

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

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

3 (adopted by the Board of Supervisors on May 16, 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. ~~Overseeing regular written assessment of~~ Advising the Board of Supervisors on priority,  
9 community needs every three years, using as a starting point the priority areas identified in  
10 the ~~original (2019) Needs Assessment~~ Measure X ballot language: “To keep Contra Costa’s  
11 regional hospital open and staffed; fund community health centers; provide timely fire and  
12 emergency response; support crucial safety-net services; invest in early childhood services;  
13 protect vulnerable populations; and for other essential county services.” ~~emergency~~  
14 ~~response [fire/medical], health care, safety net services, preventative care, affordable~~  
15 ~~housing, and supports for early childhood, youth, families, and seniors), and updating every~~  
16 ~~three years, or as needed, as determined by the Board of Supervisors, with MXCAB being~~  
17 ~~responsible for determining the scope and methodology of the assessment to identify top~~  
18 ~~community priorities and unmet needs;~~
- 19 2. Using the needs assessment findings to develop general funding priorities to be  
20 recommended to the Board of Supervisors on ~~any~~ Measure X funds ~~net revenues~~ available  
21 for allocation.:
- 22 i. Needs assessments will occur during every third year, incorporating community  
23 outreach; county departmental analysis, including recent mandated state, federal,  
24 and local needs assessments; and analysis of emergent needs identified by the  
25 Board of Supervisors. The MXCAB will receive needs assessment reporting to help  
26 inform their deliberations and recommended general funding priorities;
- 27 ii. Revenue growth from Measure X shall first be allocated to the cost growth within  
28 existing Measure X funded programs;
- 29 i.iii. The MXCAB shall not make specific dollar amount allocations recommendations, or  
30 specific program provider recommendations.;
- 31 2. ~~Receiving annual status reports on the implementation, milestones, impact, and outcomes~~  
32 ~~of Measure X funded programs, including whether program goals are being achieved, in a~~  
33 ~~joint presentation to the MXCAB and Board of Supervisors;~~
- 34 3. Providing an annual report to the Board of Supervisors on the MXCAB’s self-assessment of  
35 their effectiveness during the past year, including reporting on the advisory body’s  
36 activities, accomplishments, work plan, and goals.

## Article II – Membership

### A. Composition:

1. The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District appointees (two (2) per Supervisorial District) and seven (7) At-Large appointees.

2. The Advisory Board shall include ~~ten-five (510)~~ alternates, one for each Supervisorial District. Alternate members are expected to attend all regular Advisory Board meetings and may participate fully, except that they may not vote unless substituting for an absent member ~~as described below.~~ Alternate members may not serve as elected officers but may serve on ad hoc or standing committees of the Advisory Board.

~~a) One (1) alternate shall serve on the Advisory Board for each Supervisorial District appointment for a total of five (5) District alternates. The role of District alternate is fully interchangeable with that of regular District-appointed Advisory Board members. A District alternate may not vote unless substituting for the respective absent District-appointed member.~~

~~b) Five (5) alternates shall serve on the Advisory Board as At-Large alternates. The role of At-Large alternate is fully interchangeable with that of regular At-Large Advisory Board members. At-Large alternates may fully participate and voice opinions but may not vote unless substituting for an absent At-Large member.~~

### B. Eligibility:

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

2. Live/Work Requirement: ~~Committee-M~~members shall either live or work in Contra Costa County, with thea majority being residents of the County. There is no requirement for Supervisorial District seat appointees to live or work within a specific Supervisorial District.

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

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

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

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

10 C. Terms of Office:

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

13 a) Supervisory District Appointments: Each of the two (2) Supervisory District seats and  
14 alternates identified in Article II(A) for each Supervisory District, shall serve a term of two (2)  
15 years. The appointment will run in alignment with the term of office of the nominating  
16 Supervisor.

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

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

20 D. Appointment Process:

21 ~~1. Initial Appointments:~~

22 ~~a) The Clerk of the Board of Supervisors will solicit applications to fill the 17-member Advisory~~  
23 ~~Board through a single recruitment process.~~

24 ~~b) Applications shall be referred to each County Supervisor to select three nominees to serve on~~  
25 ~~the Advisory Board (two nominees plus one stand-by nominee).~~

26 ~~c) Supervisory District nominees will be transmitted to the Finance Committee of the Board of~~  
27 ~~Supervisors (the "Finance Committee") along with all remaining applications for appointment.~~

28 ~~d) The Finance Committee shall review the Supervisory District nominations and select~~  
29 ~~nominees for the remaining seven (7) At-Large seats, taking into account the goals identified in~~  
30 ~~Article II(B)(1).~~

31 ~~e) In the case where the same nominee is selected for a Supervisory District appointment by~~  
32 ~~multiple Supervisors, the Finance Committee shall take into consideration the stand-by~~  
33 ~~nominees recommended by those Supervisors in resolving the conflict and making a final~~  
34 ~~recommendation to the Board of Supervisors.~~

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

1 2. Subsequent Appointments:

2 1a.) Supervisorial District Appointments:

3 a1) The Clerk of the Board of Supervisors will solicit applications to fill the Supervisorial  
4 District Appointments every two (2) years in a single recruitment process. The  
5 respective Supervisor, and interested members of MXCAB, shall assist in ensuring that  
6 the opportunity to apply is distributed widely to a broad array of county residents and  
7 stakeholders, in order to maintain and support diverse representation on MXCAB.

