

Contra Costa County
African American Holistic Wellness and Resource Hub Feasibility Study
Steering Committee

BYLAWS

I. NAME

The name of this committee is the Contra Costa County African American Holistic Wellness and Resource Hub Feasibility Study Steering Committee (“Committee”). The Committee is governed by the Ralph M. Brown Act and the Contra Costa County Better Government ordinance.

II. AUTHORITY

This Committee was established by the Contra Costa County Board of Supervisors (“Board”) on August 15, 2023 and is governed by these bylaws. The purpose and function of these bylaws are to provide structure and consistency around governance of its members and the regulation of its affairs.

III. PURPOSE

The purpose of the Committee is to carry out the following:

- a. Develop a Request for Qualifications for contracted services toward conducting a feasibility study that determines and recommends the purpose, goals, structure, implementation and cost of an African American Holistic Wellness and Resource Hub serving Contra Costa County communities with an initial focus on Antioch/East County.
- b. Review all submissions, assess for the most qualified applicant, and present a recommendation to the Equity Committee for their recommendation to the Board.

IV. MEMBERSHIP

The Committee will be composed of thirteen members.

- a. The members are representatives from the public, selected and appointed by the Board, after recommendations from the Equity Committee.
- b. The Committee may establish volunteer ad hoc working groups in order to secure specific areas of expertise necessary to meet the objectives of the Committee.
- c. This is a temporary committee with an anticipated timeline of December 2023 through December 2024. The Equity Committee may make any recommendations for the extension of time for this Committee’s work.

V. CONFLICT OF INTEREST

No member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest.

VI. QUORUM, VOTING AND DECISION-MAKING

All members will have an equal voice in the decision-making process. Each member is entitled to one vote.

- a. A quorum is established when 7 of the 13 Committee members are present.
- b. A vote of 7 members of the Committee is required for the adoption of any option, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Committee.

VII. RESIGNATION

A member may resign from the Committee at any time by submitting written notice to the County staff ("Staff") at the Office of Racial Equity and Social Justice, which has been appointed by the Board to manage and support the Committee. The resignation will be effective upon receipt of the written request. Staff shall notify the Board as soon as possible regarding the vacancy.

VIII. FILLING VACANCIES

Vacancies will be filled as soon as practicable in accordance with Contra Costa County policies and procedures regarding filling commission vacancies.

- a. In the case of resignations and vacancies, the Committee is able to continue in its role and function as long as quorum of 7 members is met; staff will work with all due diligence to fill the vacancy as soon as possible by working with the Equity Committee and the Board in identifying a replacement, while keeping the Committee apprised of progress with regular updates.

IX. MEETINGS AND ATTENDANCE

Members of the Committee shall attempt with all due diligence to attend all meetings. If any member of the Committee is unable to attend, they must make reasonable effort to notify Staff prior to the meeting.

- a. Committee meetings will take place on the second Mondays of each month from 5:30-7:00 PM and take place at the County Administration Building at 1025 Escobar Street, Martinez, CA 94553. If a quorum is not available for a regular meeting, Staff may approve the cancellation of that meeting.
- b. Additional remote meeting locations throughout the County may be designated, and if so, meeting location addresses will be listed on the published agenda and each location must be open to the public. These will always be in addition to, and not in place of, the primary location of the County Administration Building in Martinez, CA. Regardless of the number of locations for any given meeting, a quorum of the Committee (i.e. 7 members) must participate at all meeting locations in accordance with applicable state law.
- c. The Brown Act permits individual members of the Committee to participate in Committee meetings by teleconference for "just cause" or due to "emergency circumstances" when certain requirements are met. If any member must attend a meeting virtually (i.e. via Zoom) for a "just cause" or "emergency circumstance" reason, that member must notify Staff prior to the meeting.

Members are able to use this option up to two times throughout the year. If a Committee meeting takes place at multiple locations AND less than quorum (i.e. 7 members) is at a single location, then no member will be able to use "just cause" or "emergency circumstance" and participate virtually.

