

**The Economic Opportunity Council
of
Contra Costa County
Bylaws**

Table of Contents

I. Name	2
II. Authority.....	2
III. Officers	2
IV. Scope of Responsibilities	3
V. Membership.....	3
VI. Standards of Conduct	5
VII. Terminations	5
VIII. Membership Vacancies.....	6
IX. Reimbursement... ..	6
X. Administration and Staff.....	6
XI. Rules	6
XII. Meeting and Meeting Notices	6
XIII. Amendments	7-8

The Economic Opportunity Council of Contra Costa County Bylaws

I. Name

~~The Economic Opportunity Council of Contra Costa County ("EOC") is an advisory board of Contra Costa County ("County"). The EOC advises Contra Costa County ("County") on the development, planning, implementation, and evaluation of the County's Community Services Block Grant ("CSBG") Program. The Contra Costa County Economic Opportunity Council (EOC) is the tripartite board of the Community Action Agency (CAA) responsible for administering the Community Services Block Grant (CSBG). The Employment and Human Services Department's (EHSD) Community Services Bureau (CSB) is the Federal and State recognized public entity for the Community Action Agency (CAA) of Contra Costa County.~~

II. Authority

The EOC was created by Contra Costa County Board Resolution 3671 and is organized under the Economic Opportunity Act of 1964, as amended, and the Community Services Administration Act of 1974, as amended, the Community Services Block Grant Act of 1981, as amended, and the Coats Human Services Reauthorization Act of 1998, as amended. Federal CSBG Act 42 U.S.C. § 9910 ~~states the entity shall administer the community services block grant program through a tripartite board able to participate actively in the development, planning, implementation, and evaluation of the CSBG program. Contra Costa County Board Resolution 3671 pursuant to the Economic Opportunity Act of 1964 created the legal authority for this body.~~

A. Responsibilities

The responsibilities of the EOC are:

- a. To make recommendations to the County Board of Supervisors (BOS) for EOC membership.
- b. To hold public hearings for the Community Services Bureau's Community Action Plan.
- c. To participate in the subcontractor funding process as directed by the published Request for Proposal.
- d. To conduct at least one (1) site monitoring visit to a subcontractor.
- e. To submit an Annual Report to the BOS on EOC activities, accomplishments, membership attendance, required training/certification, proposed work plans, and objectives.
- f. To review fiscal and programmatic reports submitted by County staff regarding the performance of CSBG subcontractors and the weatherization programs.
- g. To receive and review each month the budget, minutes, and other reports or materials prepared by staff.

B. Community Services Bureau

The Community Services Bureau of the Employment and Human Services Department has been designated by the County Board of Supervisors to administer the CSBG, operate the CSBG program, and to provide administrative support to the EOC.

The Economic Opportunity Council of Contra Costa County Bylaws

C. **Membership**

A. Seats.

The EOC is comprised of fifteen (15) member seats as follows:

1. Public Sector.

Five (5) of the member seats are designated Public Sector. These seats will be filled by the five (5) members of County Board of Supervisors. Each Supervisor may appoint a delegate to serve and vote in his or her place, subject to approval by the Board of Supervisors.

2. Low-Income Sector.

Five (5) of the member seats are designated as Low-Income Sector. These seats will be filled by low-income community members or representatives of the low-income community. The EOC may recommend for appointment up to two alternate Low-Income Sector members to serve and vote if the regularly appointed members are absent from an EOC meeting or must disqualify themselves from voting on an action item. Approval of both the regular and alternate seats is subject to approval by the Family and Human Service Committee and the Board of Supervisors.

3. Organizational Seats.

Five (5) of the members seats are designated as Organizational seats. These seats will be filled by representatives of private, for-profit businesses, non-profit organizations, and public services agencies within Contra Costa County. The EOC may recommend for appointment up to two alternate Organizational members, to serve and vote in place of if the regularly appointed members are absent from and EOC meeting or must disqualify themselves from voting on an action item. Approval of both the regular and alternate seats is subject to approval by the Family and Human Service Committee and the Board of Supervisors.

B. Terms.

1. The term of Public Sector member seats is equivalent to the term of elected office. Public Sector member-delegates may be appointed and replaced as needed.
2. The term of the Low-Income and Organizational member seats is two (2) years. Seat terms commence on July 1 and end on June 30. Should any seat become vacant prior to the end of the term, a successor will be appointed to serve the remainder of the term.

The Economic Opportunity Council of Contra Costa County Bylaws

V. GOVERNANCE

A. Executive Officers. The executive officers of the EOC include the Chairperson, Vice-Chairperson, and Secretary. Officers are elected annually at the September meeting. Executive officers must attend every EOC meeting.

1. Chairperson

The Chairperson presides over meetings. The Chairperson has the authority to call special meetings and appoint members to standing and ad-hoc committees.

2. Vice-Chairperson

The Vice-Chairperson assists the Chairperson and assumes all the obligations and authority of the Chairperson if he or she is absent.

3. Secretary

The Secretary ensures that meetings are recorded, monitors attendance, and declares whether a quorum exists at the beginning of each meeting. He or she reads correspondence into the record. He or she prepares the meeting minutes, reviews them and makes corrections to them, and seeks approval of them at the following meeting.

B. Election of Officers

Officers are elected annually at the September EOC meeting. Officer nominations are made by the general membership. Should any elective office become vacant, the Chairperson will appoint a member to fill the vacancy for the remainder of the unexpired term subject to member approval.

