

**BYLAWS OF THE  
PARCEL TAX MEASURES OVERSIGHT COMMITTEE  
OF THE TAMALPAIS UNION HIGH SCHOOL DISTRICT**

**1.0 Preamble**

On November 6, 2018, the voters of the Tamalpais Union High School District ("District") approved Measure J, which authorized the District to levy a parcel tax of \$149 per parcel for four years. Pursuant to Measure J, the District's Board of Trustees ("Board") is required to appoint a citizens' oversight committee ("Committee"). The Committee was designated as the oversight committee for Measures J ("Parcel Tax Measure") on November 6, 2018.

**2.0 Committee Purpose and Duties**

**2.1 Purpose**

The purpose of the Committee is to inform the public concerning the expenditure and uses of revenues from the Parcel Tax Measure. The Committee's purpose is an audit function rather than an advisory function. The Committee's charge is to actively review and report on the expenditure of parcel tax proceeds and to ensure said revenue is expended in accordance with the purposes stated in the Parcel Tax Measure.

At the discretion of the Board, the Committee's obligations as set forth in these Bylaws may also be extended to future voter-approved taxes supporting District programs and services.

**2.2 Duties**

Committee members shall be expected to attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee, abide by the provisions of the Ralph M. Brown Act (the "Brown Act") (Gov. Code. § 54950) 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 expenditure reports produced by the District to ensure that parcel tax revenue was expended in accordance with the purposes set forth in the ballot language as approved by the voters.
- B. Receive and renew annual training regarding the requirements of the Brown Act.
- C. Prepare and present to the Board, in open session, an annual written report ("Annual Report") which will include:
  - 1. A statement indicating whether the District's parcel tax revenue expenditures for the preceding year were made in accordance with the stated purposes of the Parcel Tax Measure.
  - 2. A summary of the Committee's proceedings for the preceding year.

### **3.0 Committee Composition**

The Board shall have sole discretion to select and appoint Committee members and to determine its final size. The Committee shall consist of at least five members and a maximum of seven.

#### **3.1 Eligibility**

- A. The Committee shall be comprised of individuals who are at least 18 years of age and live 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 Selection**

Members of the Committee shall be appointed by the Board through the following process:

- A. Appropriate community groups will be solicited for applicants by the District. Committee members may also solicit and refer applicants.
- B. The Board, or an ad hoc committee of the Board constituted by the Board President, may establish criteria for selection of members and will review any applications.
- C. The Board, by majority vote, will appoint members to the Committee.

#### **3.3 Term of Service**

- A. Committee members serve without compensation for a term of three (3) years, beginning in January 2020. When appointing the members to the Committee whose terms shall begin in January 2020, the Board shall designate the seats whose terms will begin in odd-numbered years and the seats whose terms will begin in even-numbered years so that as close to half as possible of all terms end every year.
- B. A person may serve for no more than three (3) consecutive terms as a member of the Committee. Terms served on prior iterations of the Committee shall be counted for purposes of this limit.

- C. After appointment, Committee members who wish to be appointed for a [second] or [third] three (3)-year term shall reapply to the Board for consideration.

### **3.4 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 term, the Board may choose to leave that position vacant for the remainder of the term.
- B. Any Board member may request that the removal of a Committee member be placed on the agenda for the Board's next meeting and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absence or for any other egregious violation(s) of the Committee's Code of Conduct, attached to these Bylaws as Attachment A. 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. The Committee member submits a written resignation to the Board, with a copy to the Committee Chair;
  - 2. The Board approves a motion to remove a member for cause, including non-attendance at meetings (ref: Section 5.9, below), violating these Bylaws, and/or violating the Committee's Code of Conduct. A motion to remove a member shall be approved by an affirmative vote of not less than two-thirds (2/3) of the members present at a Board meeting, a quorum being present. The motion and its result shall be communicated in writing to the member under consideration within one (1) week after the meeting that the motion was approved. Removal shall be effective immediately upon passing the motion.
- D. Within ninety (90) days of being notified of a Committee vacancy, the Board will appoint a new member to complete the term of the vacancy, following the process used to select the original Committee members.
- E. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment to subsequent terms.

### **4.0 Committee Officers**

Officers of the Committee shall be a Chair and a Vice-Chair.

#### **4.1 Elections**

At the [first meeting of the Committee following the beginning of the fiscal year], the Committee shall place into nomination and elect a Chair and a 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 3.3 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, or his/her Committee-approved designee, shall serve as spokesperson for the Committee in all representations of the Committee to the public and the Board (ref: Sections 6.0.A and B, 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-Designated Secretary**

Subject to review by the Chair before publishing, the District-designated Secretary shall provide oversight in preparation, recording, and distribution by District-provided support of the following documents in accordance with the Brown Act:

- A. Prepare Committee meeting agendas, in conjunction with the Chair;
- B. Compile reports, materials, and meeting packets as required by or addressed to the Committee;
- C. Prepare the minutes of Committee meetings (ref: Section 5.8, below) for approval by the Committee;

- D. Compile all written material submitted by the public during Committee meetings;
- E. Compile and disseminate to the Committee all official correspondence addressed to the Committee;
- F. Keep copies of all reports adopted or prepared by the Committee.

