

REDWOOD CITY SCHOOL DISTRICT
BYLAWS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE
Updated on May 11, 2023

1.0 Preamble

For school bonds passed pursuant to Article 13A, Section 1(b)(3) of the California Constitution, the Redwood City School District's ("District") Governing Board ("Board") is required by Section 15278 of the California Education Code to appoint an independent citizens' oversight committee ("Committee"). Pursuant to Section 15282 of the Education Code, the Committee must have at least seven (7) members and represent specific segments of the community.

2.0 Purpose, and Duties

2.1 Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of the District's bond measure ("Bond Measure") revenues. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction in accordance with voter approved projects. The Committee shall convene to provide oversight of the following:

- A. Ensure that bond revenues are expended only for the purpose described in Article 13A, section 1, subdivision (b)(3) of the California Constitution including the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities.
- B. Ensure that as prohibited by Article 13A, section 1, subdivision (b)(3)(A) of the California Constitution, no bond revenues are expended for any teacher and administrative salaries or other school operating expenses.

2.2 Duties

Committee members shall attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee pursuant to state laws and abide by all rules of conduct established in these Bylaws.

In furtherance of its purpose, the Committee will at its discretion engage in the following activities:

- A. Receive and review copies of the annual, independent performance audits required by Section 1(b)(3)(C) of Article 13A of the California Constitution.
- B. Receive and review the annual, independent financial audits required by Section 1(b)(3)(C) of Article 13A of the California Constitution.

- C. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Section 1(b)(3) of Article 13A of the California Constitution.
- D. Receive and review copies of any deferred maintenance proposals or plans developed by the District, including any reports required by California Education Code section 17584.1.
- E. Review efforts by the District to maximize bond revenues by implementing cost-saving measures including, but not limited to the following:
 - 1. Mechanisms designed to reduce the costs of professional fees;
 - 2. Mechanisms designed to reduce the cost of site preparation;
 - 3. Recommendations regarding the joint use of core facilities;
 - 4. Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design; and
 - 5. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

3.0 Committee Composition

The Board shall have sole discretion to select and appoint Committee members and to determine Committee size. The Committee shall consist of at least seven (7) members, including the following community representation:

- A. One (1) member shall, at the time of appointment, be active in a business organization representing the business community located within the school district;
- B. One (1) member shall, at the time of appointment, be active in a senior citizens' organization, which may be a local, regional, statewide, or national organization;
- C. One (1) member shall, at the time of appointment, be active in a bona fide taxpayers' organization, which may be a local, regional, statewide, or national organization;
- D. One (1) member shall, at the time of appointment, be the parent or guardian of a child currently enrolled in a school of the District;
- E. One (1) member shall, at the time of appointment, be both a parent or guardian of a child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or a schoolsite council; and
- F. Two (2) members of the community at-large.

3.1 Eligibility

- A. The Committee shall be comprised of individuals who either live or work within the boundaries of the District.
- B. No employee, official, vendor, contractor, or consultant of the District shall be appointed to the Committee.
- C. Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1099.

3.2 Term of Service

- A. Committee members serve without compensation for a term of two (2) years. Committee members may serve for no more than three (3) consecutive terms.
- B. Appointed Committee members shall be seated at the next meeting following appointment by the Board.
- C. After appointment, Committee members who wish to be appointed for a second or third two (2)-year term shall reapply to the Board for consideration.

3.3 Replacing a Committee Member

- A. If a Committee position becomes vacant, the Committee Chair shall request that the Board appoint a replacement. Unless failure to act results in the inability to meet a Committee quorum, if six (6) months or less remain of the unexpired two (2)-year term, the Board may choose to leave that position vacant for the remainder of the term.
- B. Any Committee member may request that the removal of another Committee member be placed on the agenda for the Committee's next meeting and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absences and/or violating these Bylaws. Specific cause must be cited in the meeting agenda and motion for removal.
- C. A replacement Committee member may be appointed by the Board if one (1) or more of the following events occurs:
 - 1. A Committee member submits a written resignation to the Board, with a copy to the Committee Chair;
 - 2. The Committee approves a motion to remove a Committee member for cause, including non-attendance at meetings (ref: Section 5.9, below) and/or violating these Bylaws.

