



Jay Ash
City Manager

CITY OF CHELSEA

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ADMINISTRATIVE ORDER 11-20-08

PART II, Section 16.00, inclusive, of the Administrative Code of the City of Chelsea is hereby replaced with the following:

Section 16.00 Youth Commission

16.01 Established

There shall be a youth commission consisting of fifteen (15) members. The composition of the youth commission shall be as follows: one of whom shall be the Chelsea High School freshman class president, one of whom shall be the Chelsea High School sophomore class president, one of whom shall be the Chelsea High School junior class president, one of whom shall be the Chelsea High School senior class presidents, two of whom shall be upper class students at Chelsea High School who shall be appointed by the City Manager upon recommendation of the Superintendent of Schools, no more than eight members shall represent the recognized youth organizations within the city as determined by the city manager, and at least one, but no more than the number necessary to provide for a full commission of fifteen, shall be appointed by the city manager after a solicitation of interest advertised by the city manager in a manner s/he shall see fit.

16.02 Term and Eligibility

The youth commission is an advisory multiple-member body of the city, pursuant to Section 9.5 of the City Charter. Notwithstanding Section 9.5, the city manager shall make an annual appointment of commission members for a term of one-year. To fulfill this section, the city manager shall recommend to the Council for its approval at its first meeting in November the youth commission appointees. Should any member resign or otherwise fail to serve, the city manager shall make an addition recommendation for approval to Council that number of additional appointments necessary to maintain the youth commission at fifteen.

Youth commission appointees must be age 13 and no older than age 18 by December 1 of the calendar year of appointment.

16.03 Authority and Responsibilities

The youth commission advises and assists the city council, the school committee and the city manager in the development of policies, programs and delivery of services for the health and welfare of youth and their families. The commission regularly assesses the needs of youth as individuals and community members, in order to advocate for, coordinate and/or develop policies and programs to address these needs. The commission further advises and otherwise assists the city manager, the president of the city council and the chairman of the school committee on utilization of all federal, state, and municipal programs and services available to youth, and

provides education and referral resources to all members of the community. At least bi-annually, the youth commission shall organize a public meeting, in a manner so directed by the commission, to solicit the input of youth and other interested parties as to the status of youth in the community and to aid the commission in establishing goals for enhancing the health, welfare, education, recreation and empowerment of youth, as broadly defined as the commission shall see fit to adopt. The youth commission shall file with the city manager an annual report of its activities by October 31st.

16.04 Staffing and Staff Responsibilities

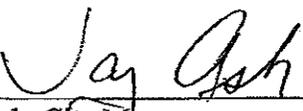
Unless otherwise directed by the city manager, the youth commission shall be staffed by a employee of the City's health and human services department. That staff will provide administrative support to the youth commission, including meeting notices, meeting room coordination, and minute keeping, and other administrative support as deemed necessary and appropriate by the director of the health and human services department.

16.05 Interrelationships

City Council: The youth commission interacts with the city council subcommittee which addresses issues concerning health and human services policy relative to the establishment of policies and legislation concerning youth and family service programming within the city.

City Manager: The youth commission interacts with the city manager primarily through the recreation and cultural affairs division of the health and humans services department, unless otherwise directed by the city manager, with that department providing administrative staff support to the youth commission, and the police and school departments to encourage that the development and delivery of youth and family services are effective and responsive.

Other Multiple-member bodies: As necessary, the youth commission interacts and meets with the school committee, the board of health, the cultural council and the council on elder affairs, or another board the may be appropriate and/or necessary, in pursuit of those issues noted.



Jay Ash, Cfty Manager

11/20/08

Date