

Bylaws of the City of Pittsburgh Propel Pittsburgh Commission

ARTICLE I: Name

The name of said commission shall be the City of Pittsburgh Propel Pittsburgh Commission (herein after referred to as the "Propel Pittsburgh Commission").

ARTICLE II: Form of Commission

The Propel Pittsburgh Commission shall be an advisory body with members appointed by the Mayor, City of Pittsburgh, in accordance with Pittsburgh Code Title One, Article IX, Chapter 178B, as amended No. 2011 - 1377, effective as signed, February 25, 2011.

ARTICLE III: Purpose

The purpose of the Commission is to encourage greater participation in government, identify or create programmatic or policy opportunities in issues affecting young adults and young professionals in Pittsburgh, and to inform various elected and appointed officials representing young people about issues specific to them. The Propel Pittsburgh Commission will help to give the young adults and young professionals of Pittsburgh a major role in moving the City of Pittsburgh forward. The Propel Pittsburgh Commission shall report in writing quarterly to the Mayor and Council on its recommendations and suggestions.

ARTICLE IV: Membership

Appointments and terms shall be as follows:

A. The Propel Pittsburgh Commission shall consist of fifteen (15) members who are residents of the City of Pittsburgh and between 20 and 34 years old at the beginning of their term. (If past members have moved out of the city they will be allowed to serve in an advisory role at the discretion of the Youth Policy manager). The composition shall be established to allow representatives of City Council to nominate one (1) representative from their respective council district. The Commission shall strive to have at least one representative for each council district. All commissioners will be appointed by the Mayor and confirmed by City Council. .

Appointments shall be representative of those listed above, with consideration of a city geography and diversity. Appointments shall be made without regard to color, race, religion, gender, sexual orientation, national origin, parental or marital status, age, ancestry and/or disability.

B. The term of each member shall be three years.

C. The Propel Pittsburgh Commission shall make reasonable accommodations to enable the participation of its members and/or guests who are people with disabilities.

D. There shall be no fee required for membership, nor shall any members receive any financial reimbursement for their services.

E. Member Vacancy: A Commission member position shall be deemed vacant when:

- 1) An appointee who has not yet been confirmed withdraws his/her application;
- 2) A member no longer continues to meet qualifications for appointment during the term of office; or
- 3) A member voluntarily resigns or, for some reason, is no longer able to serve as a member.

F. Conflict of Interest: Commission members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a Propel Pittsburgh Commission member or his/her family has a financial interest (tangible gain) or a personal interest which would affect independence of judgment or action in the performance of the member's duties.

G. Members may not make official statements or speak authoritatively on behalf of the Propel Pittsburgh Commission without express permission and consent of the Executive Committee. Commission members may engage in discussion, gather data, participate in dialogue, and should use their discretion and sound judgment when addressing the general public, officials, and community and business leaders regarding any issue.

H. Member Resignation: A Propel Pittsburgh Commission member may resign by giving written notice to the Leadership Committee and the Youth Policy Manager. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least fourteen days prior to the effective date of resignation.

I. Member Removal:

1. A Propel Pittsburgh Commission member may be removed from the Propel Pittsburgh Commission only upon recommendation by a two thirds majority vote of all standing Commission members requiring final ratification and approval by the Executive Committee.
2. The Propel Pittsburgh Commission may recommend that a member be removed for failure to participate in Propel Pittsburgh Commission activities, for behavior that negatively impacts its purpose, or other just cause.
3. The Youth Policy Manager may recommend to the Executive Committee that a Propel Pittsburgh Commission member be removed. The Commissioner cannot be removed without the majority approval of the Executive Committee.

J. Replacement of Members: When a Propel Pittsburgh Commission member resigns or is removed, his or her membership position becomes vacant. In such circumstances, the Mayor will appoint a replacement member to finish the remainder of the term.

K. Staff: The Youth Policy Manager, City of Pittsburgh, Office of the Mayor shall serve as staff to the Propel Pittsburgh Commission.

L. Alcohol and Drug Use:

1. No Commissioner shall be permitted to attend any meeting of the Commission under the influence of alcohol or any illegal drugs;
2. All Commissioners shall use alcohol in a responsible and moderate manner at all official Commission events and/or while serving in his or her official capacity as a Commissioner, including, but not limited to, all Commission sponsored events, all events sponsored by the Mayor's Office of the City of Pittsburgh or a member of the City Council, and any event where the Commission and/or its Commissioners are invited in its and/or their official capacity;
3. A Commissioner that violates this Section IV(L) shall be subject to removal from the Commission under Section IV(I).

ARTICLE V: Meetings

A. Meetings: The Propel Pittsburgh Commission shall meet at least every other month. The time, hour, and place of meetings shall be determined by a consensus of the Propel Pittsburgh Commission. All meetings of the Propel Pittsburgh Commission shall be called, noticed, held and conducted in accordance with the State of Pennsylvania Sunshine Act.

