

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

2  
3 (adopted by the Board of Supervisors on May 16, 2023)

4 **Article I – Purpose**

5 A. The Measure X Community Advisory Board (the “Advisory Board” or “MXCAB”) was established by  
6 the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of  
7 Measure X transactions and use tax funds. The main responsibilities of the Advisory Board are:

- 8 1. Overseeing regular written assessment of community needs, using as a starting point the  
9 priority areas identified in the original (2019) Needs Assessment (emergency response  
10 [fire/medical], health care, safety net services, preventative care, affordable housing, and  
11 supports for early childhood, youth, families, and seniors), and updating every three years,  
12 or as needed, as determined by the Board of Supervisors, with MXCAB being responsible for  
13 determining the scope and methodology of the assessment to identify top community  
14 priorities and unmet needs;
- 15 2. Using the assessment findings to develop general funding priorities to be recommended to  
16 the Board of Supervisors on any Measure X net revenues available for allocation. Revenue  
17 growth from Measure X shall first be allocated to the cost growth within existing Measure X  
18 funded programs. The MXCAB shall not make specific dollar amount allocations  
19 recommendations;
- 20 3. Receiving annual status reports on the implementation, milestones, impact, and outcomes  
21 of Measure X funded programs, including whether program goals are being achieved, in a  
22 joint presentation to the MXCAB and Board of Supervisors;
- 23 4. Providing an annual report to the Board of Supervisors on MXCAB’s self-assessment of their  
24 effectiveness during the past year.

25 **Article II – Membership**

26 A. Composition:

- 27 1. The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District  
28 appointees (two (2) per Supervisorial District) and seven (7) At-Large appointees.
- 29 2. The Advisory Board shall include ten (10) alternates. Alternate members are expected to  
30 attend all regular Advisory Board meetings and may participate fully, except that they may not  
31 vote unless substituting for an absent member as described below. Alternate members may not  
32 serve as elected officers but may serve on ad hoc or standing committees of the Advisory  
33 Board.
- 34 a) One (1) alternate shall serve on the Advisory Board for each Supervisorial District  
35 appointment for a total of five (5) District alternates. The role of District alternate is fully  
36 interchangeable with that of regular District-appointed Advisory Board members. A  
37 District alternate may not vote unless substituting for the respective absent District-  
38 appointed member.

1 b) Five (5) alternates shall serve on the Advisory Board as At-Large alternates. The role  
2 of At-Large alternate is fully interchangeable with that of regular At-Large Advisory  
3 Board members. At-Large alternates may fully participate and voice opinions but may  
4 not vote unless substituting for an absent At-Large member.

5 **B. Eligibility:**

6 1. General: The Advisory Board shall be composed of members representing diverse voices,  
7 perspectives, and expertise, including but not exclusive to: budget justice advocacy, children’s  
8 services, community health, consumer advocacy, faith leadership, senior services, fire and public  
9 safety protection, housing and homelessness, labor union representation, legal advocacy, local  
10 businesses, mental health services, non-partisan civic organizations, policy organizations, public  
11 health, racial justice and equity, safety net services, senior services, substance use services,  
12 taxpayers, and youth services. Priority will be given to residents who are most impacted by one  
13 or more of the community needs identified by MXCAB, including those who have direct lived  
14 experience of the harms caused by racial and economic inequities. MXCAB will work with  
15 members of the Board of Supervisors to develop and implement strategies to identify and  
16 support MXCAB applicants and new members with lived experience.

17 2. Live/Work Requirement: Committee members shall either live or work in Contra Costa  
18 County, with a majority being residents of the County. There is no requirement for Supervisorial  
19 District seat appointees to live or work within a specific Supervisorial District.

20 3. No Public Officials: Elected officials and County department heads are not eligible to serve on  
21 the Advisory Board.

22 **C. Terms of Office:**

23 1. Appointments: The members of the Advisory Board and alternates shall serve staggered  
24 terms of two or three years.

25 a) Supervisorial District Appointments: Each of the two (2) Supervisorial District seats  
26 and alternates identified in Article II(A) for each Supervisorial District, shall serve a term  
27 of two (2) years.

28 b) At-Large Appointments: Each of the seven (7) At-Large seats and alternates identified  
29 in Article II(A), shall serve a term of three (3) years.

30 2. Term Limits: Each member is limited to serving, consecutively, for a maximum of six years.

31 **D. Appointment Process:**

32 1. Initial Appointments:

33 a) The Clerk of the Board of Supervisors will solicit applications to fill the 17-member  
34 Advisory Board through a single recruitment process.

