

Teen Commission Meeting
September 10, 2025
Presentations

Item #2
Teen Commission
Orientation

Teen Commission Orientation Commissioner's Handbook Review

September 10, 2025



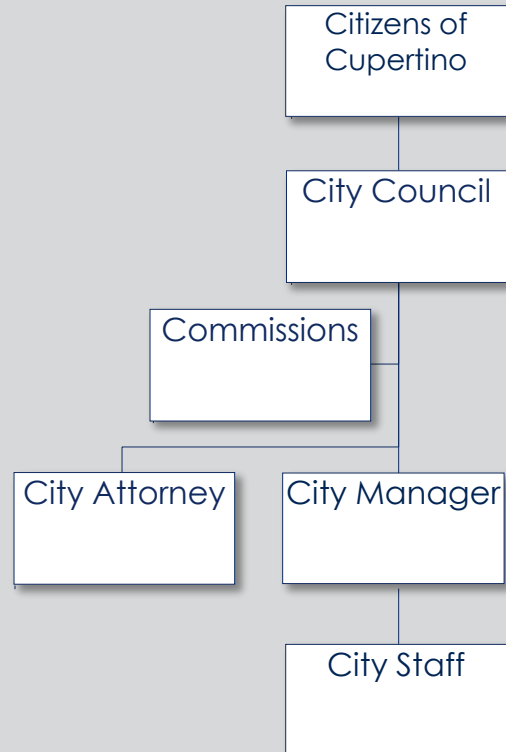
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Overview

- City Organization
- Teen Commission Purpose
- Attendance Policy
- Public Meetings (Brown Act)
- Parliamentary Procedure (Rosenberg's Rules of Order)
- Required Trainings
- City Email Policy

City Organization





Teen Commission Purpose, CMC Ch. 2

1. Advise the City Council and staff on issues and projects important to youth.
2. Perform such other tasks as may be expressly requested of it by the City Council.



Attendance

- More than 25% of regular meetings missed or more than three consecutive meetings missed in a calendar year results in removal
- May request a waiver of this provision to Council
- Teen Commission tardiness is also tracked
- Resets each year

The Brown Act

- *“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting . . . except as otherwise provided in this chapter.” (Gov. Code, § 54953(a))*
- Legislative bodies must:
 - Conduct business and make decisions only in open public meetings
 - Publish and follow meeting agendas
 - Provide an opportunity for public participation before making decisions.

What Is a “Meeting”?

- *“...[A]ny congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains” (Gov. Code, § 54952.2(a))*
- Meetings include:
 - Regular meetings
 - Special meetings
 - Emergency and adjourned meetings

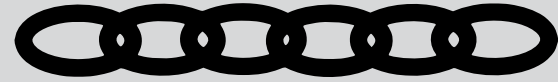
What Is Not a “Meeting”?

- Individual contacts
- Staff briefings (less than a quorum)
- Social and ceremonial gatherings
- Conferences/seminars
- Open, publicized community meetings (not City meetings)
- Meetings of other legislative bodies

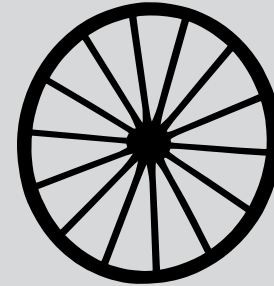
Tip: Do not discuss City business outside of a meeting.

Serial Meetings

Daisy Chain: A to B, B to C, C to D, D to E



Wagon Wheel: A to B, C, D, and E



Includes emails, texts, written notes

Tip: Send communications through liaison, do not "reply all"

Social Media

- Public official may communicate on social media platforms to:
 - Answer questions
 - Communicate with the public
- Members may not use social media to discuss official business among themselves
 - No responses to other members
 - No likes
 - No 😞

(Gov. Code, § 54953(b)(3))

Agendas

- Legislative body may only discuss agendized topics
- Agenda includes “brief general description” of item to be discussed (Gov. Code, § 54952.2(a)(1))
- Must be posted 72 hours before regular meeting and 24 hours before special meeting
- **Limited** discussion of non-agendized matters:
 - Brief reports/announcements
 - Asking a question for clarification
 - Referring item to staff
 - Briefly respond to public comments

Public Participation

- Opportunity for public comment on:
 - Any item within the subject matter jurisdiction of the legislative body (*regular meetings only*)
 - Specific items of business
- Public right to review non-privileged documents distributed to a majority of the legislative body
- Comments may be anonymous

Rosenberg's Rules of Order

Agenda format handled by the Chair:

- 1) announce agenda item
- 2) staff report
- 3) clarifying questions
- 4) public comments
- 5) motion is made
- 6) second to the motion
- 7) motion must be understood
- 8) discussion/deliberation
- 9) vote
- 10) announce vote result



Required Trainings

- Cupertino Ethics Policy
- Biennial AB1234 Online Ethics Training
- Biennial Harassment Prevention Training
- Annual Commissioner Training (February/March)
- Promotes public confidence in the integrity of local government
- You are a representative of the City



City Email Policy

- Commissioners assigned City email address
- Use your City email to conduct City business
- Follow “netiquette” guidance set forth in Technology Use Policy
- Do not use your personal email account for City business



Questions?

