

**THE ECONOMIC OPPORTUNITY COUNCIL
OF
CONTRA COSTA COUNTY
BYLAWS**

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Table of Contents

I. Name	32
II. Authority	32
III. Officers.....	32
IV. Scope of Responsibilities.....	43
V. Membership	53
VI. Standards of Conduct.....	564
VII. Terminations	754
VIII. Membership Vacancies.....	6
IX. Reimbursement.....	6
X.	
VIII. Membership Vacancies.....	754
IX. Administration and Staff.....	8654
XI.	
IX. Rules.....	8654
XII.	
XI. Meeting and Meeting Notices.....	8654
XIII.	
XII. Amendments.....	9764-8

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Working by-laws edits from 4/10/18

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I. Name

I. 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.

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

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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.~~

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.

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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 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.

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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~~ funding process as directed by program guidance.
- D. To conduct at least one (1) site monitoring ~~visit to a~~ the subcontractors.
- E. To submit an Annual Report to the BOS ~~board~~ on ~~EOC its~~ activities accomplishments, membership attendance, required training/certification, proposed work plan or objectives.
- F. To review fiscal and programmatic reports submitted by staff ~~regarding and~~ the performance of ~~Community Services Block Grant~~ CSBG subcontractors and the Weatherization programs. ~~services.~~
- G. To receive and review ~~each month the~~ budget, minutes, and other reports or materials prepared by staff ~~monthly. every month.~~

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V. Membership

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

1. Public Sector

The ~~EOC 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

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2. Low-Income Sector

a) The ~~EOC five~~ Low Income Sector ~~members~~ shall include five members who 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 a Contra Costa County low income community or represent low income residents. (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 up to two ~~one~~ alternate Low Income Sector members, who shall serve and vote in place of ~~an~~ Low Income Sector members who ~~are~~ absent from, or who ~~are disqualified~~ disqualifying ~~es~~ themselves ~~himself or herself~~ 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.

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

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3. Private/Non-Profit Sector

a) The ~~EOC five~~ Private/Non-Profit Sector ~~members~~ shall include five members who representatives from 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 ~~one~~ alternate Private/Non-Profit Sector members, who shall serve and vote in place of ~~a~~ Private/Non-Profit Sector members who ~~are~~ absent from, or who ~~are disqualified~~ disqualifying ~~es~~ themselves ~~himself or herself~~ from participating in, a meeting of the EOC.

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- 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 four~~ (24) years. ~~No~~ 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 ~~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.

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VI. Standards of Conduct

A. Standards

1. All members, alternates and designated staff shall prioritize service to the poor over service to oneself.

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VI. 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>.

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A. 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.

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

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VII. Terminations

An EOC member ~~of the board~~ may be terminated from the body membership by a recommendation to the Board of Supervisors for removal. ~~on the EOC by one of the following actions:~~

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A. Attendance

1. ~~The EOC schedules holds 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 regular regularly scheduled business meeting in a 12-month period will result in a recommendation to the Board of Supervisors for removal from the EOC.~~

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B. Misconduct

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1. ~~Any members who have been called out of order by the chair more than once will be removed from the meeting for misconduct. and removed from a meeting for misconduct will be considered absent without excuse from the meeting from which they have been removed.~~

2. ~~Any business decision decisions up to the point of removal will stand.~~

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3. ~~Due process in accordance with county guidelines will be followed. at the following website Refer to "Understanding Ethics & Conflict of Interest Codes httpCodes http://www.contracosta.ca.gov/6191/Understanding-Ethics-Conflict-of-Interes (NAME HERE OF DOC)~~

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4. ~~For reasons of misconduct, a members will be recommended to the Board of Supervisor for removal by majority vote of EOC members.~~

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VIII. VIII. C. Membership Vacancies

A. A. 1. Scheduled Vacancy

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

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~~B.~~ **B. 2. Unscheduled Vacancy**

An unscheduled vacancy occurs when a member leaves ~~his or her member seat~~ prior to the end of ~~their~~the 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 at least ten business days ~~prior to being filled by the Board of Supervisors.~~ All persons seeking appointment must follow membership protocols.

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~~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.~~

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~~IX.~~ **Reimbursement**

~~A.~~ The Economic Opportunity Council is responsible for providing, if necessary, reimbursemnts for reasonable expenses incurred by the low income sector representatives and alternates (i.e. transportation).

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~~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.

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1. Rates

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

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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.

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~~IX.~~ **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.

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~~X.~~ **XI. Rules**

~~XI.~~ 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.

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~~XII.~~ **XII. Meeting and Meeting Notices**

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

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A. ~~A. Regular~~ General Meetings

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

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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 ~~Contra Costa County's~~ Better Governance Ordinance.

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C. Quorum

A quorum is 51% of the ~~fifteen total number of~~ authorized seats.

~~on the body, not the majority of the total number of filled seats.~~

D. Voting

1. ~~Voting on resolutions and all other matters shall be by roll call vote of members in attendance. show of hand, unless a roll call vote is requested by any member or unless the hand vote is unclear. When the any type of~~ vote is held, the ayes, nays, and abstentions shall be entered into the minutes. ~~of the meeting.~~ 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 ~~Ralph M. Brown Act~~ and ~~the 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.~~ 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 ~~agenized at a general meeting. at a regular meeting of the EOC for open discussion.~~ The proposed amendments may be voted upon at the next ~~general 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."

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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~~ Contra Costa County's Better Government Ordinance, the Public Records Act, and other applicable laws.

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D. Dissolution

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

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