



**Town of Castle Rock
YOUTH COMMISSION
BYLAWS
March 2026**

The Youth Commission of the Town of Castle Rock has been created by Resolution 2025-001.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Town Council hereby adopts the following Bylaws to govern the Youth Commission's conduct and procedures, which do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14, except as detailed in Article 1.

Article 1 – Purpose, Duties, and Authority

The Youth Commission will carry into effect the provisions in Chapter 2.14 of the Town of Castle Rock Municipal Code, with these exceptions:

- The Commission has nine members, each serving two-year terms. Terms run from September 1 through August 31, or until the date of graduation for seniors.
- Commissioners cannot exceed two unexcused absences.
- In addition to electing a chair and vice-chair, as described in 2.14.030, the Commission will also elect a secretary and a treasurer:
 - The secretary shall track meeting attendance and all motions and votes taken within the meetings. In coordination with all officers, the secretary will also create talking points from meetings to share with Town Council.
 - The treasurer shall create, manage and submit a proposed budget for the Commission, based upon funds allocated to the Commission within the Town's annual budget. The treasurer will also create project cost estimations and track expenditures, in coordination with the Youth Commission Coordinator.

The purpose of the Youth Commission is to provide a means for the youth in the Town of Castle Rock attending a recognized high school or home study in grades 10-12 to learn more about their local government, participate in the process, and to represent and articulate the needs of the community's youth.

The duties and responsibilities of the Youth Commission shall be to serve in an advisory capacity to the Town Council. In addition to this advisory role, the following duties are assigned:

1. Identify opportunities to increase youth participation and involvement in local government and make recommendations to Town Council on matters affecting Castle Rock youth.
2. Relay information from the Commission to the community; particularly, share updates about Commission opportunities, activities, events, projects and other items relevant to and for the youth.

3. Serve the youth of Castle Rock by developing, organizing, planning, and participating in service projects, events, and functions for youth that benefit the community and enhance engagement.
4. Support the Castle Rock community by developing, organizing, and planning recognition programs for youth.

Article 2 – Organization and Staff

The Commission shall consist of nine members. The Youth Commission Coordinator within the Town Manager’s Office shall provide necessary technical and advisory support to the Commission.

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held on the second Monday of each month, excluding June, July and August, except on Town holidays or Douglas County School District school closures. All regular meetings will be held at 6:30 p.m. in Council Chambers at Town Hall, 100 N. Wilcox St., Castle Rock, Colorado, unless otherwise designated, and are open to the public.

Article 4 - Minutes and Records

The Youth Commission secretary will ensure accurate minutes are taken at each meeting. The Youth Commission Coordinator shall maintain all of the records of the Commission, ensure they are retained in the Town electric records archive, and shall transmit them timely to the Commission for their review and approval.

Article 5 - Hearing Procedures

The Youth Commission shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call

If applicable:

2. Council Liaison Comments
3. Youth Commission Member Comments
4. Administrative Business
5. Action Items
 - a. Commission discusses the item and makes a motion
6. Informational/Update Items
7. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of the members of the Commission during a regular or special meeting. There shall be at least a five-day period between the initial proposal of an amendment and the final vote of the amendment.

Article 7 - Approvals

The above Bylaws for the Town of Castle Rock Youth Commission have been duly considered and reviewed and are hereby adopted by the Town Council this 10th day of March 2026 and will be posted to the Town website.

ATTEST:

Lisa Anderson, Town Clerk

Evan George, Chair