- D. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment to a succeeding full two (2)-year term.
- E. A Committee member who no longer serves the group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization or ceases to have a child enrolled in the District) shall be allowed to complete his/her current term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of that group.

4.0 Committee Officers

Officers of the Committee shall be a Chair and a Vice-Chair. The Committee may choose to establish other elected positions by amending these Bylaws.

4.1 Elections

At the first meeting of each fiscal year, the Committee shall place into nomination and elect a Chair and a Vice-Chair. If the Committee amends these Bylaws to establish other elected positions, their election shall take place at the same meeting as the elections of the Chair and the Vice-Chair.

4.2 Term of Office

Officers shall be elected for a one (1)-year term and shall not be term-limited except for the limit on the terms of Committee members set forth in Section 3.2 above.

4.3 Duties of the Chair

- A. The Chair shall call Committee meetings (ref: Sections 5.0 and 5.1, below).
- B. The Chair shall establish the agenda for each Committee meeting in coordination with the District or its representative.
- C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.5, below).
- D. The Chair shall, upon willing concurrence of candidates, appoint the members of each Subcommittee that the Committee chooses to form (ref: Section 7.0 et seq., below).
- E. The Chair shall attend, or appoint another Committee member to attend, meetings of the Board at which any Bond Measure topic is on the agenda.
- F. The Chair, or his/her Committee-approved designee, shall serve as spokesperson for the Committee in all representations of the Committee to the public, the Board, and the media (ref: Sections 6.0.A and B, below).

- G. The Chair is an ex-officio member of all subcommittees.
- H. The Chair may appoint a Parliamentarian to assist in complying with Robert's Rules of Order during Committee meetings (ref: Section 5.5, below).

4.4 Duties of the Vice-Chair

The Vice-Chair shall perform each of the duties of the Chair as necessary in the absence of the Chair.

4.5 Duties of the District

- A. The District shall be responsible for providing technical and administrative assistance to the Committee, and shall:
 - 1. Prepare, disseminate, and notice all Committee meeting agendas, in coordination with the Chair;
 - 2. Compile reports, materials, and meeting packets as requested by or addressed to the Committee;
 - 3. Prepare the minutes of Committee meetings (ref: Section 5.8, below) for adoption by the Committee;
 - 4. Compile all written material submitted by the public during Committee meetings;
 - 5. Compile and disseminate to the Committee all official correspondence addressed to the Committee;
 - 6. Keep copies of all reports adopted or prepared by the Committee; and
 - 7. Post all Committee minutes, documents received and reports issued on the District's website.

4.6 Succession

The Vice-Chair will accede to Chair when a vacancy occurs in the office of the Chair. In the event of a vacancy in the office of Vice-Chair, the position will be filled by Committee election at the next regular Committee meeting.

5.0 Meetings

Committee meetings shall be conducted at the District office's Board room unless otherwise specified. The Committee shall hold four regular meetings annually.

5.1 Calling Meetings

Regular Committee meetings shall be scheduled on dates selected by the Committee at the first meeting of each fiscal year or as soon thereafter as possible, unless changed by action of the Committee. In addition, special meetings may be called by the Chair or Vice Chair, in coordination with the District, or by any group of Committee members whose number represents a quorum. All Committee meetings shall be open to the public and properly noticed by the District.

5.2 Agendas

- A. Agendas for regular Committee meetings will be prepared by the District in coordination with the Chair (ref: Section 4.3.B, above). All documents applicable to agenda items shall be distributed to all Committee members in advance of meetings.
- B. Any member of the Committee may submit a request for placing an item on a future agenda.
- C. Agendas may include a consent calendar for routine, non-controversial items. These items must be clearly identified on published agendas. Any member of the Committee may request at the meeting that an item be added to the consent calendar or be pulled for discussion.

5.3 Quorum

A meeting may be convened if a quorum of seated Committee members is present. A quorum is established if the number of seated Committee members present is a majority of seated members currently serving on the Committee (this does not include seats that are vacant).

5.4 Committee Voting

Unless otherwise specified in these Bylaws (ref: Section 6.0.B), an action item on the agenda may be approved by a simple majority of Committee members in attendance, a quorum being present (ref: Section 5.3, above).

