



Reading Youth Commission

First Meeting Agenda

Wednesday, April 7, 2021

6:00 PM

CALL TO ORDER

SWEARING IN CEREMONY

Oath Administered by MDJ Carissa Johnson

ICE BREAKER: *The members will say the following:*

- *Name*
- *District / Neighborhood they represent*
- *What made them want to join the Youth Commission*
- *One thing they'd like to address within their District / Neighborhood*

EXPECTATIONS & STRUCTURE

- *Review the Youth Commission enabling legislation*
- *Establishing how the Youth Commission will operate and determining how frequently the Youth Commission will meet – mandated to meet at least quarterly*
- *Establishing Roberts' Rule of Order to ensure we all have an understanding of how ordinances and resolutions are addressed and explaining the differences between them*

REQUESTS FOR GUESTS AND PRESENTATIONS AT FUTURE MEETINGS

NEXT MEETING DATE

- *Establish the next meeting day and time.*

ADJOURN

Drafted by: City Clerk
Sponsored/Referred by: City Council
Introduced on: May 8, 2017
Advertised on: May 15, 2017

BILL NO. 47 2017
AN ORDINANCE

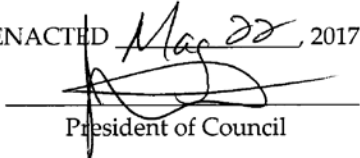
**Amending the City Code Chapter 23 Boards, Commissions and Committees by
creating a new Part 15 Youth Commission**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

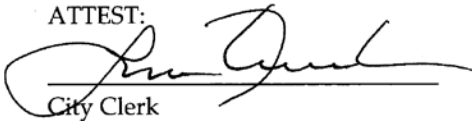
Section 1. Amending the City Code Chapter 23 Boards, Commissions and Committees by creating a new Part 15 Youth Commission, as attached in Exhibit A.

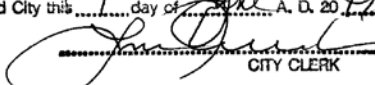
Section 2: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

ENACTED May 22, 2017


President of Council

ATTEST:


City Clerk

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 22 day of May, A. D. 2017. Witness my hand and seal of the said City this 1 day of June, A. D. 2017.

CITY CLERK

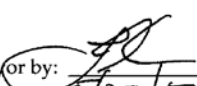
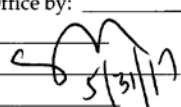
Submitted to Mayor by: 
Date Submitted: 5/23/17
Received in Mayor's Office by: _____
Date Received: _____
Approved by Mayor: 
Date Approved: 5/31/17
Vetoed by Mayor: _____
Date Vetoed: _____

EXHIBIT A
Youth Commission

§23-1501. Purpose

It is the purpose and intent of the City Council to establish a City of Reading Youth Commission [Commission]. The Commission will serve as an advisory body to the Mayor, City Council, and Managing Director on issues of interest to youth and pertaining to youth in the City of Reading. Youth and young adults are impacted by the decisions of City officials, but seldom have the opportunity to directly participate in the process. Establishment of a Commission will facilitate the participation of youth and young adults in local government, as well as provide City officials an opportunity to hear and address their ideas and concerns.

§23-1502. Youth Commission Members

The Commission shall consist of fifteen (15) members between the ages of 14 and 22 who shall serve without compensation. Each Council District shall have two (2) representatives, which may include students from Albright College, Alvernia University and Reading Area Community College, who shall be nominated by the District Councilmember and approved by City Council. The remaining members shall be nominated by the Mayor and confirmed by City Council. Vacancies shall be filled in the same manner. If any member of the Commission reaches the age of twenty-three (23) while serving on the Commission, the appointment of that member shall expire the following July 1.

Members shall serve two (2) year staggered terms, and each member shall serve until a successor is duly appointed and confirmed. No member shall serve more than two (2) consecutive terms. The expiration date of all terms shall be July 1.

The Commission shall elect a Chair, Vice Chair and a Secretary annually from the members of the Commission. The Commission shall provide an agenda and a meeting report from all meetings to the City Clerk.

§23-1503. City Council Liaison

City Council shall appoint two liaisons to facilitate the activities and meetings of the Commission, one of whom shall be a representative of City Council. Both shall serve without compensation.

