



**CONTRA COSTA COUNTY  
RACIAL JUSTICE OVERSIGHT BODY**

**BY-LAWS**

(Adopted by the Racial Justice Oversight Body on November 7, 2019)

**Article I – Purpose**

The Racial Justice Oversight Body (RJOB or Body) was established by the Contra Costa County Board of Supervisors to oversee the implementation of the recommendations made by the Racial Justice Task Force, and accepted, as specified, by the Board of Supervisors.<sup>1</sup>

**Article II – Membership**

A. Composition: The RJOB shall consist of the following 18 members<sup>2</sup>:

*Ex-Officio Members:*

1. The Sheriff or his designee;
2. The Chief Probation Officer or his designee;
3. The Public Defender or her designee;
4. The District Attorney or her designee;

*Other Appointed Members:*

5. A representative from the Superior Court, as a non-voting member;
6. A representative from a local law enforcement agency, nominated by the Contra Costa County Police Chiefs' Association;
7. A representative from the Contra Costa County Office of Education;
8. A representative from a Local School District;
9. A representative from Contra Costa County Health Services Department;

*Appointed Members (appointed by the Board of Supervisors):*

10. Nine community-based representatives, including:
  - two members of the Contra Costa Racial Justice Coalition,

<sup>1</sup> Item D.8. Contra Costa County Board of Supervisors Meeting. December 4, 2018.

Link 1:

[http://64.166.146.245/agenda\\_publish.cfm?id=&mt=ALL&get\\_month=12&get\\_year=2018&dsp=agm&seq=35972&rev=0&ag=1165&ln=71059&nseq=35992&nrev=0&pseq=35929&prev=0#ReturnTo71059](http://64.166.146.245/agenda_publish.cfm?id=&mt=ALL&get_month=12&get_year=2018&dsp=agm&seq=35972&rev=0&ag=1165&ln=71059&nseq=35992&nrev=0&pseq=35929&prev=0#ReturnTo71059)

Link 2 (pdf):

[http://64.166.146.245/public//print/ag\\_memo\\_pdf\\_popup.cfm?seq=35972&rev\\_num=0&mode=CUSTOM](http://64.166.146.245/public//print/ag_memo_pdf_popup.cfm?seq=35972&rev_num=0&mode=CUSTOM)

<sup>2</sup> Racial Justice Oversight Body webpage. <https://contra-costa.granicus.com/boards/w/26cad49fec719903/boards/27221>

- two individuals with prior personal criminal or juvenile justice system involvement,
  - three representatives from community-based organizations (CBO) that work with justice involved populations, including at least one person who works directly with youth,
  - one representative from a faith-based organization, and
  - one representative that is either a school age young person, or from a CBO who provides services to school age youth.
- B. Terms of Office: Ex-Officio and Other Appointed members shall serve during their terms of office or appointment. Members appointed by the Board of Supervisors shall have two-year terms beginning on the date of appointment by the Board, but shall serve at the pleasure of the Board of Supervisors and may be removed from office by a majority vote of the Board of Supervisors (See Board of Supervisors Resolution No. 2011/497).
- C. Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.
- D. Vacancies: The Body shall comply with the system for new appointments, resignations, and replacements for Appointed Members as specified by the Contra Costa County Board of Supervisors. Whenever an unscheduled vacancy occurs, the Board of Supervisors will fill the vacancy pursuant to Government Code Section 54974. The term for the incoming member will be to fill the vacancy for the remainder of the original term.
- E. Absences: Members of the Body who have two (2) consecutive unexcused absences from the scheduled quarterly meetings or who have not fulfilled their duties for a three-month period may be declared inactive by the Body. This inactive seat may be declared vacant and filled by the Board of Supervisors.
- F. Alternates: Ex-Officio and Other Appointed members of the Body may be represented by an alternate if the member is: (1) a County (or other public entity) officer; and (2) authorized to appoint deputies, pursuant to Government Code Section 24101 (or other applicable law). An alternate has all the duties, rights, and responsibilities of the member they represent.
- G. Training Requirements:
1. Members must view the following training videos within 60 days of appointment.
    - Brown Act and Better Government Ordinance Training Video<sup>3</sup>
    - Ethics Training<sup>4</sup>
  2. Members must complete "Training Certification for Members of a County Advisory Body".<sup>5</sup>
  3. Members must attend any future trainings deemed necessary by the Body or required by law.