The District-designated Secretary shall take and record roll at the beginning of each Committee meeting to determine the existence of a quorum. If a quorum ceases to exist during a meeting, the District-designated Secretary shall immediately inform the chair.

#### **4.6 Succession**

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

### **5.0 Meetings**

All Committee meetings subject to the Brown Act will be held in a handicapped-accessible facility at a District facility. The Committee shall meet approximately two times per year, on the dates determined by the Committee. Committee members shall be available to attend Board meetings when reports relating to parcel tax measures are presented.

#### **5.1 Calling Meetings**

Committee meetings may be scheduled on dates selected by the Committee, unless changed by action of the Committee. In addition, special meetings may be called by the Chair, or designee, or by any group of Committee members whose number represents a quorum. All Committee meetings shall be arranged through the District-appointed liaison and be noticed in accordance with the Brown Act.

#### **5.2 Agendas**

- A. Agendas for Committee meetings will be prepared by the District liaison in coordination with the Chair (ref: Section 4.3.B, above).
- B. Any member of the Committee may submit a request for placing an item on a future agenda.
- C. After roll-call and the establishment of a quorum, meetings will begin with approval of minutes from the prior meeting.

#### **5.3 Quorum**

Actions may be undertaken at a meeting only if a quorum of seated members is present. A quorum is established when any whole number of Committee

members greater than half the seated members, but no less than three, is present. "Seated members" means the number of members appointed by the Board, less any who have resigned or been removed.

#### **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**

Robert's Rules of Order Newly Revised (Latest Edition) shall be used by the Committee in the conduct of all Committee business, unless the Chair determines that informal proceedings would be more efficient and effective in completing the Committee's business as long as those proceedings otherwise meet the requirements of these Bylaws.

#### **5.6 California's Open Meeting Law**

All meetings of the Committee shall be open to the public and shall be noticed and conducted in compliance with the Brown Act.

#### **5.7 Public Participation**

Any member of the public present at a meeting may address the Committee, and the Committee shall comply with the standards of the District Board for public participation in meetings.

#### **5.8 Minutes**

Minutes of Committee proceedings and all documents received and reports issued shall be a matter of public record. The District shall provide administrative services to assist the Committee Chair in preparation, distribution, and posting of minutes for all Committee meetings (ref: Section 4.5, above).

#### **5.9 Attendance**

Regular attendance at Committee 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 an acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.4.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 and upon request by the Chair.

## **6.0 Committee Reports**

- A. The Committee shall prepare regular reports on its activities, including the Annual Report, for each fiscal year during which proceeds of the Parcel Tax Measure are spent.
- B. All reports, written and/or oral, that represent the Committee's position must proceed from Committee review, be duly approved as to substance by an affirmative vote of not less than two-thirds (2/3) of the members of the Committee and be faithfully articulated to the public only by the Committee Chair or an approved designee.
- C. Reports of minority viewpoints will be allowed. All such reports, written and/or oral, that represent the minority position must be reviewed, be duly approved as to substance without prejudice by a vote of the Committee, and be faithfully articulated to the public only by a designated minority spokesperson. To avoid the need for minority reports, and to maximize the working relationships on and public confidence in the Committee, all due diligence should be pursued to resolve divisive issues during the review process, thereby attaining fullest possible Committee support for the content of public reports.
- D. Any member of the Committee may speak as an individual on Parcel Tax 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 Amendment**

The Committee may make recommendations to the Board regarding amendment of these Bylaws. Any amendment to these Bylaws shall be approved by a vote of the Board.

## **Attachment A**

### **Parcel Tax Measures Oversight Committee**

#### Code of Conduct

The following is expected of every member of the Parcel Tax Measures Oversight Committee ("Committee"):

1. Regularly attend all Committee meetings. Call in advance if you cannot attend.
2. Be prepared. Always read your meeting packets in advance of meetings.
3. Stay focused on the purposes of the Committee.
4. Be courteous and respectful during all Committee meetings.
5. Faithfully observe the Brown Act, the Committee Bylaws, District policies, all applicable laws and this Code of Conduct.
6. Always direct questions of District staff through the Committee Chair or their designees.
7. Avoid any personal or financial conflicts of interest. A Committee member shall not make or influence a District decision related to: (1) any contract funded by parcel tax proceeds, or (2) any project which will benefit the Committee member's outside employment, business or personal financial interests, that of an immediate family member, such as a spouse, child or parent. A Committee member shall place the interest of the District above any personal or business interest.
8. Do not speak for the Committee unless specifically assigned or approved to do so by the Committee.
9. If invited to speak to the public as a member of the Committee make clear to the requester that the member does not represent the Committee as a whole. The requester should be informed of the Committee's Purpose and Duties (per our Bylaws). A report of the substance of any such meeting must be provided to the Committee at its next meeting.