

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

**BYLAWS**

(adopted by the Board of Supervisors on \_\_\_\_\_, 2021)

**Article I – Purpose**

- A. The Measure X Community Advisory Board (the “Advisory Board”) was established by the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of Measure X transactions and use tax funds. The main responsibilities of the Advisory Board are:
1. Overseeing an annual assessment of community needs, focusing primarily on the priority areas identified in this year’s Needs Assessment, including emergency response (fire/medical), health care, safety net services, preventative care, affordable housing, and supports for early childhood, youth, families, and seniors.
  2. Creating detailed priority lists of the top ten service gaps (county- and community-provided) based on the results from the needs assessment.
  3. Using the assessment to make general funding priority recommendations to the Board of Supervisors on 95% of the revenue generated by Measure X.
  4. Providing an annual report on the outcomes and impact of allocated funds.
  5. The Advisory Board committee shall initially meet as needed to develop a recommended annual budget allocation plan, and thereafter shall meet quarterly.

**Article II – Membership**

- A. Composition: The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District appointees (2 per Supervisorial District) and seven (7) At-Large appointees.
- B. Eligibility:
1. General: The Advisory Board shall be composed of members representing broad and diverse voices, perspectives and expertise, including but not exclusive to: budget justice advocacy, children’s services, community health, consumer advocacy, faith leadership, senior services, fire and public safety protection, housing and homelessness, labor union representation, legal advocacy, local businesses, mental health services, non-partisan civic organizations, policy organizations, public health, racial justice and equity, safety net services, senior services, substance use services, taxpayers, and youth services.
  2. Live/Work Requirement: Committee members shall either live or work in Contra Costa County, with a majority being residents of the County. There is no requirement for Supervisorial District seat appointees to live or work within a specific Supervisorial District.
  3. No Public Officials: Public officials, including both elected and appointed, are not eligible to serve on the Advisory Board.

C. Terms of Office:

1. Initial Appointments: The initial members of the Advisory Board shall serve staggered terms of two or three years, and subsequent appointments serving three-year terms.
  - a) Supervisory District Appointments: Of the two (2) Supervisory District seats identified in Article II(A) for each Supervisory District, one shall serve an initial term of two (2) years and one shall serve an initial term of three (3) years.
  - b) At-Large Appointments: Of the seven (7) At-Large seats identified in Article II(A), four (4) shall serve an initial term of two (2) years and three (3) shall serve an initial term of three (3) years.
2. Term Limits: Each member is limited to serving, consecutively, for a maximum of six years.

D. Appointment Process:

1. Initial Appointments:
  - a) The Clerk of the Board of Supervisors will solicit applications to fill the 17-member Advisory Board through a single recruitment process.
  - b) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one stand-by nominee).
  - c) Supervisory District nominees will be transmitted to the Finance Committee of the Board of Supervisors (the "Finance Committee") along with all remaining applications for appointment.
  - d) The Finance Committee shall review the Supervisory District nominations and select nominees for the remaining seven (7) At-Large seats taking into account the goals identified in Article II(B)(1).
  - e) In the case where the same nominee is selected for a Supervisory District appointment by multiple Supervisors, the Finance Committee shall take into consideration the stand-by nominees recommended by those Supervisors in resolving the conflict and making a final recommendation to the Board of Supervisors.
  - f) The Finance Committee shall ultimately make every effort to insure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's diversity.
2. Subsequent Appointments: The County shall use the process outlined in Article II(C)(1) above to fill scheduled vacancies at the end of Year 2 and Year 3, and each three-year period thereafter.

### 3. Unscheduled Vacancies:

- a) General: Should an unscheduled vacancy occur during a member's term of office, either by death, resignation or otherwise, the Board of Supervisors shall be notified of the vacancy and shall direct the Clerk of the Board to announce the vacancy and collect applications for appointment.
- b) Supervisory District Vacancy: If the unscheduled vacancy is in a Supervisory District seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Supervisory District responsible for making nominations for appointment to that seat. The Supervisory District will then transmit the nomination for appointment to the Board of Supervisors for consideration.
- c) At-Large Vacancy: If the unscheduled vacancy is in an At-Large seat, then the applications seeking appointment will be transmitted to by the Clerk of the Board to the Finance Committee to consider making nominations for appointment to the vacant seat. The Finance Committee will then transmit the nomination for appointment to the Board of Supervisors for consideration.
- d) Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.

### **Article IV. – Advisory Board Structure & Meetings**

- A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings.
- B. Regular Meetings: Regular meetings of the Advisory Board shall be held at least quarterly based on a schedule adopted by the Advisory Board and that schedule may be changed or augmented as needed. In addition, regularly scheduled meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a quorum, by the Chair.
- C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance regarding member and public notice.
- D. Quorum: A quorum of the Advisory Board shall occur when a majority of the membership are present. A majority of the membership is defined as a majority of filled seats on the Advisory Board at any given time. For example, if only 13 seats are filled and four (4) are vacant, then a majority for purposes of establishing a quorum would require seven (7) members be present at the meeting. Similarly, if all 17 seats are filled, a majority for purposes of establishing a quorum would require nine (9) members be present at the meeting. No action shall be taken by the Advisory Board unless a majority of the members are present as defined above.
- E. Voting: Each member of the Advisory Board has one vote and a majority vote of the members present is needed to pass a motion.

- F. Conflict of Interest: 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. However, if a quorum cannot be achieved or the required number of affirmative votes for action obtained because conflicts of interest exist that prevent members having such conflicts from discussing or voting on the matter then a sufficient number of members having conflicts of interest, selected by lot, shall be allowed to participate to provide enough votes for the Advisory Board to form a quorum and take affirmative action.
- G. Meeting Procedure: The Chair will preside at all meetings and proceed with the business of the Advisory Board in a manner prescribed in these bylaws. The Chair will also decide questions of procedure as needed.
- H. Order of Business: The regular order of business of the Advisory Board shall be at least the following:
1. Call to order
  2. Public comment on non-agenized items
  3. Approve Record of Action from prior meeting
  4. Consideration and action on agenda items
  5. Adjournment
- I. Public Access: All meetings of the Advisory Board shall be open and accessible to the general public 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 Advisory Board, the Chair may set in advance of public comment reasonable time limits for oral presentation.

#### **Article V. – Administration**

The Advisory Board shall obtain staff support from the County Administrator's Office. The staff will be responsible for the compilation and distribution of Advisory Board meeting notices, agenda packets and records of action.

#### **Article VI. – Compensation**

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

#### **Article VII. – Changes to Bylaws**

The provisions of these Bylaws may be altered, amended or repealed within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of 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, upon recommendation by the Finance Committee.