

CONTRA COSTA COUNTY

Measure X Community Fiscal Oversight Committee

BYLAWS

Adopted September 12, 2023

**BYLAWS
OF THE CONTRA COSTA COUNTY
MEASURE X COMMUNITY FISCAL OVERSIGHT COMMITTEE
September 12, 2023**

I. NAME

The name of the committee is the Contra Costa County Measure X Community Fiscal Oversight Committee (the "Committee").

II. AUTHORITY

The Committee is organized and exists as an advisory board to the Board of Supervisors of Contra Costa County (the "Board") and pursuant to an Order of the Board dated May 16, 2023.

III. PURPOSE

The purpose of the Committee is to review on an annual fiscal year basis, the expenditure of tax revenue generated by Contra Costa County Measure X, a ballot measure that created a Countywide, 20-year, half-cent sales tax. The ballot measure's stated intent for Measure X was "to keep Contra Costa's regional hospital open and staffed; fund community health centers; provide timely fire and emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services." The ballot measure was passed by Contra Costa County voters on November 3, 2020, and became effective on April 1, 2021.

IV. DUTIES

The Committee is to carry out the following duties:

- A. Review, on an annual fiscal year basis, the expenditure of tax revenue generated by Measure X, to ensure it conforms to (i) the stated intent of the ballot measure, and (ii) the Board's direction for specific allocations.
- B. Oversee an annual audit of expenditures of tax revenue generated by Measure X.
- C. Prepare an annual report of expenditures of tax revenue generated by Measure X.

The Committee's role is to advise the Board on these matters, and it shall be staffed by the County Administrator's Office. The Committee will not make any funding recommendations.

1 V. MEMBERSHIP

2
3 The Committee is comprised of five members, one from each Supervisorial district.
4 Each Supervisor will nominate one member, who will serve at the pleasure of the Board
5 of Supervisors. The appointment will run in alignment with the term of office of the
6 nominating Supervisor.

7
8 The Board, by a 3/5 vote, may rescind an appointment to the Committee.
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10 When a vacancy occurs, the Supervisor represented by the vacant seat may appoint
11 a replacement representative, provided the new appointment is not of an individual
12 whose membership on the Committee has previously been rescinded.
13

14 VI. LIMITATIONS ON MEMBERSHIP

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16 Members of the Committee may not be any of the following:
17

18 A. A current member of the Measure X Community Advisory Board (MXCAB).
19

20 B. A County employee.
21

22 C. Related to or associated with a grantee of revenue generated by Measure X, such as
23 a family member, spouse, significant other, employee, contractor, organization
24 board member, or grant subrecipient.
25

26 D. An elected official.
27

28 VII. TERMINATION OR RESIGNATION OF MEMBERSHIP

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30 If a member of the Committee ceases to meet the membership requirements of Article
31 VI of these bylaws, their membership will be terminated by the Board.
32

33 If a member of the Committee fails to participate in any regular scheduled meeting
34 without an excused absence, it will be grounds for the County Administrator to
35 recommend to the Board that it rescind the absentee member's appointment. Excused
36 absences will be granted for the following reasons: illness of self, member of immediate
37 family, or close friend; death of member of immediate family or close friend;
38 requirements of the member's job; vacation; or other emergency. A member must contact
39 the County Administrator prior to the meeting to be excused from a meeting.
40

41 Before making a recommendation of rescission to the Board, the County
42 Administrator will notify any member whose appointment is at risk and the
43 Supervisor who nominated the member.
44

45 Resignations of a committee member must be in writing and filed with the Clerk of the
46 Board with a copy to the County Administrator.

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2 VIII. OPEN MEETINGS AND CONFLICT OF INTEREST
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4 Committee meetings must be open to the public in accordance with the Ralph M. Brown
5 Act, (Gov. Code 54950 *et seq.*) and the Contra Costa County Better Government
6 Ordinance. Committee members must adhere to the principles and rules of the Political
7 Reform Act of 1974 (Gov. Code 81000 *et seq.*). The Brown Act permits Committee
8 members to participate in Committee meetings by teleconference, when certain quorum,
9 agenda, and other legal requirements are met. (Gov. Code, § 53953(b).)
10

