

CONTRA COSTA COUNTY
ECONOMIC OPPORTUNITY COUNCIL BYLAWS

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CONTRA COSTA COUNTY ECONOMIC OPPORTUNITY COUNCIL BYLAWS

I. Name

The name of this Organization is the Economic Opportunity Council (EOC) of Contra Costa County.

II. Authority

The Economic Opportunity Council of Contra Costa County 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. It is a duly constituted Community Action Advisory Board and the Advisory Board to the Community Services Bureau Employment and Human Services Department of Contra Costa County.

III. Officers

The officers of the EOC shall be the Chairperson, Vice-Chairperson and Secretary. Officers shall be elected annually at the September meeting.

A. Chairperson

The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and appoint chairperson ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

B. Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

C. Secretary

The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.

D. Election of Officers

The officers shall be elected annually at the September EOC meeting. Nominations for the officers shall be made by the general membership. Should any elective office become vacant, the Chairperson shall appoint a member to fill the vacancy for the remainder of the unexpired term and the EOC shall approve the appointment.

E. Roles and Responsibility of the Executive Committee

Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next regularly scheduled meeting.

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IV. Scope of Responsibilities

As set forth in the Economic Opportunity Act of 1964, as amended, the Community Services Block Grant Act of 1981 and the Coats Human Services Reauthorization Act of 1998, as amended, and by the actions of the Contra Costa County Board of Supervisors, the responsibilities of the EOC are:

- A. To make recommendations to Board of Supervisors (BOS) for EOC membership.
- B. To hold public hearings as scheduled to make recommendations to the BOS for the Community Action Plan of CSB.
- C. To participate in subcontractor RFP/RFI process as directed by program guidance.
- D. To conduct at least one (1) site monitoring to the subcontractors.
- E. To submit an Annual Report to the Board on its activities accomplishments, membership attendance, required training/certification, proposed work plan or objectives.
- F. To review fiscal and programmatic reports submitted by staff and the performance of Community Services Block Grant contractors and the Weatherization program services.
- G. To receive and review budget, minutes, and other reports or materials prepared by staff every month.

V. Membership

A. The EOC shall consist of fifteen (15) members, divided equally among three sections, as follows:

1. Public Sector

The five Public Sector members of the EOC shall include the five members of the Contra Costa County Board of Supervisors. Each Supervisor may appoint a delegate to serve and vote in his or her place. Delegate appointments must be approved by the Board of Supervisors

2. Low-Income Sector

a) The five Low Income Sector members shall include representatives of the low income population and may be from community based organizations, Community Services Bureau clients, and the general public.

b) To be eligible for appointment, a person must (a) reside in Contra Costa County (b) reside in a low-income community or (c) represent low-income residents.

c) All persons seeking appointment must submit an application to the Clerk of the Board and a petition signed by no fewer than ten (10) members of the public residing in a low income community of Contra Costa County to EOC staff.

d) The EOC may recommend for appointment one alternate Low Income Sector member, who shall serve and vote in place of an Low Income Sector member who is absent from, or who disqualifies himself or herself from participating in, a meeting of the EOC.

e) Alternates must meet the same requirements as a regular Low Income Sector member.

f) All appointments must be approved by the Board of Supervisors.

3. Private/Non-Profit Sector

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- a) The five Private/Non-Profit Sector members shall include representatives from private sector, non-profit organizations and public services agencies within Contra Costa County.
- b) All persons seeking appointment must submit an application to the Clerk of the Board.
- c) The EOC may recommend for appointment one alternate Private/Non-Profit Sector member, who shall serve and vote in place of a Private/Non-Profit Sector member who is absent from, or who disqualifies himself or herself from participating in, a meeting of the EOC.
- d) Alternates must meet the same requirements as a regular Private/Non-Profit Sector member.
- e) All appointments must be approved by the Board of Supervisors.

