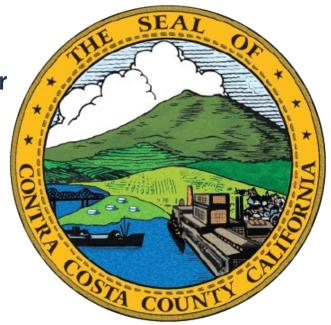
# **Measure X Community Advisory Board - Guidance to Avoid Conflicts of Interest**

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# **Agenda**

- 1. MXCAB Membership
- 2. Ensuring No Conflicts of Interest
- 3. Required Disclosures
- 4. MXCAB Action Items



## **MXCAB Membership**

- 1. Advisory Board Composition
  - a. 22 total seats
    - i. 10 District appointed members + 5 alternates
    - ii. 7 At-Large members
  - b. Either live or work in Contra Costa County
  - c. No Public Officials: Elected officials and County department heads are not eligible to serve on the Advisory Board.
  - d. District seats are coterminous with the appointing supervisor term dates for existing members were revised to December 31, 2026 from March 31, 2027
- 2. Eligible and interested At-Large Alternate members were placed in vacant At-Large seats



#### **Vacancies**

#### 1. Current vacancies

- a. Three (3) District alternate seats (II, IV, V)
- b. Three (3) At-Large seats

#### 2. Unscheduled vacancies

- a. The Board of Supervisors directs the Clerk of the Board to announce vacancies and collect applications
- b. The Clerk of the Board transmits applications to the:
  - Supervisorial District responsible for making appointments for their respective vacancies
  - ii. Finance Committee considers nominations for appointment to be referred to the Board of Supervisors



#### **No Conflicts of Interest**

- 1. MXCAB Bylaws state members must:
  - a. Avoid conflicts of interest, even when MXCAB decisions are advisory
  - b. Recuse from discussions or decisions that would financially benefit oneself, one's family, employer, or affiliated organization.
  - c. Have no affiliation with Measure X grantees, including roles as employees, contractors, or board members of recipient organizations.
  - d. Complete Form 700 Statements of Economic Interests.
- 2. The MXCAB Conflict of Interest Code was approved by the Board of Supervisors on September 9, 2025.



## **Required Disclosures**

- 1. Must report investments, real property, business positions, income, gifts, loans, and travel payments
- 2. Reporting required if the business entity:
  - a. Is located in or does business within Contra Costa County
  - b. Plans to do business with the County, if known by the employee
  - c. Has done business with the County or a local public agency in the past two years
- 3. Includes any role as director, officer, partner, trustee, employee, or manager in the entity

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#### **MXCAB Action Items**

- 1. Members shall complete the Self-Attestation of No Conflicts of Interest form to confirm bylaw requirements
- 2. Electronically submit Form 700 Statements of Economic Interests
  - a. Receive training from Netfile on form submission
  - b. Review the California Fair Political Practices Commission Form 700 Reference Pamphlet and Disclosure FAQ for information regarding disclosures.

#### 3. Mandatory trainings

- a. Brown Act, Ethics, and Implicit Bias trainings must be renewed every two (2) years and within three (3) months for new members
- b. Members not in compliance will be referred to the Board of Supervisors for appropriate action