<sup>3</sup> Link <https://www.contracosta.ca.gov/7632/Training-Resources>

<sup>4</sup> Link <https://www.contracosta.ca.gov/7632/Training-Resources>

<sup>5</sup> Contra Costa County Advisory Body Handbook. Contra Costa County Office of the Clerk of the Board. April 2012. Page 86. <http://www.co.contra-costa.ca.us/DocumentCenter/View/7614/2102MACHandbook?bidId=>

### Article III – Structure

- A. Officers: The Body shall have two co-chairs: one Ex-officio member and one Appointed member. The Co-chairs shall be elected by the members of the Body. The Co-Chair(s) will preside at all meetings and proceed with the business of the Body in a manner prescribed in these Bylaws. The Co-chairs will also decide questions of parliamentary procedure as needed. Co-chairs shall serve a term of two (2) years.
- B. Other Committees: The Body may establish up to three Subcommittees to address specific issues or concerns.
  - 1. Subcommittees may only be composed of Body members.
  - 2. Subcommittees must report back to the Body at the Body's regularly scheduled meetings.
  - 3. Subcommittee decisions shall be made by vote and governed by voting and quorum rules set forth in these Bylaws. Decisions and voting tallies will be recorded in the meeting summary report.
  - 4. Subcommittees shall not engage in activities that are not within the purpose and responsibilities outlined in these Bylaws and the BOS approved recommendations from the Racial Justice Taskforce.
  - 5. The Subcommittees may recommend policies and decisions falling within their scope of authority to the full Body for approval, however the Subcommittees have no authority to establish policy, make decisions, or hold non-public meetings.
  - 6. Each Subcommittee will function with a Subcommittee Chair(s). The Subcommittees Chair(s) shall be responsible for conducting the Subcommittee's meetings, developing and distributing agendas, convening any necessary working groups, and ensuring compliance with the Bylaws of the Body. Subcommittee chairs will be elected by the Subcommittee.

### Article IV – Meetings

- A. Regular Meetings: Regular meetings of the Body and each Subcommittee shall be held at least once during each calendar year quarter based on a schedule adopted by the Body and that schedule may be changed as needed. In addition, regularly scheduled meetings may be canceled by a majority vote of the Body or, for lack of business or lack of a quorum, by the Chair(s).
- B. Special Meetings: Special meetings of the Body or any other committees may be called by the Chair(s) at any time. Such meetings shall be called in accordance with the provisions of the Brown Act and the Contra Costa County Better Government Ordinance.
- C. Quorum: A quorum of the Body shall be a majority of the members or their alternates. A quorum of a Subcommittee shall be a majority of the Body members or alternates assigned to the Subcommittee. A "majority" of the members means more than half of the authorized members, including any authorized alternates present for an absent member, whether or not all of the positions have been filled. No action shall be taken unless a quorum of members is present for a meeting. If a quorum is not present, the meeting must be adjourned to the next

regular meeting. If a quorum is lost during the course of a meeting, following the loss of the quorum the remaining members present must adjourn to the next regularly scheduled meeting.

- D. Voting: Each member of the Body or any Subcommittee has one vote, and a majority vote of the members present at a meeting is needed to pass a motion. No action can be taken without quorum.
- E. Conflict of Interest: A member of the Body must<sup>6</sup>
  - 1. Avoid even the appearance of a conflict of interest.
  - 2. Serve the needs and wishes of all citizens equally without regard for wealth.
  - 3. Perform duties fairly, free from bias caused by financial interests of one's self or supporters.
  - 4. As a general rule, no member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest.
- F. Order of Business: The regular order of business of the Body or any other Subcommittee shall be:
  - 1. Call to order
  - 2. Public comment on unagendized items within the Body's (or Subcommittee's) jurisdiction
  - 3. Approve Record of Action from prior meeting
  - 4. Consideration and action on agenda items
  - 5. Adjournment
- G. Public Access: All meetings of the Body and its Subcommittees shall be open and accessible to the general public and held in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of facilitating the business of the Body or standing committee, the Chair(s) may set in advance of the presentation of public input reasonable time limits for oral presentation.

## **Article V – Administration**

The Body shall obtain staff support from the County Administrator's Office of Reentry and Justice. The staff will be responsible for the compilation and distribution of Body and Subcommittee meeting notices and agendas. All records shall be maintained by appropriate staff.

Members of the Body 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 by the Body, within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of

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<sup>6</sup> Resolution No. 2002/376: Board Policies Concerning Conflicts of Interest and Open Meeting Requirements (Appendix 5 of the Advisory Body Handbook)

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.