown was unable to attend the meeting and her senior send-off gifts will be sent out through the mail. Brianna, Henry, and Bella spoke about their future plans post high school graduation. Hannah Schmidt, Adam Marl, and Denyse McGriff emphasized their appreciation for the seniors dedication to the Commission over the past two years.

5. COMMUNICATIONS

5.a. Hannah Schmidt presented a staff report with updated information of community events occurring throughout the summer in the City of Oregon City and other Youth Advisory Commission updates.

- Adam Marl will be visiting CAIS to promote open applications for the 2024-2025 YAC.
- Denyse McGriff has reached out to North Clackamas Christian and OCSLA.
- Julian Guerra Molina, Justin Evers, and Myles Kinney will be informing their AP Government and AP US History classes about open YAC applications.

6. MINUTES

Justin Evers moved to approve all YAC Meeting Minutes as presented. Myles Kinney seconded the motion. Unanimous approval.

7. ADJOURNMENT

Brianna Nizic adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Hannah Schmidt, Community Engagement Specialist
Date Approved: _____