

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

2  
3 (adopted by the Board of Supervisors on July 8, 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. Advising the Board of Supervisors on priority, community needs every three years, using as a  
9 starting point the priority areas identified in the Measure X ballot language: “To keep Contra  
10 Costa’s regional hospital open and staffed; fund community health centers; provide timely  
11 fire and emergency response; support crucial safety-net services; invest in early childhood  
12 services; protect vulnerable populations; and for other essential county services.”
- 13 2. Participating and collaborating in the needs assessment process to develop findings and  
14 general funding priorities to be recommended to the Board of Supervisors on Measure X  
15 funds available for allocation:
- 16 i. Needs assessments will occur during every third year, incorporating community  
17 outreach; county departmental analysis, including recent mandated state, federal,  
18 and local needs assessments; and analysis of emergent needs identified by the  
19 Board of Supervisors. The MXCAB will receive needs assessment reporting to help  
20 inform their deliberations and recommended general funding priorities;
- 21 ii. Revenue growth from Measure X shall first be allocated to the cost growth within  
22 existing Measure X funded programs;
- 23 iii. The MXCAB shall not make specific dollar amount allocations recommendations, or  
24 specific program provider recommendations.
- 25 3. Providing an annual report to the Board of Supervisors on the MXCAB’s self-assessment of  
26 their effectiveness during the past year, including reporting on the advisory body’s activities,  
27 accomplishments, work plan, and goals.

28 **Article II – Membership**

29 A. Composition:

- 30 1. The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District  
31 appointees (two (2) per Supervisorial District) and seven (7) At-Large appointees.
- 32 2. The Advisory Board shall include five (5) alternates, one for each Supervisorial District.  
33 Alternate members are expected to attend all regular Advisory Board meetings and may  
34 participate fully, except that they may not vote unless substituting for an absent member.  
35 Alternate members may not serve as elected officers but may serve on ad hoc or standing  
36 committees of the Advisory Board.

1    B. Eligibility:

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

13          2. Live/Work Requirement: Members shall either live or work in Contra Costa County, with the  
14          majority being residents of the County. There is no requirement for Supervisorial District seat  
15          appointees to live or work within a specific Supervisorial District.

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

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

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

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

32    C. Terms of Office:

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

35          a) Supervisorial District Appointments: Each of the two (2) Supervisorial District seats and  
36          alternates identified in Article II(A) for each Supervisorial District, shall serve a term of two (2)  
37          years. The appointment will run in alignment with the term of office of the nominating  
38          Supervisor.

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

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

4 D. Appointment Process:

5 1. Supervisory District Appointments:

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

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

13 c) Nominations will be submitted directly to the Board of Supervisors.

14 2. At-Large Appointments:

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

17 b) Applications shall be referred to the Finance Committee to select seven (7) At-Large  
18 seats

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

23 d) Final nominations shall be submitted to the full Board of Supervisors for  
24 consideration of appointment.

25 3. Unscheduled Vacancies:

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

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

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

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

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

- 10 A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings,  
11 who shall each serve for a term of one (1) year. The Chair and Vice Chair, respectively, may be  
12 elected to successive terms as Chair and Vice Chair by the Advisory Board, and may serve in these  
13 capacities until such time as their overall term on the Advisory Board ends. Alternate members may  
14 not serve as officers. Election of officers shall be held in April of each year.
- 15 B. Meetings: Regular meetings of the Advisory Board shall be held quarterly. Regularly scheduled  
16 meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a  
17 quorum, by the Chair.
- 18 C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by  
19 the Chair at any time, or by a majority of current Advisory Board members. Such meetings shall be  
20 called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County  
21 Better Government Ordinance regarding member and public notice. The MXCAB Chair shall consult  
22 with MXCAB staff to ensure staff capacity to support any such committee meetings.
- 23 D. Quorum: A majority of the membership of the Advisory Board shall constitute a quorum for the  
24 transaction of business. A quorum is established when nine (9) members are present at a meeting.  
25 No action shall be taken by the Advisory Board unless a quorum is present as defined above.  
26 Alternate Advisory Board members substituting for members may be counted in determining  
27 whether a quorum is established at a meeting.
- 28 E. Voting: Each member of the Advisory Board, or the member's alternate when the member is absent,  
29 has one vote. A minimum of nine (9) votes of the members present, or alternates when members  
30 are absent, are required to pass a motion.
- 31 F. Conflict of Interest: A member may not discuss or vote on an agenda item if doing so would  
32 constitute a conflict of interest. In such a case, the member shall announce that they have a conflict  
33 of interest, recuse themselves, and leave the room before the item is presented and considered.
- 34 G. Meeting Procedure: The Chair shall preside at all meetings, and shall proceed with the business of  
35 the Advisory Board in a manner prescribed in these bylaws and in the Advisory Body Handbook. If  
36 the Chair is not present at a meeting, the Vice Chair shall preside.

1 H. Order of Business: The regular order of business of the Advisory Board shall be at least the  
2 following:

- 3 1. Call to order
- 4 2. Roll call to determine voting eligibility
- 5 3. Public comment on items not on the agenda
- 6 4. Approve Record of Action from prior meeting
- 7 5. Consideration and action on agenda items
- 8 6. Adjournment

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

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

#### 21 **Article IV – Administration**

22 The Advisory Board shall obtain staff support from the County Administrator’s Office or another county  
23 office designated by the Board of Supervisors. The staff will be responsible for compiling and distributing  
24 Advisory Board meeting notices, agenda packets and records of action; upon request 72 hours in  
25 advance arranging for simultaneous interpretation (at a minimum in American Sign Language and  
26 Spanish) for all MXCAB meetings; posting MXCAB meeting videos on the county website within seven (7)  
27 days of the most recent meeting; maintaining the MXCAB member roster and contact list; and advising  
28 the MXCAB Chair and members on questions of procedure.

#### 29 **Article V – Compensation**

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

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

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

1    **Article VII – Dissolution**

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