

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE to amend and reordain Chapter 10 (THE CHILDREN, YOUTH AND FAMILIES COLLABORATIVE COMMISSION) of Title 12 (EDUCATION, SOCIAL SERVICES AND WELFARE) of the Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Title 12, Chapter 10 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended by deleting the text shown in strikethrough and adding the text shown in underline as follows:

CHAPTER 10

The Children, Youth and Families Collaborative Commission

Sec. 12-10-1 Creation of commission.

There is hereby established a commission to be known as The Children, Youth and Families Collaborative Commission (hereinafter referred to in this chapter as the commission). (Ord. No. 4727, 6/25/11, Sec. 2)

Sec. 12-10-2 Composition; appointment; terms; chairperson and officers; committees.

(a) The commission shall consist of 29 members, 25 of whom shall be voting members and four non-voting members. Seventeen of the voting members shall be citizens, four shall be city staff members, and four shall be staff members from the Alexandria City Public Schools. Two of the non-voting members shall be liaisons from the city council, and two shall be liaisons from the Alexandria School Board.

(1) Citizen members.

a. Eight of the seventeen members shall be approved by city council and shall be city residents. They shall consist of: six community members with expertise in children, youth and family issues, public safety, medical/health related profession or non-profit experience and two young adults, age 18—~~21~~25.

b. Six of the seventeen members shall be approved by the Alexandria School Board and shall be city residents. They shall consist of community members with experiences as parents, guardians, teachers and/or expertise in early childhood, youth or general education policy.

c. Three of the seventeen members ~~shall be approved by the youth council and~~ shall be high school students.

d. The terms of the citizen members shall be three years and shall be staggered, except the terms of the citizen members who are high school students shall be one year.

(2) City staff. Four of the 29 members shall be city staff identified by the city manager. The terms of the City staff shall be three years and shall be staggered.

(3) Alexandria City Public School members. Four of the 29 members shall be identified by the superintendent. The terms of the ACPS members shall be three years and shall be staggered.

(4) Ex-officio members. Two of the four non-voting members shall be liaisons from the city council. Two of the four non-voting members shall be liaisons from the school board. The terms of the ex-officio members shall be three years and shall be staggered.

(b) The commission shall elect from among its voting members a chairman and chairman-elect, alternating between city and school representatives each term and such other officers as it deems necessary. The chairman-elect is intended to succeed the chairman for the following term, supported by the past year's chairman, and a new chairman-elect. These three officers shall determine the commission committees' membership and leadership. The terms of the chairman and chairman-elect shall be for one year.

(c) The commission shall have ~~seven~~ committees, that mirror the Children and Youth Master Plan structure, comprised of commission members who serve as leaders and officers of each group and members of the community at large with a demonstrated interest in issues involving children, youth and families.

(1) Executive committee. The executive committee shall consist of the elected commission officers, and ~~they may include~~ leaders of each commission committee. The executive committee shall be led by the commission chairman and chairman-elect. The functions and duties of the executive committee shall be as follows:

- a. oversee and coordinate organizational activities;
- b. set the commission meeting agenda;
- c. make decisions consistent with those adopted by the commission;
- d. oversee implementation of the city council's work plan as developed by the commission;
- e. conduct periodic reviews of the purpose and membership of the other commission committees and make recommendations to the commission for any changes; and
- f. address any issues requiring immediate attention of the commission.

~~(2) Advocacy and policy committee. The functions and duties of the advocacy and policy committee shall be as follows:~~

- ~~a. review legislative issues, recommend policy and operational or procedural changes as appropriate;~~
- ~~b. responsible for preparing briefing materials and position statements for distribution throughout the community; and~~
- ~~c. prepare the annual report to city council and the school board based on commission activities and meeting minutes.~~

- 1                   (3) ~~Finance and grants committee. The functions and duties of the finance and~~  
2 ~~grants committee shall be as follows:~~
- 3                   a. ~~review city and school budgets and provide recommendations~~  
4 ~~during the budget cycle as appropriate;~~  
5                   b. ~~develop grant guidelines, identify potential efficiencies in funding~~  
6 ~~practices between the schools and the city regarding youth issues, and~~  
7 ~~determine financial impact of suggested youth program changes; and~~  
8                   c. ~~audit grant reports to determine cost benefit and measure~~  
9 ~~effectiveness, recommending metric adjustments as appropriate.~~
- 10                  (4) ~~Outreach and membership committee. The functions and duties of the~~  
11 ~~outreach and membership committee shall be as follows:~~
- 12                  a. ~~train commission members annually;~~  
13                  b. ~~recruit new members;~~  
14                  c. ~~identify potential new community partners for children, youth and~~  
15 ~~family programs and assist with developing a memorandum of~~  
16 ~~understanding as appropriate;~~  
17                  d. ~~provide periodic briefings and presentations throughout the~~  
18 ~~community on commission activities;~~  
19                  e. ~~review applications for committee memberships; and~~  
20                  f. ~~make recommendations to city council and the school board on~~  
21 ~~appointments to the commission.~~
- 22                  (5) ~~Research and data committee. The functions and duties of the research and~~  
23 ~~data committee shall be as follows:~~
- 24                  a. ~~collect and distribute outcome data on initiatives in a youth master~~  
25 ~~plan;~~  
26                  b. ~~review research literature on successful youth studies and monitor~~  
27 ~~efforts by youth commissions, partnerships and collaborations throughout~~  
28 ~~the nation and youth programs in the City of Alexandria;~~  
29                  c. ~~participate in regional, state and national forums and meetings as~~  
30 ~~appropriate; and~~  
31                  d. ~~recommend procedures and processes for the sharing of data across~~  
32 ~~the city and between programs.~~
- 33                  (6) ~~Implementation and monitoring committee. The functions and duties of~~  
34 ~~the implementation and monitoring committee shall be as follows:~~
- 35                  a. ~~review, evaluate and discuss the quality and effectiveness of key~~  
36 ~~programs as identified in a youth master plan.~~
- 37                  (7) ~~Youth council. The youth council shall consist of up to 25 members, who~~  
38 ~~shall be citizens. Four of the members must receive city services and/or participate~~  
39 ~~in city programs and represent private and public high schools and city recreation~~  
40 ~~centers. The term of these members shall be two years.~~
- 41                  a. ~~The council shall elect three members of the council as their~~  
42 ~~officers and voting members of the commission. The term of the officers~~

