



# **POLICIES AND PROCEDURES CLAREMONT TEEN COMMITTEE**

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A Standing Committee of the  
CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION

## **A. MISSION STATEMENT**

The Mission of the Teen Committee is to represent the needs of the Claremont youth by adding a youth voice to Claremont politics and accomplishing goals that help support Claremont teens in their community.

## **B. FUNCTION**

The functions of the Teen Committee shall include but not be limited to the following:

1. Advise the Community and Human Services Commission on the progress made by local programs for the teens and recommend whether certain aspects of those programs should be expanded, continued, revised or phased out.
2. Advise, recommend, assist and encourage activities and programs to be undertaken for and with the teenagers of the City of Claremont.
3. Keep informed about, and familiar with, the progress and development of teen activities, including social service programs, and report them to the Community and Human Services Commission.
4. Make a concerted effort to include all teenagers in activities and assist the Human Services Department in the creation, promotion, and accomplishment of Claremont's teen activities.
5. The Committee shall be committed to the philosophy of diversity, equity and inclusion, equal opportunity, and fair treatment. The Committee's programs shall promote the general well-being of citizens, identify solutions to bridge opportunity gaps, and eliminate discrimination on the basis of race, ethnicity, national origin, class, disability, gender, age, sexual orientation, gender identification, religion, as well as cultural, political, or other affiliations.

## **C. MEMBERSHIP**

1. The committee shall consist of 11 members who reflect the diversity of the community and reside or attend school in the city of Claremont. Members must also be 12 years of age or older and in 7<sup>th</sup>-12<sup>th</sup> grade.
2. Members of the same household may not serve on the same committee.
3. Committee member terms shall be one year beginning September 1<sup>st</sup> of the year appointed. Terms shall expire on August 31<sup>st</sup> of the following year.
4. The committee members that are chosen to be Chair and Vice-Chair in May for the upcoming term beginning September 1<sup>st</sup> are guaranteed appointment.
5. Committee members are appointed by the Community and Human Services Commission. Prior to July each year, the Chair of the Community and Human

Services Commission may appoint a Community and Human Services ad hoc committee to review applications, and if necessary, conduct interviews to make recommendations to the full Commission on the appointment of new members.

6. A committee member may be removed from office for any reason by a majority vote of either the Community and Human Services Commission or the City Council. To the extent the City Council and Community and Human Services Commission disagree on removal, the City Council decision shall prevail.
7. Members shall attend meetings and participate in the activities of the committee.
8. Those who have accumulated two or more absences may be dropped from the committee.
9. Should a vacancy occur prior to the end of a committee member's term the Community and Human Services Commission shall appoint a replacement. The appointment expires August 31<sup>st</sup>.
10. The committee shall include at least one member and an alternate from the Community and Human Services Commission to serve as a liaison to the committee. Liaison is a non-voting position.
11. The Commission liaison shall receive information about all meetings related to the committee such as ad hoc committee meetings and shall report to the Commission all pertinent information about committee activities.
12. The committee shall include at least one staff representative from the Human Services Department to serve as a liaison to the committee. Liaison is a non-voting position.
13. The Staff liaison(s) will update the Community and Human Services Commission on current members annually.
14. The committee shall encourage the Claremont Unified School District to have a staff person participate on the committee to act as liaison between the committee and the School District. Liaison is a non-voting position.

#### **D. OFFICERS**

1. The committee shall nominate and select a chairperson and vice chairperson from its membership every May. Terms shall be one year in length with a limit of two consecutive terms.
2. Officer terms shall take place from September 1-August 31.
3. The committee shall nominate and select replacements for officer vacancies that occur from within the membership. The appointment expires August 31<sup>st</sup>.

## **E. AD HOC COMMITTEES**

1. Ad hoc committees can be appointed by the Chair as needed for discrete subjects or tasks.
2. An ad hoc committee may not be a standing committee with a fixed meeting time and/or continuing subject matter jurisdiction. It cannot have members from another City legislative body and remain an ad hoc committee but is free to meet with staff and members of the community.
3. Ad hoc committees must be comprised of at least two members. They may not be greater than or equal to the quorum of the committee.
4. Ad hoc committees must report on their work progress at each regular meeting.

## **F. MEETINGS**

1. The committee must work from an agenda prepared in advance by the Chair and staff liaisons.
2. Meeting minutes, prepared by City Staff, must be distributed with the agenda prior to the meeting.
3. Committee meetings must adhere to the requirements of the State of California Brown Act.
4. The committee shall meet at least eight times each calendar year, on a stated date, at a stated time, set in advance by the Committee and noticed in accordance with the Brown Act. The regular meeting will be conducted on the third Wednesday of September, October, November, January, February, March, April and May at 3:15 p.m.

## **G. STANDING RULES**

1. A quorum is reached when more than half (1/2) of all voting members are present.
2. A committee cannot conduct business or take action unless a quorum of voting committee members is present.
3. All minutes shall be approved by the committee and received and filed by the Community and Human Services Commission. All material submitted shall, in turn, be forwarded, unabridged, to the City Council, with a recommendation from the Community and Human Services Commission regarding such material.

Originally Adopted 11/26/1985  
Revised and Adopted 02/03/2021