11 IX. OFFICERS
12

- 13 A. The Committee shall elect its own Chair and Vice Chair. The County
14 Administrator will be the Secretary.
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16 B. The Chair shall (i) preside at all meetings of the Committee, (ii) set the
17 agenda and review the record of action for all meetings in consultation with
18 the Secretary, (iii) have general supervision over all Committee business and
19 (iv) have such other powers and duties as may be assigned by the Committee,
20 provided such powers and duties are consistent with these bylaws.
21
22 C. The Vice Chair shall, in the absence or inability of the Chair to act, exercise
23 all the powers and perform all the duties of the Chair. The Vice Chair shall
24 also have such other powers and duties as may be assigned by the
25 Committee, provided such powers and duties are consistent with these
26 bylaws.
27
28 D. The Secretary will keep the record of action for the meetings of the
29 Committee. In consultation with the Chair, the Secretary shall prepare all
30 agendas. The Secretary shall distribute all agendas, act as custodian of
31 Committee records, keep a register of the contact information of each
32 member, which information is to be furnished to the Secretary by each
33 member and, in general, perform all duties incident to the office of Secretary.
34
35 E. The Chair and Vice Chair shall be elected annually at the last regular meeting
36 held in a calendar year. The Chair and Vice Chair will serve for a term of
37 one year and may succeed themselves for one additional consecutive term.
38 Officer vacancies are to be filled by election at the next regular meeting.
39

40 X. MEETINGS
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- 42 A. The Committee shall hold regular meetings quarterly during the initial year.
43 Thereafter, the Committee shall hold regular meetings semi-annually, subject
44 to additional meetings if needed, on a schedule to be mutually determined by
45 the Chair and County Administrator. Ninety-six hours' notice must be given
46 for all regular meetings.

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2 B. A special meeting may be called as needed by the Chair or by a majority of the
3 Committee.
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5 C. A quorum for all meetings is three members. A minimum of three votes of
6 the members present are required to pass a motion.
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8 D. The agenda and record of action of each meeting is to be sent electronically to each
9 member, the Board of Supervisors, and any additional persons authorized by the
10 Committee. A paper copy of the agenda and minutes of each meeting will be mailed
11 upon request. Other persons requesting the minutes of a meeting must do so in writing
12 to the Secretary and pay the prevailing copying and mailing rates.
13

14 XI. VOTING

- 15
16 A. An affirmative vote of the majority of all members of the Committee present at the
17 time is necessary to approve any action item before the Committee. If requested by
18 any member present, a roll call vote must be held.
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20 B. Proxy voting is not permitted.
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22 XII. CONDUCT OF BUSINESS

- 23
24 A. Only business that is clearly identified as an item of discussion on the
25 publicly-posted meeting agenda may be transacted at a meeting of the
26 Committee, except as permitted under the Ralph M. Brown Act and Contra
27 Costa County Better Governance Ordinance.
28
29 B. All meetings of the Committee are to be called to order by the Chair, or in the
30 Chair's absence, by the Vice Chair, or in the Vice Chair's absence, by a member
31 designated for that purpose by the Chair or Vice Chair. In the absence of any such
32 designation, the Committee may designate an acting chair by majority vote.
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34 C. Public comment at all meetings is to be permitted in accordance with applicable
35 law.
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37 XIII. AMENDMENTS TO THE BYLAWS

- 38
39 A. Only the Board may amend these bylaws. A recommendation to the Board that
40 these bylaws be amended must be approved by an affirmative vote of a majority
41 of the members. No amendment to these bylaws is effective until it has been
42 reviewed by County Counsel and approved by the Board.
43
44 B. Any proposed amendment to these bylaws is to be presented in writing at a
45 regular meeting of the Committee for discussion. The Committee shall vote on
46 the proposed amendment at the next regular meeting of the Committee. The

1 agenda for such meeting is to contain an item entitled "Proposed Bylaws
2 Amendment."
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4 XIV. DISSOLUTION
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6 The Board shall dissolve the Committee after all tax revenue collected pursuant to
7 Measure X is considered expended at the end of the term of Measure X, unless
8 extended, and a final report is submitted.
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10 XV. PUBLIC ACCESS TO COMMITTEE RECORDS
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12 The County Administrator shall make available to the general public all records of
13 the Committee as required by law.
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