1 and voting members shall be for one year. Three adult members of the  
2 commission shall be assigned to the youth council, serving as advisors to  
3 youth and co-facilitators with the officers for conducting and convening  
4 the meetings.

5 b. The functions and duties of the youth council shall be as follows:  
6 i. build the foundation that supports youth engagement in the  
7 activities of the commission;  
8 ii. provide a forum for youth input regarding the effectiveness  
9 of programs;  
10 iii. represent youth across the city through regular  
11 communication with various youth groups; and  
12 iv. create opportunities for youth to make a difference in  
13 Alexandria policy and decision-making processes. (Ord. No. 4727,  
14 6/25/11, Sec. 2)

15  
16 Sec. 12-10-3 Meetings; quorum; rules of procedure; annual report.

17 (a) The commission shall meet nine to ten times annually. Working committees shall  
18 ~~meet no fewer than six times per year~~ may meet as needed. Appointed voting commission  
19 members must attend 75 percent of all meetings, including their assigned committees.  
20 The terms of the commission's members shall not exceed a total of ten consecutive years  
21 of membership on the commission.

22 (b) All voting members of the commission present at a meeting shall be entitled to  
23 vote, and the decisions of the commission shall be determined by a majority vote of such  
24 members present and voting. A quorum, which shall consist of at least 50 percent of the  
25 non-vacant seats on the commission, shall be required in order for the commission to  
26 transact business. A member eligible to vote who is present but does not vote shall be  
27 considered in counting a quorum. In matters concerning the procedure for meetings not  
28 covered by this chapter, the commission may establish its own rules, provided such rules  
29 are not contrary to law or the mandate or spirit of this chapter. Otherwise, the rules of  
30 procedure set out in Robert's Rules of Order shall apply.

31 (c) The commission shall submit to the city council each year a written report of its  
32 activities. The report shall also address the matters described in section 12-13-4(b), and  
33 may address other matters relating to the city's youth that the commission may choose to  
34 make. (Ord. No. 4727, 6/25/11, Sec. 2)

35  
36 Sec. 12-10-4 Functions and duties.

37 The functions and duties of the commission shall be as follows:

- 38 (a) to submit to city council a vision for the well-being of children, youth and  
39 families in the city;  
40 (b) to submit to city council an annual report which shall include, but not be  
41 limited, to

- (1) a plan of action to carry out the commission's vision for children, youth and families, which shall include priorities;
- (2) an analysis of the outcome of children, youth and family programs and services; and
- (3) recommendations regarding city funding for children, youth and family programs and services.
- (c) to review progress toward meeting the commission's vision and plan of action by:
- (1) monitoring the programs and services that are available to the city's children, youth and families to determine their effectiveness in meeting the established priorities;
- (2) holding public hearings, when deemed necessary, to obtain input regarding children, youth and family issues from the general public; and
- (3) to coordinate responses from and among appropriate city and non-city organizations to emerging and existing issues affecting the city's children, youth and families. (Ord. No. 4727, 6/25/11, Sec. 2)

Sec. 12-10-5 Staff assistance.

The director of community and human services shall be responsible for providing staff support to the commission to assist it in carrying out its functions and duties. (Ord. No. 4727, 6/25/11, Sec. 2)

Sec. 12-10-6 Relationship to other youth related boards, commissions, task forces and community groups.

It is the intent of the city council and school board that any entity that receives city funding or uses other city resources, including staff support or in-kind city space, will collaborate and coordinate with the commission in developing and implementing a comprehensive, citywide youth development agenda. (Ord. No. 4727, 6/25/11, Sec. 2)

Section 2. That Title 12, Chapter 10 as amended pursuant to Section 1 of this ordinance, be, and the same hereby is, reordained as part of the City of Alexandria City Code.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.

JUSTIN WILSON  
Mayor

Introduction: December 8, 2020  
First Reading: December 8, 2020  
Publication:

1	Public Hearing:	December 12, 2020
2	Second Reading:	December 12, 2020
3	Final Passage:	December 12, 2020
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