Contact the City Clerk's Office:

Email: cityclerk@cupertino.gov

Telephone: 408-777-3223

Teen Commission Meeting
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Presentations

Item #3
Teen Organizations
Presentation

Parks and Recreation Department Teen Programs Overview

September 10, 2025
Teen Commission



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Agenda

- Overview of Youth Activity Board (YAB)
- YAB Programs and Events
- Overview of Recreation Event Volunteers (REV)
- REV Events
- Overview of Leaders in Training Program (LIT)
- Overview of Teen Commission (TC)
- Teen Commission Event Participation

What is YAB?

The Youth Activity Board (YAB) was created in 2018 to further engage Cupertino teens and address the growing teen stress epidemic. YAB is a group of 13 teen volunteers who work with Cupertino staff to create and plan events for youth and teens.



YAB Events

Speaker Series

Pizza and Politics

Spelling Bee

Teen Resource Fair

HACK

Cupertino Café

Teen Movie Nights



What is REV?

Started in September 2024, Recreation Event Volunteers (REV) was created to deepen the relationship between Cupertino Parks and Rec and it's teen volunteers by providing year-round volunteering opportunities and recognition.



REV Events

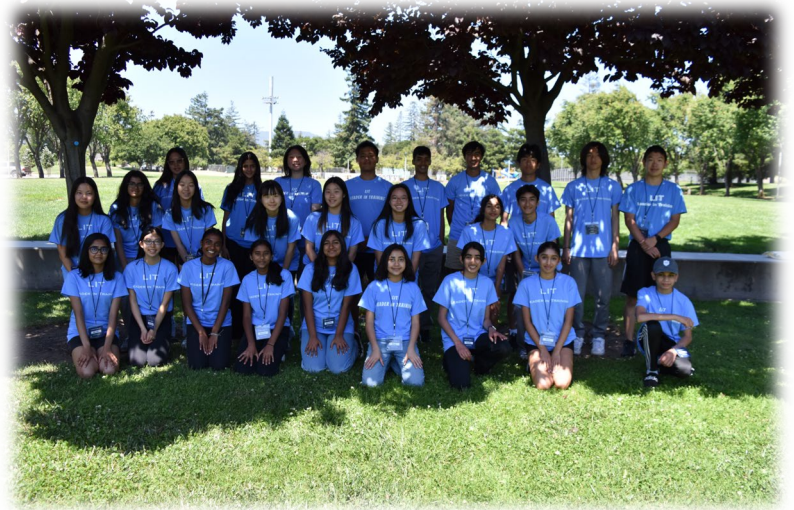
Monster Mash
Tree Lighting
Breakfast with Santa
Signing Santa
Big Bunny 5K
Earth Day Celebration
July 4th Celebration
Cupertino Campout



What are LIT's?

Leaders in Training (LIT's) are our summer volunteers. These volunteers work in our summer programs only.

LIT's learn from Recreation Leaders (staff) on how to run summer camps and growing their teamwork, leadership, and communication skills.



LIT Camps

Adventure Camp



Preschool Adventures



Summer Science Fun/Nature Camp



What is Teen Commission?

The Teen Commission is a formal commission with the City of Cupertino comprised of nine resident teens. The role of the Teen Commission is to advise the City Council and staff on issues and projects important to youth.



Teen Commission Participation

Teen Commissioners generally participate in events and programs as speakers, moderators, judges, and Masters of Ceremony.



Teen Commission Events

Events that are supported by TC Speakers

Teen Speaker Series

Pizza and Politics

Monster Mash

Spelling Bee

Big Bunny 5K

Teen Resource Fair

HACK



Recognizing Youth Led Organizations

Another role of the Teen Commission is to receive presentations, give feedback, and spread the word about Youth Led Organizations (YLO's) and Teen Opportunities in the Community.

Youth Led Organization Application for Highlight Spot on City of Cupertino Social Media

City of Cupertino Teen Commission would like to hear from local Youth Led Organizations (YLOs) serving the residents and community in a unique way.

What is a YLO? YLOs are organizations that are led by youth in the community. The organizations may serve non-youth and teen populations. The Teen Commission has developed a process to highlight on social media those YLOs that are found to provide a unique, interesting, or important service to the community.

Eligibility requirements to apply

- Organization must be organized and led by students currently enrolled in middle or high school
- Organization must serve primarily Cupertino residents and community
- Organization must have been active for at least six months
- Organization must present to Teen Commission to be considered

To Apply

Contact Sonyal lee, Teen Commission Liaison, to schedule a date to present at a Teen Commission meeting at sonyal@cupertino.org.

Evaluation

Teen Commission members will evaluate the applications based on a set of criteria that will include but is not limited to:

- Community Impact
- Presence and Engagement
- Establishment and Longevity
- Originality



To apply scan QR code or visit bit.ly/46dVTW5.

If chosen

The City's Parks and Recreation Department will work with chosen YLOs to prepare an organization highlight on the City's social media channels.

Highlights on social media will be periodic. This application process does not guarantee that a YLO will be chosen to be highlighted. Teen Commission is not required to highlight a minimum number of YLOs.



Questions?



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