5.5 Rules of Procedure

Meetings shall be conducted with courtesy and decorum and in accordance with Robert's Rules of Order.

5.6 California's Open Meeting Law

All meetings of the Committee shall be open to the public and shall be properly noticed by the District.

5.7 Public Participation

Any member of the public present at a meeting may address the Committee. The Chair may, at his/her discretion, choose in advance to place an equal time limit on all speakers.

5.8 Minutes

Minutes of the proceedings of the Committee and all documents received and reports issued shall be a matter of public record. The District shall make them available on its website in compliance with Section 15280(b) of the California Education Code.

5.9 Attendance

Regular attendance at Committee and applicable subcommittee meetings is a fundamental obligation of every member of the Committee. Absences are disruptive to Committee activity and representation. Failure to attend two (2) consecutive meetings without acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.3.C, above).

- A. Members anticipating an absence must call or email the Committee Chair no later than twenty-four (24) hours before the scheduled meeting.
- B. Committee attendance reports will be distributed annually to the Committee and upon request by the Chair.

6.0 Committee Reports

- A. The Committee shall prepare regular reports on its activities. A report shall be issued at least once each year, after the District has completed and submitted to the Committee its financial and performance audit for the year. Upon completion of all projects authorized by the Bond Measure, the Committee Chair shall prepare or cause to be prepared a final written report summarizing its activities and conclusions.
- B. All Committee reports must be approved by an affirmative vote of not less than two-thirds (2/3) of the Committee members present at a Committee meeting, a quorum being present, and be faithfully articulated to the public only by the Committee Chair or an approved designee (ref: Section 4.3.F, above).
- C. Reports of minority viewpoints of the Committee are allowed. All such minority viewpoint reports must be reviewed by the Committee and be faithfully articulated to the public only by a designated minority spokesperson. To avoid the need for minority reports, due diligence should be pursued to resolve divisive issues during the review process, thereby attaining fullest possible Committee support for the content of Committee reports.
- D. Any member of the Committee may speak as an individual on Bond Measure issues but must clearly state for the record and insist that it be made known that such statements are their own personal views which do not necessarily represent those of the Committee or the District.

7.0 Subcommittees

The Committee may vote to form or disband subcommittees (standing or ad hoc) to perform specific parts of its purpose and duties, such as preparing and issuing reports. The Chair shall appoint all subcommittee members. Subcommittees shall elect their own chairs and vice-chairs. Subcommittee meetings may proceed only when a quorum is present, a quorum being defined as a majority of the number of subcommittee members. Subcommittee chairs shall be responsible for calling its meetings, preparing its agendas, noticing its members, and delivering timely reports of subcommittee actions to the Committee. Subcommittee meetings shall be conducted in accordance with the adopted Rules of Procedure (ref: Section 5.5, above).

7.1 Standing Subcommittees

A standing subcommittee undertakes ongoing duties in preparation for deliberation by the Committee. Meetings of all standing subcommittees must be open to the public and properly noticed by the District, irrespective of their number of members. Membership can include any number up to the full membership of the Committee.

7.2 Ad Hoc Subcommittees

An ad hoc subcommittee is temporary in nature. They may be formed to undertake specific, one-time duties in preparation for deliberation by the Committee. An ad hoc subcommittee shall be automatically disbanded upon acceptance of its final report to the Committee. Membership on an ad hoc subcommittee will normally be limited to less than a quorum of the Committee. If thus limited, ad hoc subcommittee meetings need not to be noticed to the public.

8.0 Amendment

These Bylaws may be amended by vote of the Committee at any regular meeting at which said amendment is placed on the agenda and a quorum is present. All amendments to these Bylaws must be consistent with applicable law and Board actions and policies to become effective.

9.0 Liability Insurance

In acting within their official capacity as defined in these Bylaws, Committee members shall be covered by the District's liability insurance and be defended by District. In no event shall anything herein contained be construed as authorizing the District to insure any such officers or Committee members against any liability or expense by reason of willful malfeasance, bad faith, gross negligence or reckless disregard of the duties involved in the conduct of their office.