35 b) Applications shall be referred to each County Supervisor to select three nominees to  
36 serve on the Advisory Board (two nominees plus one stand-by nominee).

1 c) Supervisorial District nominees will be transmitted to the Finance Committee of the  
2 Board of Supervisors (the "Finance Committee") along with all remaining applications  
3 for appointment.

4 d) The Finance Committee shall review the Supervisorial District nominations and select  
5 nominees for the remaining seven (7) At-Large seats, taking into account the goals  
6 identified in Article II(B)(1).

7 e) In the case where the same nominee is selected for a Supervisorial District  
8 appointment by multiple Supervisors, the Finance Committee shall take into  
9 consideration the stand-by nominees recommended by those Supervisors in resolving  
10 the conflict and making a final recommendation to the Board of Supervisors.

11 f) The Finance Committee shall ultimately make every effort to ensure that there is  
12 representation from the broadest cross-section of stakeholders as described in Article  
13 II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's  
14 diversity.

15 **2. Subsequent Appointments:**

16 **a) Supervisorial District Appointments:**

17 1) The Clerk of the Board of Supervisors will solicit applications to fill the  
18 Supervisorial District Appointments every two (2) years in a single recruitment  
19 process. The respective Supervisor, and interested members of MXCAB, shall  
20 assist in ensuring that the opportunity to apply is distributed widely to a broad  
21 array of county residents and stakeholders, in order to maintain and support  
22 diverse representation on MXCAB.

23 2) Applications shall be referred to each County Supervisor to select three  
24 nominees to serve on the Advisory Board (two nominees plus one alternate  
25 nominee).

26 3) In the case where the same nominee is selected for a Supervisorial District  
27 appointment by multiple Supervisors, Supervisors will be notified to allow for  
28 modifications to their nominations.

29 4) Once conflicts are resolved, nominations will be submitted directly to the  
30 Board of Supervisors.

31 **b) At-Large Appointments:**

32 1) The Clerk of the Board of Supervisors will solicit applications to fill the At-  
33 Large Appointments every three (3) years in a single recruitment process.

34 2) Applications shall be referred to the Finance Committee to select seven (7)  
35 At-Large seats and five (5) At-Large alternates, taking into account the goals  
36 identified in Article II(B)(1).

1 3) The Finance Committee shall ultimately make every effort to ensure that  
2 there is representation from the broadest cross-section of stakeholders as  
3 described in Article II(B)(1) as well as geographic, racial and ethnic  
4 representation reflecting the County's diversity.

5 4) Final nominations shall be submitted to the full Board of Supervisors for  
6 consideration of appointment.

7 **3. Unscheduled Vacancies:**

8 a) General: Should an unscheduled vacancy occur during a MXCAB member's  
9 term of office, whether by death, resignation or otherwise, the Board of  
10 Supervisors and MXCAB Chair shall be notified of the vacancy. The Board of  
11 Supervisors shall direct the Clerk of the Board to announce the vacancy and  
12 collect applications for appointment.

13 b) Supervisory District Vacancy: If the unscheduled vacancy is in a Supervisory  
14 District seat, then the applications seeking appointment will be transmitted by  
15 the Clerk of the Board to the Supervisory District responsible for making  
16 nominations for appointment to that seat. The MXCAB will also be notified of  
17 the vacancy. The Supervisory District will then transmit the nomination for  
18 appointment to the Board of Supervisors for consideration.

19 c) At-Large Vacancy: If the unscheduled vacancy is in an At-Large seat, then the  
20 applications seeking appointment will be transmitted by the Clerk of the Board  
21 to the Finance Committee to consider making nominations for appointment to  
22 the vacant seat. The Finance Committee will then transmit the nomination for  
23 consideration and appointment to the Board of Supervisors for consideration.

24 d) If a member is absent three or more times in a 12-month period, staff will  
25 notify the Finance Committee and MXCAB chair of these absences.

26 e) Timeline to Fill Vacancies: The Board of Supervisors will strive to fill vacancies  
27 within 60 days of a seat being vacated.

28 e) Resignation: Any appointed member may resign by giving written notice to  
29 the Clerk of the Board of Supervisors and the MXCAB Chair.

30 **Article III. – Advisory Board Structure & Meetings**

31 A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings,  
32 who shall each serve for a term of one (1) year. The Chair and Vice Chair, respectively, may be  
33 elected to successive terms as Chair and Vice Chair by the Advisory Board, and may serve in these  
34 capacities until such time as their overall term on the Advisory Board ends. Alternate members may  
35 not serve as officers. Election of officers shall be held in April of each year.

