

ULYSSES-TRUMANSBURG JOINT YOUTH COMMISSION
OPERATING GUIDELINES
Approved 1990

AUTHORITY:

The Ulysses-Trumansburg Joint Youth Commission was created by resolution of the Town and Village Board in 1988 pursuant to Articles 95 and 13 of the General Municipal Law. Article 95 charges Youth Commissions with the responsibility for coordination of all 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 Joint 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 responsibilities of the Joint Youth Commission include:

1. To assess the needs and priorities of the youth of the community and develop programs to meet these needs;
2. To 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. The Joint Youth Commission shall 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. To reassess programming periodically to assure that it is, in fact, meeting the needs for which it was originally designed;
5. To 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. To encourage the active participation of young people through the appointment of youth members to the Joint Youth Commission and/or the creation of a Youth Advisory Council;
7. To explore and evaluate a variety of sources for funding program needs to include regular contact with other funders such as Ulysses Community Council;
8. To maintain a direct line of communication between the Joint Commission and the Municipal Boards;
9. To 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. To recommend potential County Youth Board members to the municipalities when vacancies occur.

MEMBERSHIP:

1. The Joint Youth Commission shall be comprised of 7 voting members:
 - 1 Member shall be appointed annually from the Town Board
 - 1 Member shall be appointed annually from the Village Board
 - 1 Member to be appointed annually by the Trumansburg School Board
 - 2 At-large Members to be appointed by the Town
 - 2 At Large Members to be appointed by the Village
2. All voting members must be at least 16 years of age;
3. The terms of the at large members appointed by municipalities shall be staggered terms of 2 years;
4. Terms begin January 1;
5. Members are eligible to be reappointed;

6. Staff from each program funded by the municipalities shall attend Commission meetings regularly to report to and advise the Joint Youth Commission and to assure coordination of commission-sponsored programming;
7. 1 Liaison from the municipal representatives to County Youth Board shall serve as liaisons to the Joint Youth Commission.

OFFICERS :

1. The officers of the Joint Youth Commission shall consist of a Chairperson and a Vice Chairperson/Secretary;
2. Additional offices may be established by the Joint 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 Joint Commission;

MEETINGS/PROCEDURES :

1. The Joint 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.

AMENDMENTS:

1. Any and all of the aforementioned may be amended at any regular meeting of the Joint Youth Commission by a majority vote of all members present provided those members constitute a quorum of the Commission with the approval of each municipality.

FISCAL AND PROGRAMMATIC AFFAIRS:

1. The Municipal Boards have the general power and control over the fiscal affairs and expenditures of the Joint Youth Commission. The Village of Trumansburg 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 Joint Youth Commission shall be adopted by the Joint 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 Joint Youth Commission shall determine the nature and frequency of program reports to be required of Commission sponsored programs;
4. The Joint Youth Commission shall report periodically 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 Joint Youth Commission.