

The Economic Opportunity Council
of
Contra Costa County
Bylaws

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**The Economic Opportunity Council
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I. Name

The Economic Opportunity Council of Contra Costa County (“EOC”) is an advisory board of Contra Costa County (“County”). The EOC is advises Contra Costa County (“County”) on the development, planning, implementation, and evaluation of the County’s Community Services Block Grant (“CSBG”) Program.

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, 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.

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 program guidance.
- 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.

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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.

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

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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.

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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.

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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

Members must recuse themselves from discussing items and voting on items if they have an actual or potential conflict of interest.

VII. Terminations

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

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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, 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. Regular Meetings

Regular meetings of the EOC shall be held a minimum of six times a year 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 filled seats.

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.

XIV. Amendments

EOC Approved: August 8, 2024
BOS Approved: To be determined

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

XV. Dissolution

The EOC may be dissolved by action of the Board of Supervisors.