B. Additional Meetings: When deemed expedient, or at the request of the majority of the Propel Pittsburgh Commission and the Executive Board, the Youth Policy Manager may call additional meetings to be held at

such time and place as stated by the Leadership Board. Additional meetings shall be called, noticed, held and conducted in accordance with the State of Pennsylvania Sunshine Act.

C. Quorum: At any meeting, a quorum shall consist of a majority of then standing Propel Pittsburgh Commission members as long as the majority of the Leadership Committee is present and presiding.

D. Voting:

1) The vote on all questions coming before the Propel Pittsburgh Commission shall be by voice vote, raising of hands, or other effective method.

2) All votes will be tallied and recorded in the meeting minutes.

E. Attendance: Members are expected to attend all regular meetings. Attendance via electronic means is acceptable and will be made available upon request. In the event that any member is absent for two (2) consecutive meetings, the Executive Committee and the Youth Policy Manager will decide whether their absenteeism needs to be addressed by the entire Commission. More than two (2) unexcused absences and a member will be subject for dismissal.

F. The Propel Pittsburgh Commission shall make reasonable accommodations to enable the participation of its members and/or guests who are people with disabilities.

ARTICLE VI: Officers

A. Officers shall serve a term of one (1) year.

B. The officers of the Propel Pittsburgh Commission shall consist of Chair, Vice-Chairman and Secretary each elected by a majority of the Propel Pittsburgh Commission at an Annual Meeting.

C. Officers - Duties

1) Chair:

- a) The Chair shall preside at all regular Propel Pittsburgh Commission meetings and Leadership Committee meetings.
- b) The Chair shall formulate the agenda with input from Members and Staff.
- c) The Youth Policy Manager/Mayor's Office shall serve as spokesperson for Propel Pittsburgh Commission. No statements on record will be given without input and recommendation from the Executive Committee.
- d) The Chair shall perform such other duties as required and approved by the Propel Pittsburgh Commission or the Executive Committee.
- e) In the Chair's absence, the Vice-Chair will serve as Chair.

2) Vice-Chair:

- a) The Vice-Chair shall coordinate with committees on special subjects as designated by the Propel Pittsburgh Commission and act as a liaison between committee heads and the Chair..
- b) The Vice-Chair shall also perform such other duties as required and approved by the Propel Pittsburgh Commission.

3)Secretary/Parliamentarian:

- a) The Secretary shall confirm the quorum at all meetings of the Propel Commission in which he/she is present and shall ensure that Robert's Rules of Order are followed and maintained throughout each meeting.
- b) If the Secretary is not present at any meeting, the Vice-Chair shall name a stand-in to serve in the Secretary's capacity for such meeting.

D. Officer Resignation: A Propel Pittsburgh Commission officer may resign from office by giving written notice to the Executive Committee and Youth Policy Manager. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty (30) days prior to the effective date of resignation.

E. Officer Vacancy: In the event the Chair is unable to fulfill his/her duties, the Vice-Chair automatically assumes the duties of the Chair until the chair is able to resume duties. In the event of a vacancy in any other officer position, the Propel Pittsburgh Commission shall elect a member to fill the unexpired term by majority vote, unless otherwise written.[see Executive Committee]

F. Officer Term: A Propel Pittsburgh Commission officer may not serve more than 2 consecutive terms.

ARTICLE VII: Committees of the Commission

A. Executive Committee

- 1) Executive Committee shall consist of the Executive Committee (Chair, Vice-Chair, and Secretary/Parliamentarian) and may consist of other committee Chairs.
- 2) Executive Committee meetings may be open public meetings to which all Propel Pittsburgh Commission members may be invited as determined by the Executive Committee. The Executive Committee shall meet as needed to facilitate the direction and completion of Propel Pittsburgh Commission business. The Executive Committee and the Youth Policy Manager will have authority to set the Propel Pittsburgh Commission agendas and to conduct Propel Pittsburgh Commission business which requires timely action in the intervals between regular meetings.
- 3) Shall make recommendations on Bylaws/Policies and Procedures.
- 4) Powers of Executive Committee: Except as limited by this agreement or by specific directions of the Commission, the Executive Committee shall possess and may exercise all the powers of the Commission in the management and direction of the business and conduct of the affairs of the Commission, including but not limited to general supervision over the business of the Commission and the policies of the Commission in such a manner as the Executive Committee shall deem to be in the best interests of the Commission. The Executive Committee shall have the power to authorize the seal of the Commission to be affixed to all instruments and documents requiring the same. The Executive Committee shall oversee all Commission business and assist in the execution of Committee business.
- 5) Informal Action by Executive Committee: Any action required or permitted to be taken at any meeting of the Executive Committee or any other duly appointed Committee may be taken without a meeting if consent in writing setting forth such action is signed by the Executive Committee and approved by the Youth Policy Manager and such consent is filed with the records of the Commission.
- 6) If there is a vacancy in the Executive Committee which remains present at the time of any Commission meeting, the Youth Policy Manager will temporarily fill the vacancy, until the officer/chair can be replaced.
- 7) All action by the Leadership Committee shall be reported to the Commission at the next meeting.

