

1 **CONTRA COSTA COUNTY MEASURE X COMMUNITY ADVISORY BOARD BYLAWS**

2 **DRAFT July 8, 2025 – CLEAN VERSION**

3 (adopted by the Board of Supervisors on ____ __, 2025)

4 **Article I – Purpose**

5 A. The Measure X Community Advisory Board (the “Advisory Board” or “MXCAB”) was established by
6 the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of
7 Measure X transactions and use tax funds. The main responsibilities of the Advisory Board are:

- 8 1. Advising the Board of Supervisors on priority, community needs every three years, using as a
9 starting point the priority areas identified in the Measure X ballot language: “To keep Contra
10 Costa’s regional hospital open and staffed; fund community health centers; provide timely
11 fire and emergency response; support crucial safety-net services; invest in early childhood
12 services; protect vulnerable populations; and for other essential county services.”
- 13 2. Using needs assessment findings to develop general funding priorities to be recommended
14 to the Board of Supervisors on Measure X funds available for allocation:
- 15 i. Needs assessments will occur during every third year, incorporating community
16 outreach; county departmental analysis, including recent mandated state, federal,
17 and local needs assessments; and analysis of emergent needs identified by the
18 Board of Supervisors. The MXCAB will receive needs assessment reporting to help
19 inform their deliberations and recommended general funding priorities;
- 20 ii. Revenue growth from Measure X shall first be allocated to the cost growth within
21 existing Measure X funded programs;
- 22 iii. The MXCAB shall not make specific dollar amount allocations recommendations, or
23 specific program provider recommendations.
- 24 3. Providing an annual report to the Board of Supervisors on the MXCAB’s self-assessment of
25 their effectiveness during the past year, including reporting on the advisory body’s activities,
26 accomplishments, work plan, and goals.

27 **Article II – Membership**

28 A. Composition:

- 29 1. The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District
30 appointees (two (2) per Supervisorial District) and seven (7) At-Large appointees.
- 31 2. The Advisory Board shall include five (5) alternates, one for each Supervisorial District.
32 Alternate members are expected to attend all regular Advisory Board meetings and may
33 participate fully, except that they may not vote unless substituting for an absent member.
34 Alternate members may not serve as elected officers but may serve on ad hoc or standing
35 committees of the Advisory Board.

1 B. Eligibility:

2 1. General: The Advisory Board shall be composed of members representing diverse voices,
3 perspectives, and expertise, including but not exclusive to: budget justice advocacy, children's
4 services, community health, consumer advocacy, faith leadership, senior services, fire and public
5 safety protection, housing and homelessness, labor union representation, legal advocacy, local
6 businesses, mental health services, non-partisan civic organizations, policy organizations, public
7 health, racial justice and equity, safety net services, senior services, substance use services,
8 taxpayers, and youth services. Priority will be given to residents who are most impacted by one
9 or more of the community needs identified by MXCAB, including those who have direct lived
10 experience of the harms caused by racial and economic inequities. MXCAB will work with
11 members of the Board of Supervisors to develop and implement strategies to identify and
12 support MXCAB applicants and new members with lived experience.

13 2. Live/Work Requirement: Members shall either live or work in Contra Costa County, with the
14 majority being residents of the County. There is no requirement for Supervisorial District seat
15 appointees to live or work within a specific Supervisorial District.

16 3. No Public Officials: Elected officials and County department heads are not eligible to serve on
17 the Advisory Board.

18 4. Required Trainings: All members, including alternates, are required to take formal ethics
19 training (AB 1234) and other courses as specified in the Advisory Body Handbook. New members
20 have up to three (3) months to fulfill their obligation. Verification of completion must be
21 provided immediately to Staff. Members not in compliance will be referred to the Board of
22 Supervisors for appropriate action.