36 B. Regular Meetings: Regular meetings of the Advisory Board shall be held at least quarterly, based on  
37 a schedule adopted by the Advisory Board. Regularly scheduled meetings may be canceled by a  
38 majority vote of the Advisory Board or, for lack of business or a quorum, by the Chair.

- 1 C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by  
2 the Chair at any time, or by a majority of current Advisory Board members. Such meetings shall be  
3 called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County  
4 Better Government Ordinance regarding member and public notice.
- 5 D. Quorum: A majority of the membership of the Advisory Board shall constitute a quorum for the  
6 transaction of business. A “majority of the membership” is defined as a majority of filled seats on  
7 the Advisory Board at any given time. For example, if only thirteen (13) seats are filled and four (4)  
8 are vacant, then a quorum is established when seven (7) members are present at a meeting.  
9 Similarly, if all 17 seats are filled, a quorum is established when nine (9) members are present at a  
10 meeting. No action shall be taken by the Advisory Board unless a quorum is present as defined  
11 above. Alternate Advisory Board members substituting for members may be counted in determining  
12 whether a quorum is established at a meeting.
- 13 E. Voting: Each member of the Advisory Board, or the member’s alternate when the member is absent,  
14 has one vote. A minimum of nine (9) votes of the members present, or alternates when members  
15 are absent, are required to pass a motion.
- 16 F. Conflict of Interest: As a general rule, a member may not discuss or vote on an agenda item if doing  
17 so would constitute a conflict of interest. In such a case, the member shall announce that they have  
18 a conflict of interest, and recuse themselves before the item is presented and considered.
- 19 G. Meeting Procedure: The Chair shall preside at all meetings, and shall proceed with the business of  
20 the Advisory Board in a manner prescribed in these bylaws. The Chair shall also decide questions of  
21 procedure as needed. If the Chair is not present at a meeting, the Vice Chair shall preside.
- 22 H. H. MXCAB members and staff shall adhere to their respective roles (as described in these bylaws) in  
23 good faith, and shall further amend the bylaws as needed, subject to Board of Supervisors’ approval.
- 24 I. Order of Business: The regular order of business of the Advisory Board shall be at least the  
25 following:
- 26 1. Call to order
  - 27 2. Roll call to determine voting eligibility of At-Large alternates. At the start of each meeting,  
28 the five (5) At- Large alternates shall be randomly ordered by staff to replace absent At-  
29 Large members for purposes of voting.
  - 30 3. Public comment on items not on the agenda
  - 31 4. Approve Record of Action from prior meeting
  - 32 5. Consideration and action on agenda items
  - 33 6. Adjournment
- 34 J. Sub-Committees and Ad Hoc Committees: With approval from the MXCAB, the MXCAB Chair may  
35 create MXCAB sub-committees and/or ad hoc committees as needed, composed of regular or  
36 alternate members who have full voting rights. All such committees are open and accessible to the  
37 general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better

1 Government Ordinance. The MXCAB Chair shall consult with MXCAB staff to ensure staff capacity to  
2 support any such committee meetings.

3 K. Public Access: All meetings of the Advisory Board shall be open and accessible to the general public  
4 in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government  
5 Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of  
6 facilitating the business of the Advisory Board, the Chair may set in advance of public comment  
7 reasonable time limits for oral presentation.

8 **Article IV. – Administration**

9 The Advisory Board shall obtain staff support from the County Administrator’s Office or another county  
10 office designated by the Board of Supervisors. The staff will be responsible for compiling and distributing  
11 Advisory Board meeting notices, agenda packets and records of action ; arranging for translation into  
12 Spanish of MXCAB meeting agendas; arranging for simultaneous interpretation (at a minimum in  
13 American Sign Language and Spanish) for all MXCAB meetings; posting MXCAB meeting videos on the  
14 county website within seven (7) days of the most recent meeting; maintaining the MXCAB member  
15 roster and contact list; maintaining and providing the Chair with a list of current MXCAB vacancies;  
16 providing the Chair with an updated MXCAB attendance record for the prior quarter; advising the  
17 MXCAB Chair and members on questions of procedure; and responding to questions and requests from  
18 the MXCAB Chair between meetings.

19 **Article V. – Compensation**

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

22 **Article VI. – Changes to Bylaws**

23 The provisions of these Bylaws may be altered, amended or repealed within the limitations imposed by  
24 the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra  
25 Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless  
26 and until the change has been approved by the Board of Supervisors.