§23-1504. Meetings

1. A quorum shall consist of the majority of the members present at the meeting, but no less than five (5) members.
2. All Commission meetings shall adhere to State regulations as defined in the Act of June 3, 1986, P.L. 388, No. 84, known as the Sunshine Act," 53 P.S. §271 et seq.

3. Regular meetings of the Commission shall be determined by the membership but the Commission shall meet no less than four (4) times per year. Notices of meetings will be posted on the City of Reading website.
4. Minutes from meetings will be kept and copies of the meeting minutes will be sent to the City Clerk's Office after each meeting.

§23-1505. Duties and Functions

The Commission shall:

- (a) Identify critical issues affecting youth in the City of Reading.
- (b) Provide advice and recommendations to the Mayor, City Council, Managing Director, and other City officials on issues affecting youth in the City of Reading.
- (d) Form subcommittees of less than a majority of its members as deemed necessary to allow for in-depth review of issues of interest to the Commission.
- (e) Make available to the Managing Director its findings and recommendations and present periodic reports to City Council.
- (f) Provide a written report annually on the status of the Commission and its activities to the Mayor and City Council.
- (g) Perform such further duties as may hereafter be delegated to the Commission by resolution of the City Council.

ROBERTS RULES CHEAT SHEET

TO:	YOU SAY:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until... "	No	Yes	No	Yes	Majority
Complain about noise, room, temp, etc.	"Point of Privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End Debate	"I move the previous question"	No	Yes	No	No	2/3
Postpon consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce Business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence.

When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

TO:	YOU SAY:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	“Point of Order”	Yes	No	No	No	Chair Decides
Request Information	“Point of Information”	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	“I call for a division of the house”	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	“I object to consideration of this question”	Yes	No	No	No	2/3
Take up matter previously tabled	“I move we take from the table...”	Yes	Yes	No	No	Majority
Reconsider something already disposed of	“I move we now (or later) reconsider our action relative to...”	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	“I move we suspend the rules and consider...”	No	Yes	No	No	2/3
Vote on a ruling by the Chair	“I appeal the Chair’s decision”	Yes	Yes	Yes	No	Majority

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognized the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or “to”) ... and resumes his seat.*
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that... Are you ready for the question?*

The chair puts the motion to a vote

1. The Chair asks: *Are you ready for the question? If no one rises to claim the floor, the chair proceeds to take the vote.*
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say ‘Aye’ (Pause for response). Those opposed, say ‘Nay’. (Pause for response). Those abstained please say ‘Aye’.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ... (indicating the effect of the vote) or*
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: “Madame Chairman, I move that _____.”

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, “Madame Chairman, I move that motion be handed by adding the following words _____”
- After recognition, “Madame Chairman, I move that motion be handed by striking out the following words _____”
- After recognition, “Madame Chairman, I move that motion be handed by striking out following words, _____, and adding in their place the following words _____”

REFER OT A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, “Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown.”

POSTPONE DEFINITELY

You want the member to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, “Madame Chairman, I move to postpone the question until _____”

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, “Madam President, I move the previous question.”

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, “Madam President, I move to limit discussion to two minutes per speaker”

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, Madam Moderator, I move to postpone the question indefinitely.”

POSTPONDE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, “Madame Moderator, I move to postpone the motion indefinitely.”

RECESS

You want to take a break for a while.

- After recognition, “Madame Moderator, I move to recess for ten minutes.”

ADJOURNMENT

You want the meeting to end.

- After recognition, Madame Chairman, I move to adjourn.“

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, Madam President, I ask to withdraw my motion.“

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, “Call for orders of the day.”

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, “Madam Chairman, I move to suspend the rules and move item 5 to position 2.”

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, “Point of Personal Privilege.”
- Chairman: “State your point.”
- Member: “There is too much noise, I can’t hear.”

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, “Madame Chairman, I move that we go into a committee of the whole.”

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, “I rise to a point of order,” or “Point of order.”

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, “Point of information.”

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, “Point of Parliamentary inquiry.”

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, “I appeal from the decision of the chair.”

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority Vote	Can be suspended for a session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 Vote