C. Executive Committee

The Executive Committee is comprised of the EOC's executive officers. Executive officers must attend all Executive Committee meetings. The Executive Committee plans the general meetings, reviews the previous meeting's minutes, and sets the agenda for the next meeting. The Executive Committee may conduct emergency meetings if less than a quorum of the EOC members are able to meet and vote on action items. A quorum of 51% of the Executive Committee members, excluding vacancies, is required to make a program recommendation on behalf of the general membership; all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

VI. Conflict of Interest

~~i. Members must recuse themselves from discussing items and voting on items if they have an actual or potential conflict of interest. All members, alternates and designated staff shall disclose potential conflicts of interest by filing an annual Statement of Economic Interest (FORM 700) and all other necessary and required documents.~~

~~—Where there is actual or potential conflict of interest, members will recuse~~

The Economic Opportunity Council of Contra Costa County Bylaws

~~themselves from the discussion and/or action taken.~~

VII. Terminations

An EOC member may be terminated from the EOC by the recommendations of the body and approval by the BOS.

~~Attendance~~

~~ii. The EOC schedules a minimum of 10 business meetings annually. A quorum is necessary to conduct the business of the board. Two absences from the regularly scheduled EOC business meetings in a rolling 12-month period will warrant inquiry from the Executive Committee. Three absences from the regularly scheduled business meetings within a 12-month period may result in a recommendation to the Board of Supervisors for removal from the EOC.~~

~~b. Misconduct~~

- ~~1. Any members who have been called out of order by the chair more than once will be removed from the meeting for misconduct.~~
- ~~2. Due process in accordance with county guidelines will be followed. Refer to "Understanding Ethics & Conflict of Interest Codes <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules/ethics-training.html>~~
- ~~3. For reasons of misconduct, a member will be recommended to the Board of Supervisors for removal by majority vote of EOC members currently serving.~~

VIII. Vacancies

A. Scheduled Vacancy

A scheduled vacancy occurs when a member's term expires. A scheduled vacancy can be filled after an open recruitment process and upon approval by the Family and Human Services Committee and the Board of Supervisors.

B. Unscheduled Vacancy

An unscheduled vacancy occurs when a member leaves prior to the end of their seated term. Staff will notify the Board of Supervisors of any unscheduled vacancies. The Clerk of the Board will post the vacancy for a minimum of ten business days. ~~All persons seeking appointment must follow application protocols.~~

~~Reimbursement~~

~~The Economic Opportunity Council is responsible for providing, if necessary, reimbursements for reasonable expenses incurred by the low income representatives sector representatives and alternates (i.e. transportation).~~

The Economic Opportunity Council of Contra Costa County Bylaws

~~Low Income representatives and alternates will be reimbursed for mileage according to standard rates when attending approved activities related to the Economic Opportunity Council.~~

A. Rates

~~All reimbursement rates are based on Administrative Bulletin #111.8 (dated 7-13-2010) and are subject to change.~~

B. Procedures for Requesting Reimbursement

~~Reimbursement requests must be made using Demand form D-15 with original receipts map showing mileage and the sign in sheet from the approved activity attached. Reimbursement is made on a monthly basis.~~

W. Administration and Staff

~~CSB staff will provide technical and administrative program management~~ and support to the EOC. Staff will ensure compliance with all local, state and federal requirements.

IX. Rules

The EOC may adopt such rules and procedures as are necessary to conduct its business. The EOC shall be governed in its activities by all applicable laws, regulations and instructions.

X. Meeting and Meeting Notices

~~Meeting notices shall comply with the Brown Act, Contra Costa County's Better Government Ordinance, and all applicable local and state meetings laws.~~

X. General Regular Meetings

~~General Regular~~ meetings of the EOC shall be held monthly at a time a minimum of six times a year and at location convenient to the members and the general public. Each September, the EOC will set its regular meeting schedule for the year.

- i. The Chair, in consultation with the Executive Committee, may cancel a meeting if there is no business to warrant a meeting.
- ii. Virtual and hybrid meetings may take place in accordance with State and local public meeting laws.

XI. Special Meetings

A special meeting may be called at any time by the Chairperson or by a majority of the members of the EOC in accordance with the Brown Act (public meeting law) and Contra Costa County's Better Governance Ordinance.

XII. Quorum

A quorum is 51% of the ~~fifteen authorized~~filled seats.

The Economic Opportunity Council of Contra Costa County Bylaws

XIII. Voting

Voting on resolutions and all other matters will be by roll call vote of members in attendance. and must be entered into the minutes. Alternates will be designated as Alternate number 1 and Alternate number 2 for purposes of voting.

b. Agenda

~~The agenda shall comply with the Brown Act and Contra Costa County's Better Government Ordinance and all applicable laws.~~

c. Use of Social Media

~~Board members may use social media to provide information and communicate their positions to constituents and the public. Other board members are prohibited from replying or reacting (ex. with emojis or like/dislike icons) to such posts regarding agency business as this constitutes a serial meeting, a violation of the Brown Act.~~

XIV. Amendments

Bylaw amendments require a recommendation by a two-thirds (2/3) vote of the current membership of the EOC subject to approval by the Board of Supervisors.

d. Notice of Amendment

~~Notice of proposed bylaws amendments must be presented in writing to the EOC and agendaized at a general meeting. The proposed amendments may be voted upon at the next general meeting of the EOC. The agenda for the meeting at which the proposed amendment is to be voted upon shall contain an item entitled "Proposed Bylaws Amendment."~~

Public Access to EOC Records

~~The EOC shall make available to the public all records as required by the Brown Act, Contra Costa County's Better Government Ordinance, the Public Records Act, and other applicable laws.~~

XV. Dissolution

~~Dissolution of the EOC shall be affected in accordance with applicable law.~~ The EOC may be dissolved by action of the Board of Supervisors.