8) The Executive Committee shall fix its own rules of procedure not inconsistent with this operating agreement or with any direction of the Commission. It shall meet at such time and places and upon such notice as shall be provided by rule or by resolution of the Commission. A 2/3rds vote of the members of the Executive Committee shall constitute a quorum. For every matter an affirmative vote of 2/3rds of all the members of the Executive Committee present shall be necessary for the taking of action.

9) The Youth Policy Manager or Deputy Youth Policy Manager shall be present at all Executive Committee meetings.

B. Special committees. The Executive Committee shall have the authority to create any committees that may be deemed helpful to the work of the Propel Pittsburgh Commission and the accomplishment of its purpose. Committees shall cover issues relevant to the mission of the Propel Pittsburgh Commission.

C. Membership. The membership of each committee shall include no less than one member of the Propel Pittsburgh Commission, with the Chair of each committee to be appointed by the Executive Committee of the Propel Pittsburgh Commission and confirmed by a majority of the Commission members present.

D. Member Removal and Addition: A committee member may be removed or added from the committee only by the Executive Committee of the Propel Pittsburgh Commission. The Committee Chair is given great deference when recommending committee members and/or establishing subcommittees. The committee Chair or Propel Pittsburgh Commission may recommend that a member be removed for failure to participate in committee activities or for behavior that negatively impacts its purpose or just cause.

E. Committee Chair Duties

1) The Chair (s) will provide strategic direction and oversight to committee program and policy recommendations that s/he oversees to ensure that the recommendations and programs are in alignment with the mission and goals of the Propel Pittsburgh Commission.

2) The Chair (s) and Youth Policy Manager shall formulate the agenda and meeting schedule with input from members and establish a meeting schedule so that committees meetings occur at least once before recommendations are due to Propel Pittsburgh Commission (recommendations are due quarterly).

3) The Chair (s) will collaborate with each other on proposed programs and policies and then present their quarterly recommendations to the Propel Pittsburgh Commission for approval.

4) The Chair (s) will build capacity within their committee by assisting the Chair of the Propel Pittsburgh Commission with identifying and recruiting committee members to assist in achieving its goals and objectives. The Chair(s) will work with Youth Policy Manager to bring in appropriate City Officials, or others for discussion.

5) The Chair (s) will ensure that the Propel Pittsburgh Commission has knowledge of the activities taking place in their respective committee, and be an advocate and liaison to the Propel Pittsburgh Commission for the programs and policies under their jurisdiction.

6) The Chair (s) are responsible for submitting monthly meetings reports to the Youth Policy Manager and Vice – Chair within 14 days after the committee meeting.

7) committee Chair (s) and members commit to a role for at least one year to ensure consistency.

8) The Chair shall coordinate with the Executive Committee as requested and needed.

9) The Youth Policy Manager or Deputy Youth Policy Manager shall be present at all meetings.

ARTICLE VIII: Finances

The Youth Policy Manager shall update the Propel Pittsburgh Commission regularly on funds in the Youth Policy Trust Fund, if applicable.

ARTICLE IX: Support Services

The Youth Policy Manager, City of Pittsburgh, Office of the Mayor will provide Secretarial, mailing, telephone and other minimal support services essential to the work of the Propel Pittsburgh Commission. Minutes of the meetings will be taken and sent to the Propel Pittsburgh Commission members at least ten (10) business days before the next meeting by the Youth Policy Manager. All official records of the Propel Pittsburgh Commission shall be kept at the Office of Youth Policy and upon request will be made available for public inspection during regular business hours. Copies of agendas, minutes, and policy recommendations will also be maintained on the website of the Propel Pittsburgh Commission, City of Pittsburgh.

ARTICLE X: Elections

Officers shall be elected by the members. Elections shall be in December of each year, if possible. Elections shall be by ballot unless there is only one person nominated for each office, when a voice vote is permissible. The officers shall serve for one year or until their successors are elected.

ARTICLE XI: Amendments

A. These Bylaws may be amended by a majority vote at any meeting of the Propel Pittsburgh Commission provided that notice of the proposed amendment(s) have been sent to all members ten (10) business days in advance of the meeting.

B. The rules contained in Robert's Rules of Order, Newly Revised, shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these Guidelines and any special rules of order the Propel Pittsburgh Commission may adopt.