

CONTRA COSTA COUNTY

Measure X Community Fiscal Oversight Committee

BYLAWS

Adopted September 12, 2023

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2
3 **BYLAWS**
4 **OF THE CONTRA COSTA COUNTY**
5 **MEASURE X COMMUNITY FISCAL OVERSIGHT COMMITTEE**
6 **September 12, 2023**

7 I. NAME

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9 The name of the committee is the Contra Costa County Measure X Community Fiscal
10 Oversight Committee (the "Committee").
11

12 II. AUTHORITY

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

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

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32 The Committee is to carry out the following duties:
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- 34 A. Review, on an annual fiscal year basis, the expenditure of tax revenue generated
35 by Measure X, to ensure it conforms to (i) the stated intent of the ballot measure,
36 and (ii) the Board's direction for specific allocations.
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38 B. Oversee an annual audit of expenditures of tax revenue generated by Measure X.
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40 C. Prepare an annual report of expenditures of tax revenue generated by Measure
41 X.
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43 The Committee's role is to advise the Board on these matters, and it shall be staffed by
44 the County Administrator's Office. The Committee will not make any funding
45 recommendations.
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1 V. MEMBERSHIP

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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.

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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.

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14 VI. LIMITATIONS ON MEMBERSHIP

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

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

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20 B. A County employee.

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

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27 D. An elected official.

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29 VII. TERMINATION OR RESIGNATION OF MEMBERSHIP

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

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

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

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46 Resignations of a committee member must be in writing and filed with the Clerk of the

1 Board with a copy to the County Administrator.
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3 VIII. OPEN MEETINGS AND CONFLICT OF INTEREST
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5 Committee meetings must be open to the public in accordance with the Ralph M. Brown
6 Act, (Gov. Code 54950 *et seq.*) and the Contra Costa County Better Government
7 Ordinance. Committee members must adhere to the principles and rules of the Political
8 Reform Act of 1974 (Gov. Code 81000 *et seq.*). The Brown Act permits Committee
9 members to participate in Committee meetings by teleconference, when certain quorum,
10 agenda, and other legal requirements are met. (Gov. Code, § 53953(b).)
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12 IX. OFFICERS
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- 14 A. The Committee shall elect its own Chair and Vice Chair. The County
15 Administrator will be the Secretary.
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- 17 B. The Chair shall (i) preside at all meetings of the Committee, (ii) set the
18 agenda and review the record of action for all meetings in consultation with
19 the Secretary, (iii) have general supervision over all Committee business and
20 (iv) have such other powers and duties as may be assigned by the Committee,
21 provided such powers and duties are consistent with these bylaws.
22
- 23 C. The Vice Chair shall, in the absence or inability of the Chair to act, exercise
24 all the powers and perform all the duties of the Chair. The Vice Chair shall
25 also have such other powers and duties as may be assigned by the
26 Committee, provided such powers and duties are consistent with these
27 bylaws.
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- 29 D. The Secretary will keep the record of action for the meetings of the
30 Committee. In consultation with the Chair, the Secretary shall prepare all
31 agendas. The Secretary shall distribute all agendas, act as custodian of
32 Committee records, keep a register of the contact information of each
33 member, which information is to be furnished to the Secretary by each
34 member and, in general, perform all duties incident to the office of Secretary.
35
- 36 E. The Chair and Vice Chair shall be elected annually at the last regular meeting
37 held in a calendar year. The Chair and Vice Chair will serve for a term of
38 one year and may succeed themselves for one additional consecutive term.
39 Officer vacancies are to be filled by election at the next regular meeting.
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41 X. MEETINGS
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- 43 A. The Committee shall hold regular meetings quarterly during the initial year.
44 Thereafter, the Committee shall hold regular meetings semi-annually, subject
45 to additional meetings if needed, on a schedule to be mutually determined by

1 the Chair and County Administrator. Ninety-six hours' notice must be given
2 for all regular meetings.

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4 B. A special meeting may be called as needed by the Chair or by a majority of the
5 Committee.

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7 C. A quorum for all meetings is three members. A minimum of three votes of
8 the members present are required to pass a motion.

9
10 D. The agenda and record of action of each meeting is to be sent electronically to each
11 member, the Board of Supervisors, and any additional persons authorized by the
12 Committee. A paper copy of the agenda and minutes of each meeting will be mailed
13 upon request. Other persons requesting the minutes of a meeting must do so in writing
14 to the Secretary and pay the prevailing copying and mailing rates.

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16 XI. VOTING

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18 A. An affirmative vote of the majority of all members of the Committee present at the
19 time is necessary to approve any action item before the Committee. If requested by
20 any member present, a roll call vote must be held.

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22 B. Proxy voting is not permitted.

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24 XII. CONDUCT OF BUSINESS

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26 A. Only business that is clearly identified as an item of discussion on the
27 publicly-posted meeting agenda may be transacted at a meeting of the
28 Committee, except as permitted under the Ralph M. Brown Act and Contra
29 Costa County Better Governance Ordinance.

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31 B. All meetings of the Committee are to be called to order by the Chair, or in the
32 Chair's absence, by the Vice Chair, or in the Vice Chair's absence, by a member
33 designated for that purpose by the Chair or Vice Chair. In the absence of any such
34 designation, the Committee may designate an acting chair by majority vote.

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36 C. Public comment at all meetings is to be permitted in accordance with applicable
37 law.

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39 XIII. AMENDMENTS TO THE BYLAWS

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41 A. Only the Board may amend these bylaws. A recommendation to the Board that
42 these bylaws be amended must be approved by an affirmative vote of a majority
43 of the members. No amendment to these bylaws is effective until it has been
44 reviewed by County Counsel and approved by the Board.

1 B. Any proposed amendment to these bylaws is to be presented in writing at a
2 regular meeting of the Committee for discussion. The Committee shall vote on
3 the proposed amendment at the next regular meeting of the Committee. The
4 agenda for such meeting is to contain an item entitled "Proposed Bylaws
5 Amendment."
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7 XIV. DISSOLUTION
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9 The Board shall dissolve the Committee after all tax revenue collected pursuant to
10 Measure X is considered expended at the end of the term of Measure X, unless
11 extended, and a final report is submitted.
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13 XV. PUBLIC ACCESS TO COMMITTEE RECORDS
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15 The County Administrator shall make available to the general public all records of
16 the Committee as required by law.
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