23 5. No Conflicts of Interest: All members should avoid the appearance of a conflict of interest
24 even when the committee's decisions are advisory. Members must recuse themselves from the
25 Advisory Body's deliberations and decisions that would financially benefit oneself; one's
26 employer, affiliated organization, or family. Members and their relatives also may not be
27 associated with a grantee of revenue generated by Measure X, such as an employee, contractor,
28 or organization board member of a grantee or subrecipient.

29 6. Disclosure of Financial Interests: All members, including alternates, must annually complete
30 and file California Form 700 – Statement of Economic Interests, and also upon leaving the
31 Advisory Body.

32 C. Terms of Office:

33 1. Appointments: The members of the Advisory Board and alternates shall serve staggered
34 terms of two or three years.

35 a) Supervisorial District Appointments: Each of the two (2) Supervisorial District seats and
36 alternates identified in Article II(A) for each Supervisorial District, shall serve a term of two (2)
37 years. The appointment will run in alignment with the term of office of the nominating
38 Supervisor.

1 b) At-Large Appointments: Each of the seven (7) At-Large seats identified in Article II(A), shall
2 serve a term of three (3) years.

3 2. Term Limits: Each member is limited to serving, consecutively, for a maximum of six years.

4 D. Appointment Process:

5 1. Supervisory District Appointments:

6 a) The Clerk of the Board of Supervisors will solicit applications to fill the Supervisory
7 District Appointments every two (2) years in a single recruitment process. The
8 respective Supervisor, and interested members of MXCAB, shall assist in ensuring that
9 the opportunity to apply is distributed widely to a broad array of county residents and
10 stakeholders, in order to maintain and support diverse representation on MXCAB.

11 b) Applications shall be referred to each County Supervisor to select three nominees to
12 serve on the Advisory Board (two nominees plus one alternate nominee).

13 c) Nominations will be submitted directly to the Board of Supervisors.

14 2. At-Large Appointments:

15 a) The Clerk of the Board of Supervisors will solicit applications to fill the At-Large
16 Appointments every three (3) years in a single recruitment process.

17 b) Applications shall be referred to the Finance Committee to select seven (7) At-Large
18 seats

19 c) The Finance Committee shall ultimately make every effort to ensure that there is
20 representation from the broadest cross-section of stakeholders as described in Article
21 II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's
22 diversity.

23 d) Final nominations shall be submitted to the full Board of Supervisors for
24 consideration of appointment.

25 3. Unscheduled Vacancies:

26 a) General: Should an unscheduled vacancy occur during a MXCAB member's term of
27 office, whether by death, resignation or otherwise, the Board of Supervisors and MXCAB
28 Chair shall be notified of the vacancy. The Board of Supervisors shall direct the Clerk of
29 the Board to announce the vacancy and collect applications for appointment.

30 b) Supervisory District Vacancy: If the unscheduled vacancy is in a Supervisory District
31 seat, then the applications seeking appointment will be transmitted by the Clerk of the
32 Board to the Supervisory District responsible for making nominations for appointment
33 to that seat. The MXCAB will also be notified of the vacancy. The Supervisory District
34 will then transmit the nomination for appointment to the Board of Supervisors for
35 consideration.

1 c) At-Large Vacancy: If the unscheduled vacancy is in an At-Large seat, then the
2 applications seeking appointment will be transmitted by the Clerk of the Board to the
3 Finance Committee to consider making nominations for appointment to the vacant seat.
4 The Finance Committee will then transmit the nomination for consideration and
5 appointment to the Board of Supervisors for consideration.

6 d) Resignation: Any appointed member may resign by giving written notice to the Clerk
7 of the Board of Supervisors, the appointing Supervisor of the district appointee, and the
8 MXCAB Chair.

9 **Article III. – Advisory Board Structure & Meetings**

10 A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings,
11 who shall each serve for a term of one (1) year. The Chair and Vice Chair, respectively, may be
12 elected to successive terms as Chair and Vice Chair by the Advisory Board, and may serve in these
13 capacities until such time as their overall term on the Advisory Board ends. Alternate members may
14 not serve as officers. Election of officers shall be held in April of each year.