8 b2) Applications shall be referred to each County Supervisor to select three nominees to  
9 serve on the Advisory Board (two nominees plus one alternate nominee).

10 c3) ~~In the case where the same nominee is selected for a Supervisorial District~~  
11 ~~appointment by multiple Supervisors, Supervisors will be notified to allow for~~  
12 ~~modifications to their nominations.~~

13 4) ~~Once conflicts are resolved, n~~ Nominations will be submitted directly to the Board of  
14 Supervisors.

15 2b.) At-Large Appointments:

16 a1) The Clerk of the Board of Supervisors will solicit applications to fill the At-Large  
17 Appointments every three (3) years in a single recruitment process.

18 b2) Applications shall be referred to the Finance Committee to select seven (7) At-Large  
19 seats ~~and five (5) At-Large alternates, taking into account the goals identified in Article~~  
20 ~~II(B)(1).~~

21 c3) The Finance Committee shall ultimately make every effort to ensure that there is  
22 representation from the broadest cross-section of stakeholders as described in Article  
23 II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's  
24 diversity.

25 d4) Final nominations shall be submitted to the full Board of Supervisors for  
26 consideration of appointment.

27 3. Unscheduled Vacancies:

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

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

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

~~d) If a member is absent three or more times in a 12-month period, staff will notify the Finance Committee and MXCAB chair of these absences.~~

~~e) Timeline to Fill Vacancies: The Board of Supervisors will strive to fill vacancies within 60 days of a seat being vacated.~~

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

### Article III. – Advisory Board Structure & Meetings

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

B. Regular Meetings: Regular meetings of the Advisory Board shall be held ~~at least~~ quarterly, ~~based on a schedule adopted by the Advisory Board~~. Regularly scheduled meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a quorum, by the Chair.

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

D. Quorum: A majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. ~~A “majority of the membership” is defined as a majority of filled seats on the Advisory Board at any given time. For example, if only thirteen (13) seats are filled and four (4) are vacant, then a quorum is established when seven (7) members are present at a meeting. Similarly, if all 17 seats are filled, a~~ quorum is established when nine (9) members are present at a meeting. No action shall be taken by the Advisory Board unless a quorum is present as defined above. Alternate Advisory Board members substituting for members may be counted in determining whether a quorum is established at a meeting.

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

F. Conflict of Interest: ~~As a general rule, a~~ member may not discuss or vote on an agenda item if doing so would constitute a conflict of interest. In such a case, the member shall announce that they

1 have a conflict of interest, ~~and~~ recuse themselves, and leave the room before the item is presented  
2 and considered.

3 ~~G.~~ Meeting Procedure: The Chair shall preside at all meetings, and shall proceed with the business of  
4 the Advisory Board in a manner prescribed in these bylaws and in the Advisory Body Handbook. ~~The~~  
5 ~~Chair shall also decide questions of procedure as needed.~~ If the Chair is not present at a meeting,  
6 the Vice Chair shall preside.

7 ~~H.G. H.~~ MXCAB members and staff shall adhere to their respective roles (as described in these  
8 bylaws) in good faith, and shall further amend the bylaws as needed, subject to Board of  
9 Supervisors' approval.

10 ~~I.H.~~ Order of Business: The regular order of business of the Advisory Board shall be at least the  
11 following:

- 12 1. Call to order
- 13 2. Roll call to determine voting eligibility ~~of At-Large alternates. At the start of each meeting,~~  
14 ~~the five (5) At-Large alternates shall be randomly ordered by staff to replace absent At-~~  
15 ~~Large members for purposes of voting.~~
- 16 3. Public comment on items not on the agenda
- 17 4. Approve Record of Action from prior meeting
- 18 5. Consideration and action on agenda items
- 19 6. Adjournment

20  
21 ~~I.I.~~ Sub-Committees and Ad Hoc Committees: With approval from the MXCAB, the MXCAB Chair may  
22 create MXCAB sub-committees and/or ad hoc committees as needed, composed of regular or  
23 alternate members who have full voting rights. All such committees are open and accessible to the  
24 general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better  
25 Government Ordinance. The MXCAB Chair shall consult with MXCAB staff to ensure staff capacity to  
26 support any such committee meetings.

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

#### 32 **Article IV. – Administration**

33 The Advisory Board shall obtain staff support from the County Administrator's Office or another county  
34 office designated by the Board of Supervisors. The staff will be responsible for compiling and distributing  
35 Advisory Board meeting notices, agenda packets and records of action; ~~arranging for translation into~~  
36 ~~Spanish of MXCAB meeting agendas; upon request 72 hours in advance~~ arranging for simultaneous  
37 interpretation (at a minimum in American Sign Language and Spanish) for all MXCAB meetings; posting  
38 MXCAB meeting videos on the county website within seven (7) days of the most recent meeting;  
39 maintaining the MXCAB member roster and contact list; ~~and maintaining and providing the Chair with a~~  
40 ~~list of current MXCAB vacancies; providing the Chair with an updated MXCAB attendance record for the~~

~~prior quarter; advising the MXCAB Chair and members on questions of procedure; and responding to questions and requests from the MXCAB Chair between meetings.~~

### **Article V – Compensation**

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

### **Article VI – Changes to Bylaws**

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

### **Article VII – Dissolution**

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