

THE ECONOMIC OPPORTUNITY COUNCIL  
OF  
CONTRA COSTA COUNTY  
BYLAWS

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**I. Name**

The Contra Costa County Economic Opportunity Council (EOC) is the tripartite board of the Community Action Agency (CAA) responsible for administering the Community Services Block Grant (CSBG). The Employment and Human Services Department's (EHSD) Community Services Bureau (CSB) is the Federal and State recognized public entity for the Community Action Agency (CAA) of Contra Costa County.

**II. Authority**

The Economic Opportunity Council of Contra Costa County was created 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. Federal CSBG Act 42 U.S.C. § 9910 states the entity shall administer the community services block grant program through a tripartite board able to participate actively in the development, planning, implementation, and evaluation of the CSBG program. Contra Costa County Board Resolution 3671 pursuant to the Economic Opportunity Act of 1964 created the legal authority for this body.

**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 make appointment to standing and 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.

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**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 scheduled meeting.

**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 for the Community Action Plan of CSB.
- C. To participate in 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 plan or objectives.
- F. To review fiscal and programmatic reports submitted by 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.

**V. Membership**

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

**1. Public Sector**

The EOC Public Sector shall include 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 EOC Low Income Sector shall include five members who represent the low income population.
- b) To be eligible for appointment, a person must reside in a Contra Costa County low income community or represent low income residents.
- c) All persons seeking appointment must submit an application to the Clerk of the Board.
- d) The EOC may recommend for appointment up to two alternate Low Income Sector members, who shall serve and vote in place of Low Income Sector members who are absent from, or who are disqualifying themselves from participating in a meeting of the EOC.

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- 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.
- g) Low-income representatives and alternates may be reimbursed for reasonable expenses (see Reimbursement Section 9).

**3. Private/Non-Profit Sector**

- a) The EOC Private/Non-Profit Sector shall include five members who represent the 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 up to two alternate Private/Non-Profit Sector members, who shall serve and vote in place of Private/Non-Profit Sector members who are absent from, or who are disqualifying themselves 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 two (2) years. Low-Income or Private/Non-Profit Sector may serve no more than three (3) consecutive full terms. Low Income Sector and Private/Non-Profit Sector members may seek reappointment 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 in 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 1<sup>st</sup> and end on June 30<sup>th</sup>. 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. Standards**

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1. All members, alternates and designated staff shall prioritize service to the poor over service to oneself.
2. EOC members are held to the same policies and procedures stated in the county's code of conduct at the following website "Understanding Ethics & Conflict of Interest Codes"  
<http://www.contracosta.ca.gov/6191/Understanding-Ethics-Conflict-of-Interes>.

**B. Conflict of Interest**

1. 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.
1. Where there is actual or potential conflict of interest, members will recuse themselves from the discussion and/or action taken.

**VII. Terminations**

An EOC member may be terminated from the body by a recommendation to the Board of Supervisors for removal.

**A. Attendance**

1. The EOC schedules 10 business meetings annually. A quorum is necessary to conduct the business of the board. Two absences from the regularly scheduled EOC business meetings in a rolling 12-month period will warrant inquiry from the Executive Committee. Three absences from the regularly scheduled business meeting in a 12-month period will result in a recommendation to the Board of Supervisors for removal from the EOC

**B. Misconduct**

1. Any members who have been called out of order by the chair more than once will be removed from the meeting for misconduct.
2. Any business decision up to the point of removal will stand.
3. Due process in accordance with county guidelines will be followed. Refer to "Understanding Ethics & Conflict of Interest Codes <http://www.contracosta.ca.gov/6191/Understanding-Ethics-Conflict-of-Interes>.
4. For reasons of misconduct, a member will be recommended to the Board of Supervisor for removal by majority vote of EOC members.

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## **VIII. Membership 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 Board of Supervisors.

### **B. Unscheduled Vacancy**

An unscheduled vacancy occurs when a member leaves prior to the end of their seat 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. All persons seeking appointment must follow membership protocols.

## **IX. Reimbursement**

- A. The Economic Opportunity Council is responsible for providing, if necessary, reimbursements for reasonable expenses incurred by the low income sector representatives and alternates (i.e. transportation).
- B. Low Income representatives and alternates will be reimbursed for mileage according to standard rates when attending approved activities related to the Economic Opportunity Council.

- 1. Rates

All reimbursement rates are based on Administrative Bulletin #111.8 (dated 7-13-2010) and are subject to change.

- 2. Procedures for Requesting Reimbursement

Reimbursement request must be made using Demand for D-15 with original receipts attached. Reimbursement is made on a monthly basis.

## **X. 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.

## **XI. 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.

## **XII. Meeting and Meeting Notices**

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

### **A. General Meetings**

General meetings of the EOC shall be held monthly at a time and location convenient for the members and the general public. Each September, the EOC will set its general meeting schedule for

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the 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 Brown Act (public meeting law) and Contra Costa County's Better Governance Ordinance.

**C. Quorum**

A quorum is 51% of the fifteen authorized seats.

**D. Voting**

1. Voting on resolutions and all other matters shall be by roll call vote of members in attendance. When the vote is held, the ayes, nays, and abstentions shall be entered into the minutes. Proxy voting is not permitted.

2. Alternates shall be designated as Alternate number 1 and Alternate number 2 for purposes of voting.

**E. Agenda**

The agenda shall comply with the Brown Act and Contra Costa County's Better Government Ordinance and all applicable laws.

**F. Executive Committee**

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

**XIII. 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 to the EOC and agenzized at a general meeting. The proposed amendments may be voted upon at the next general 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 Brown Act, Contra Costa County's 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.