X. AGENDA, ADDING ITEMS, URGENCY ITEMS, ORDER OF BUSINESS

The agenda and agenda packet for regularly scheduled meetings will be posted on the County's website and announced and shared via email 96 hours in advance of each meeting. The agenda and agenda packet will also be available for public viewing during the meeting. At a minimum, the agenda must contain the date, time, and locations of the meeting and the items of business to be considered.

- a. Members may add subjects for inclusion in the agenda so long as they notify Staff at least one week prior to the meeting. Those subjects will be added to the agenda accordingly by Staff, either as items that require discussion and action/approval or as informational items for review and acceptance.
- b. Subjects proposed for discussion by those who are not Committee members must be submitted to Staff at least two weeks prior to the meeting. Subjects submitted on time will be added under agenda item "Miscellaneous." At that point in the agenda of the meeting, Committee members will consider if the proposed subjects are relevant to the purpose of the Committee and then take a vote; subjects which receive a majority vote will be discussed.
- c. Pursuant to Government Code 54954.2(b)(2), the Committee may discuss a non-agenda "Urgency Item" item at a regular meeting only if it is determined that the urgency item requires immediate action and that the need to take action came to the attention of the Committee after the meeting agenda's posting. Such determination requires a two-thirds vote of the members; or, if less than two-thirds of the members (i.e. 9 members) are present, then a unanimous vote of those members present is required.
- d. A typical Order of Business at all regular meetings of the Committee will include:
 - Welcome/Roll Call
 - Public Comment
 - Approval of previous meetings notes (i.e. "Record of Action")
 - Discussion of items for action/approval
 - Review and acceptance of informational items
 - Miscellaneous items
 - Confirmation of next meeting logistics
 - Adjournment

XI. PUBLIC PARTICIPATION

All committee meetings are open to the public and are subject to the Ralph M. Brown Act (Title 5, Division 2, Part 1, Chapter 9, commencing with Section 54950) and Contra

Costa's Better Government Ordinance. Members of the public may address the Committee during public comment portions of the meeting agenda.

- a. Public comment is limited to three minutes per speaker unless an extension is granted by Staff. If a speaker requires language translation, whether provided by the County or by the speaker, an additional 3 minutes will be given.
- b. All remarks will be addressed to the Committee as a body and not to any specific members.
- c. No person, other than a member of the Committee and the person addressing the Committee shall be permitted to enter into any discussion without the permission of Staff.

XII. COMPENSATION

Members volunteer to serve on the Committee. Members will not receive any compensation for their service.

XIII. COUNTY STAFF SUPPORT

To the extent possible, Staff appointed by the Board will provide technical and administrative support to the Committee.

- a. Such support may include serving as secretary of the Committee, keeping accurate and sufficient records of all proceedings; receiving and transmitting all correspondences; maintaining files for all reports, and such other duties as are usually incidental to the staff.
- b. Staff will keep minutes of each meeting and offer them for Committee approval at the subsequent meeting.
- c. Staff will reserve meeting locations and see that adequate facilities are provided and are in compliance with the Brown Act and Better Government Ordinance, inclusive of all amendments.

XIV. AMENDMENT OF BYLAWS

These bylaws may be amended based on the recommendation of the Committee and subject to the approval of the Equity Committee and the Board. Written notice of proposed amendments will be submitted to all members of the Committee at least one week prior to the meeting at which the proposed amendment will be considered. Written notice of the proposed amendment is not required if the proposed amendment is submitted to the Committee at a regular meeting prior to the meeting at which the amendment is considered.

- a. Amendments require an affirmative vote of seven (7) members of the Committee.
- b. At least one time each calendar year, the Committee shall review, discuss, and approve any changes or amendments to the Bylaws. Should any changes or amendments be recommended by the Committee, such changes or amendments shall be presented to the Equity Committee and the Board for approval.

ADOPTION AND CERTIFICATION

The above bylaws were approved by the Board on _____ and adopted by the Committee on _____.