

**BYLAWS  
OF  
CSA P-2 ZONE B CITIZENS ADVISORY COMMITTEE**

These Bylaws of the CSA P-2 Zone B Citizens Advisory Committee “Alamo Police Services Advisory Committee” (“Committee”) were submitted for approval to the Contra Costa County Board of Supervisors on                     , 20    . Upon approval, these Bylaws will take effect and supersede any and all previous bylaws.

**ARTICLE 1**

**Membership**

- A. Members; qualifications. This Committee is comprised of seven voting members and one alternate. All Committee members must reside or work in Zone B of CSA P-2. One Committee Member must also be a member of the Alamo Municipal Advisory Council.
  
- B. Appointments. All members of the Committee are appointed by the Contra Costa County Board of Supervisors upon recommendation by the Supervisor of the district in which CSA P-2, Zone B, is located.
  
- C. Terms. There is no limit on the number of terms a member may serve.
  
- D. Alternate. The alternate member may attend Committee meetings and participate in Committee discussions in the same manner as a voting member. The alternate member may vote in the absence of any voting member.
  
- E. Attendance. Attendance at meetings is an important responsibility of Committee members. If a member has more than three unexcused absences in one calendar year, the member will be considered to have resigned from the Committee.

## ARTICLE 2

### Officers

- A. Election. The Committee shall elect a Chairperson, Vice-Chairperson, and Secretary at the first regular meeting of the calendar year. Four affirmative votes are required to elect an officer. Officers must be members of the Committee. Any Committee member may nominate any Committee member to serve as an officer.
- B. Term. Officers will be elected to terms of one calendar year. There is no limit to the number of terms a member may serve as an officer. Terms may be consecutive.
- C. Duties.
- (1) Chairperson. The Chairperson shall: Conduct meetings; in coordination with the District Supervisor's office, prepare, distribute and post agendas; interact with the public; and represent the Committee as needed.
  - (2) Vice-Chairperson. The Vice-Chairperson will act as the Chairperson in the absence of the Chairperson.
  - (3) Secretary. The Secretary will draft minutes of each meeting of the Committee, in the form required by law, and distribute copies to the Committee for approval. The Secretary will send a copy of all agendas, minutes, resolutions and reports of the Committee to the office of the Supervisor of the district in which CSA P-2, Zone B, is located, where these documents will be maintained in a permanent file.
- D. Removal. An officer may be removed before the end of the officer's term by four affirmative votes.
- E. Unscheduled vacancies.
- (1) In the event of an unscheduled vacancy in the office of the Chairperson, the Vice-Chairperson vacates the office of Vice-Chairperson and becomes the Chairperson for the remainder of the term.

- (2) In the event of an unscheduled vacancy in the office of the Vice-Chairperson or Secretary, the Committee will elect a member to fill the vacancy for the remainder of the term.

### ARTICLE 3

#### Meetings

- A. Regular meetings. Regular meetings shall be held at 5:30 p.m. on the first Monday of each month at Alamo Plaza, Suite 170-A. A regular meeting may be cancelled by the Chairperson.
- B. Special meetings. By County policy, special meetings of advisory bodies to the Board of Supervisors are discouraged. Only in the event of an urgent matter that requires Committee action before the next regular meeting should a special meeting be called, either by the Chairperson or by the majority of all members of the Committee, in accordance with the procedures set forth in Government Code section 54956, including but not limited to the requirement to deliver and post the call and notice at least 24 hours in advance of the meeting.
- C. Conduct of meetings. All meetings shall be open to the public and conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code, § 54950 et seq.) and Better Government Ordinance (Contra Costa County Ord. Code, chapter 25-2). The Chair will conduct all meetings in a fair and proper manner and make all required procedural rulings. Prior to the public comment portion of a meeting, the Chairperson or Secretary may ask that speakers fill out speaker cards; however, no person may be required to provide any identifying information as a condition of attending or speaking at a Committee meeting.
- D. Quorum. The Committee may meet and take official actions only if a quorum is present. A quorum consists of a majority of all authorized voting member seats on the Committee, whether vacant or filled. In the event that a voting member is absent, the alternate member, if present, may be counted towards the quorum.
- E. Actions. The Committee may take action by majority vote of the members present, except as otherwise set forth in article 2, sections A and D.

- F. Notice requirements. Agendas of each meeting shall be posted within Zone B of CSA P-2 at a place freely accessible to the public and on the Contra Costa County website. Agendas of all regular meetings must be posted at least ninety-six (96) hours before each meeting.

## **ARTICLE 4**

### **Bylaws**

The Committee may recommend Bylaws and amendments to Bylaws to the Board of Supervisors. Bylaws and amendments to Bylaws take effect upon approval by the Board of Supervisors.

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