

**OPERATING GUIDELINES FOR
TOWN OF DRYDEN YOUTH COMMISSION
1991**

AUTHORITY:

The Town of Dryden Youth Commission was created by resolution of the Boards of the Town of Dryden and Villages of Dryden and Freeville in 1990 pursuant to Articles 95 and 13 of the General Municipal Law. Article 95 charges Youth Commissions with the responsibility for coordination of youth programming within the municipalities and Article 13 enables municipalities to create joint recreation commissions which may include youth service programming as well.

PURPOSE:

The purpose of the Youth Commission is to recommend policies, plans and procedures to the sponsoring municipalities to enable the development, implementation and coordination of effective programs that meet the recreational and development needs of youth.

RESPONSIBILITIES:

The Youth Commission is empowered to:

1. Assess the needs and priorities of the youth of the community and develop programs to meet these needs;
2. Analyze the existing youth service system, determine the gaps in services and design programming to avoid duplication and to enlist the participation of youth who are normally not attracted to existing programming;
3. Review all requests for municipal funds for youth programs and shall recommend to the Town and Village Boards programs to be operated directly by the municipalities or through contracts with qualified agencies;
4. Reassess programming periodically to assure that it is, in fact, meeting the needs for which it was originally designed;
5. Inform the public of the existence and goals and duties of the Youth Commission, so as to enlist maximum participation and support for youth programming;
6. Encourage the active participation of young people through the appointment of youth members to the Youth Commission and/or the creation of a Youth Advisory Council;

7. Explore and evaluate a variety of sources for the funding of youth programs.
8. Maintain a direct line of communication between the Commission and the Municipal Boards;
9. Participate in the Tompkins County Comprehensive Youth Service Plan to ensure coordination with other youth service providers and to maximize utilization of available resources;
10. Recommend potential County Youth Board members to the municipalities when vacancies occur.

MEMBERSHIP:

1. The Youth Commission shall be comprised of 7 voting members:

The Town Board shall at all times be represented by three members on the Youth Commission. One member shall be appointed annually by the Town Board to a three-year term.

Each of the Village Boards shall at all times be represented by two members on the Youth Commission. One member shall be appointed annually by the Village Boards to a two-year term.

In the event of a vacancy, the appropriate municipality will appoint a member to fill the unexpired term.

2. All voting members must be at least 16 years of age;
3. Terms begin January 1;
4. Members are eligible to be reappointed;
5. Staff from each program funded by the municipalities shall attend Commission meetings regularly to report to and advise the Youth Commission and to assure coordination of commission-sponsored programming;
6. From the three municipal representatives to County Youth Board, one shall serve as a liaison to the Youth Commission.
It will be the responsibilities of the three representatives to determine who the liaison shall be. The liaison shall receive a copy of all minutes of the Youth Commission.

OFFICERS:

1. The officers of the Youth Commission shall consist of a Chairperson and a Vice

Chairperson/Secretary;

2. Additional offices may be established by the Youth Commission if needed to ensure the proper functioning of the Commission;
3. The Chairperson shall preside at all the meetings and discharge the duties pertaining to the office. The Chairperson shall appoint all committees and committee chairs;
4. The Vice Chairperson/Secretary shall perform the duties of the Chairperson in the absence of that officer;
5. The Vice Chairperson/Secretary shall keep an accurate record of all meetings of the Commission to be kept on file in respective municipal offices;
6. The Term of Office shall be for one year, commencing at the first meeting of the new calendar year where the first order of business shall be the election of new officers nominated by the members of the Commission;
7. The minutes will be maintained in the Vice Chairman's office and written by the Commission member appointed at the beginning of each meeting.

MEETINGS/PROCEDURES:

1. The Youth Commission shall schedule open meetings and may establish by-laws and rules of procedure as are necessary to conduct business;
2. Roberts Rules of Order shall be the authority on all questions of Parliamentary Procedure;
3. A quorum shall consist of four members and a simple majority shall be required to adopt recommendations.
4. The Town of Dryden municipal office shall be designated as the address of record and repository for all records and official correspondence of the Youth Commission.

AMENDMENTS:

1. Any and all of the aforementioned may be amended at any regular meeting of the Youth Commission by a majority vote of the Commission, provided that the proposed amendment has been presented for discussion at the meeting immediately preceding the vote and mailed to all Commission members at least three days prior to the meeting at which it is to be considered for adoption.

FISCAL AND PROGRAMMATIC AFFAIRS:

1. The Municipal Boards have the general power and control over the fiscal affairs and expenditures of the Youth Commission. The Town of Dryden will be designated as the disbursing municipality and will be responsible for entering into contracts, payment of authorized expenditures, submissions of applications and claims;
2. The proposed annual program description and operating budget of the Youth Commission shall be adopted by the Youth Commission by October 1, signed by the Chairperson, and recommended to the Municipal Boards for consideration as part of the Municipal budgets;
3. The Youth Commission shall determine the nature and frequency of program reports to be required of Commission sponsored programs;
4. The Youth Commission shall report annually to the municipal boards.

COMMITTEES:

1. Shall be appointed as needed and may include non-commission members;
 - A. The Youth Advisory Council shall be a sub-committee of the Youth Commission.