15 B. Meetings: Regular meetings of the Advisory Board shall be held quarterly. Regularly scheduled
16 meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a
17 quorum, by the Chair.

18 C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by
19 the Chair at any time, or by a majority of current Advisory Board members. Such meetings shall be
20 called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County
21 Better Government Ordinance regarding member and public notice. The MXCAB Chair shall consult
22 with MXCAB staff to ensure staff capacity to support any such committee meetings.

23 D. Quorum: A majority of the membership of the Advisory Board shall constitute a quorum for the
24 transaction of business. A quorum is established when nine (9) members are present at a meeting.
25 No action shall be taken by the Advisory Board unless a quorum is present as defined above.
26 Alternate Advisory Board members substituting for members may be counted in determining
27 whether a quorum is established at a meeting.

28 E. Voting: Each member of the Advisory Board, or the member's alternate when the member is absent,
29 has one vote. A minimum of nine (9) votes of the members present, or alternates when members
30 are absent, are required to pass a motion.

31 F. Conflict of Interest: A member may not discuss or vote on an agenda item if doing so would
32 constitute a conflict of interest. In such a case, the member shall announce that they have a conflict
33 of interest, recuse themselves, and leave the room before the item is presented and considered.

34 G. Meeting Procedure: The Chair shall preside at all meetings, and shall proceed with the business of
35 the Advisory Board in a manner prescribed in these bylaws and in the Advisory Body Handbook. If
36 the Chair is not present at a meeting, the Vice Chair shall preside.

1 H. Order of Business: The regular order of business of the Advisory Board shall be at least the
2 following:

- 3 1. Call to order
- 4 2. Roll call to determine voting eligibility
- 5 3. Public comment on items not on the agenda
- 6 4. Approve Record of Action from prior meeting
- 7 5. Consideration and action on agenda items
- 8 6. Adjournment

9
10 I. Sub-Committees and Ad Hoc Committees: With approval from the MXCAB, the MXCAB Chair may
11 create MXCAB sub-committees and/or ad hoc committees as needed, composed of regular or
12 alternate members who have full voting rights. All such committees are open and accessible to the
13 general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better
14 Government Ordinance. The MXCAB Chair shall consult with MXCAB staff to ensure staff capacity to
15 support any such committee meetings.

16 J. Public Access: All meetings of the Advisory Board shall be open and accessible to the general public
17 in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government
18 Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of
19 facilitating the business of the Advisory Board, the Chair may set in advance of public comment
20 reasonable time limits for oral presentation.

21 **Article IV – Administration**

22 The Advisory Board shall obtain staff support from the County Administrator’s Office or another county
23 office designated by the Board of Supervisors. The staff will be responsible for compiling and distributing
24 Advisory Board meeting notices, agenda packets and records of action; upon request 72 hours in
25 advance arranging for simultaneous interpretation (at a minimum in American Sign Language and
26 Spanish) for all MXCAB meetings; posting MXCAB meeting videos on the county website within seven (7)
27 days of the most recent meeting; maintaining the MXCAB member roster and contact list; and advising
28 the MXCAB Chair and members on questions of procedure.

29 **Article V – Compensation**

30 Members of the Advisory Board shall serve without compensation and shall not receive reimbursement
31 for any expenses incurred while conducting official business.

32 **Article VI – Changes to Bylaws**

33 The provisions of these Bylaws may be altered, amended or repealed within the limitations imposed by
34 the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra
35 Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless
36 and until the change has been approved by the Board of Supervisors.

1 **Article VII – Dissolution**

2 The Advisory Board shall dissolve after all sales tax revenue pursuant to Measure X is considered
3 collected at the end of the term of Measure X, unless extended by the Board of Supervisors, and a final
4 report is submitted.