

ORDINANCE NO. 5315

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—~~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 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 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.

(Ord. No. 4727, 6/25/11, Sec. 2)

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

- (a) The commission shall meet nine to ten times annually. Working committees may meet as needed. Appointed voting commission members must attend 75 percent of all meetings, including their assigned committees. The terms of the commission's members shall not exceed a total of ten consecutive years of membership on the commission.
- (b) All voting members of the commission present at a meeting shall be entitled to vote, and the decisions of the commission shall be determined by a majority vote of such members present and voting. A quorum, which shall consist of at least 50 percent of the non-vacant seats on the commission, shall be required in order for the commission to

transact business. A member eligible to vote who is present but does not vote shall be considered in counting a quorum. In matters concerning the procedure for meetings not covered by this chapter, the commission may establish its own rules, provided such rules are not contrary to law or the mandate or spirit of this chapter. Otherwise, the rules of procedure set out in Robert's Rules of Order shall apply.

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

Sec. 12-10-4 Functions and duties.

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

- (a) to submit to city council a vision for the well-being of children, youth and families in the city;
- (b) to submit to city council an annual report which shall include, but not be 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 M. WILSON
Mayor

Final Passage: December 12, 2020