B. Seat Terms

- 1. The term of office for Low-Income and Private/Non-Profit Sector members of the EOC shall be for four (4) years. No Low-Income or Private/Non-Profit Sector may serve more than three (3) consecutive full terms. Low Income Sector and Private/Non-Profit Sector members may seek reappointment to another term by submitting applications for review to the Clerk of the Board within a minimum of sixty (60) days prior to the end of their term. Members who fail to submit a completed application within the specified time period must reapply as a new applicant.
- 2. Public Sector members shall serve terms that are equal in duration to their term as a member of the Board of Supervisors or until withdrawn from delegation by the supervisor. Delegates serve four (4) year terms for the duration of the Board member term of office or until withdrawn by the supervisor.
- 3. Unscheduled Vacancies: Terms of the EOC shall begin on July 1st and end on June 30th. Should any seat become vacant during its term, the person appointed to fill that position shall serve for the unexpired portion of that term.

VI. Standards of Conduct

A. 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.

VII. Terminations

Any member of the board may be terminated from membership on the EOC by one of the following actions:

- 1. Members who obtain three (3) unexcused absences (unexcused absence is defined as: a member who is not in attendance and did not notify EOC staff or any EOC members) in a fiscal year will (a) receive an excessive absentee letter and (b) may be recommended for termination to the Board of Supervisors by majority vote.

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2. Members who have been called out of order and removed from a meeting for misconduct will be considered absent without excuse from the meeting from which they have been removed. A member may be terminated by majority vote at any regular meeting for reasons of misconduct.

VIII. Membership Vacancies

A. Scheduled Vacancy

A scheduled vacancy occurs when a member seat term expires. A scheduled vacancy can be filled after an open recruitment process and upon approval by the Board of Supervisors.

B. Unscheduled Vacancy

An unscheduled vacancy occurs when a member leaves his or her member seat prior to the end of the seat term. Staff will notify the Board of Supervisors, of any unscheduled vacancies. The Clerk of the Board will post the vacancy for at least ten business days prior to being filled by the Board of Supervisors.

C. Filling a Vacancy

All interested applicants whether for new terms or for renewal, must submit timely applications for review to the Contra Costa County Clerk of the Board. Staff to the EOC will assist with recruitment to fill any vacancies that occur on the EOC. Staff will provide all applications that are submitted to the EOC for review.

IX. 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.

X. 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.

XI. Meeting and Meeting Notices

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

A. Regular Meetings

The regular meetings of the EOC shall be held monthly at a time and location convenient for the members and the general public. Each year, the EOC will set its regular meeting schedule for that year. The Chair, in consultation with the Executive Committee, may cancel a meeting if there is no business to warrant a meeting.

B. 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 Ralph M. Brown Act (public meeting law) and County Better Governance Ordinance.

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C. Quorum

A quorum is 51% of the total number of authorized seats on the body, not the majority of the total number of filled seats.

D. Voting

Voting on resolutions and all other matters shall be by show-of-hand, unless a roll-call vote is requested by any member or unless the hand vote is unclear. When any type of vote is held, the ayes, nays, and abstentions shall be entered onto the minutes of the meeting. Proxy voting is not permitted.

E. Agenda

The agenda shall comply with the Ralph M. Brown Act and the County Better Government Ordinance and all applicable laws.

F. Executive Committee

The Executive Committee shall consist of the Chairperson, the Vice-Chairperson, and the Secretary.

XII. Amendments

A. Amendments of ByLaws

These bylaws may be amended by two-thirds (2/3) vote of the current membership of the EOC. All amendments must be approved by the Board of Supervisors.

B. Notice of Amendment

Notice of proposed bylaws amendments must be presented in writing at a regular meeting of the EOC for open discussion. The proposed amendments may be voted upon at the next regular 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."

C. Public Access to EOC Records

The EOC shall make available to the public all records as required by the Ralph M. Brown Act, the County Better Government Ordinance, the Public Records Act, and other applicable laws.

D. Dissolution

Dissolution of the EOC shall be affected in accordance with applicable law.