

Santa Cruz City School District
Parcel Tax Oversight Committee

Bylaws

Revised 9/6/17 – Board Approved 9/13/17

1.0 Preamble

In accordance with the ballot language of the Santa Cruz City School District (“District”) parcel tax measures passed by the voters, the Board of Education (“Board”) has established a Parcel Tax Oversight Committee (“Committee”) which shall have the duties and rights set forth in these Bylaws.

2.0 Name, Purpose, and Duties

2.1 Name

The name of this organization shall be the "Parcel Tax Oversight Committee" hereinafter referred to as the "Committee."

2.2 Purpose

The Board established the Committee to inform the public concerning the expenditure and uses of revenues from parcel tax measures passed by the voters for the purpose of supporting District programs and services. The Committee’s charge is to review and report on the expenditure of parcel tax revenues and to ensure said revenue is expended in accordance with the stated purposes of each parcel tax measure, including but not limited to:

- Measure I: Supports Grades 9-12 Library & Counseling services
- Measure J: Supports Grades K-8 Art & Music programs, Library programs & Counseling services
- Measure O: Funds middle and high school student career technical education, STEM (science, technology, engineering and math) programs, visual and performing arts and job-training instructional programs; and after-school athletic and enrichment programs in middle and high schools to protect student safety, health and well-being.
- Measure P: Supports Grades K-3 Class Size Reduction, lowered Class Sizes in Grades 4-6, Library services, Art supplies, Life Lab, and other K-6 programs.

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

2.3 Duties

Committee members shall be expected to attend its regularly scheduled meetings, review all pertinent information provided to the Committee, and abide by the provisions of the *Ralph M. Brown Act* (the “Brown Act”) (Gov. Code § 54950 *et seq.*) and all rules of conduct established in these Bylaws. In furtherance of its purpose the Committee will 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 of each parcel tax measure 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:
- D. A statement indicating whether the District’s parcel tax revenue expenditures for the preceding year were made in accordance with the stated purposes of each parcel tax measure.
- E. A summary of the Committee’s proceedings for the preceding year.

3.0 Committee Composition

The Committee shall consist of a minimum of five members (and a maximum of seven), including the following community representation:

- A. One member shall, at the time of appointment, be active in a business organization representing the business community of the District;
- B. One member shall, at the time of appointment, be a member of the community at large;
- C. One member shall, at the time of the appointment, be a member of a Senior Citizen’s Organization,
- D. One member shall, at the time of appointment, be a parent or guardian of a child enrolled in the Elementary District;
- E. One member shall, at the time of appointment, be a parent or guardian of a child enrolled in the High School District.
- F. A single individual may be appointed as a representative of more than one of the above categories, if applicable.

3.1 Eligibility

- A. The Committee shall be comprised of individuals who are at least 18 years of age and 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 and for no more than two consecutive terms.
- B. Appointed Committee members shall be seated for a 4 year term in July of each year, except those appointed to replace vacancies.

3.3 Replacing a Committee Member

- A. If a Committee position becomes vacant, the Committee Chair shall request that the Board appoint a replacement in accordance with the process set forth in these Bylaws at Section 3.
- B. Unless failure to act results in the inability to meet a Committee quorum, if six months or less remain of the unexpired four-year term, the Board may choose to leave that position vacant for the remainder of the term.
- C. A replacement Committee member may be appointed by the Board if one or more of the following events occur:

1. The 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 member for cause, including non-attendance at meetings (ref: Section 5.8 below), violating these Bylaws, and/or violating the District's adopted norms. A motion to remove a member shall be approved by an affirmative vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present. The motion and its result shall be communicated in writing to the member under consideration and to the Board President within one week after the meeting that the motion was approved. Removal shall be effective immediately upon passing the motion. If the motion fails, the member under consideration shall not be subject to double jeopardy.
- D. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment to a succeeding full four-year term.

4.0 Committee Officers

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

4.1 Elections

At the September meeting each 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-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: Section 5.0 below).
- B. The Chair shall, in consultation with District staff and with input from the Committee, establish the agenda for each Committee meeting. (ref: Section 5.1 below)
- C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.4 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, the Board, and the media (ref: Section 6.0.A and 6.0.B below).
- E. The Chair may appoint a Parliamentarian to assist in complying with Robert's Rules of Order during Committee meetings (ref: Section 5.4 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

- A. Subject to review by the Chair before publishing, the District-designated Secretary shall provide oversight in the preparation, recording, and distribution by District-provided support of the following documents in accordance with the Brown Act:
 - Committee meeting agendas;
 - All reports, materials, and meeting packets as required by or addressed to the Committee;

- The minutes of Committee meetings (ref: Section 5.8 below);
 - All written material submitted by the public during Committee meetings;
 - All official correspondence addressed to the Committee;
 - Reports adopted by the Committee;
 - Committee attendance records (ref: Section 5.8, below).
- B. 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, agendized at its next regular Committee meeting.

5.0 Meetings

- A. All Committee meetings subject to the Brown Act will be held in a fully-accessible District facility.
- B. The Committee shall meet at least quarterly.
- C. Committee members shall be available to attend Board of Education meetings when reports relating to parcel tax measures are presented.

5.1 Agendas

- A. The Committee will take public comment at the beginning of each meeting.
- B. Agendas for regular Committee meetings will be prepared by its Chair, in consultation with District staff and with input from the committee (ref: Section 4.3.B above). All documents applicable to agenda items shall be distributed in advance of meetings.
- C. Any member of the Committee may submit a request for placing an item on a future agenda.
- D. 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 or public may request at the meeting that an item be added to the consent calendar or be pulled for discussion.
- E. After roll-call and the establishment of a quorum, meetings will begin with a consent calendar if appropriate.

5.2 Quorum

Actions may be undertaken at a meeting only if half-plus-one of Committee members in office are present.

5.3 Committee Voting

Unless otherwise specified in these Bylaws (ref: Sections 3.3.C.2 and 6.0.B), an agendized action item may be approved by a simple majority of Committee members in attendance, a quorum being present (ref: Section 5.2). Members must be present to vote.

5.4 Rules of Procedure

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

5.5 California's Open Meeting Law

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

5.6 Public Participation

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

5.7 Minutes

Minutes of Committee proceedings and all documents received and reports issued shall be a matter of public record, and to the extent practicable, the District shall make them available on the District's website. The District shall provide secretarial/clerical services to assist the Committee Chair in preparation, distribution, and posting of minutes for all Committee meetings (ref: Section 4.5 above). Minutes published before adoption by the Committee shall always be labeled "Draft Minutes."

5.8 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 consecutive meetings without acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.3.).

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

5.9 Committee Reports

- A. The Committee shall prepare regular reports on its activities. A report shall be issued at least once each year.
- B. Any such 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 of the 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.
- C. Reports of minority viewpoints will be allowed. All such reports, written and/or oral, that represent the minority's 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 issues but must clearly state for the record that such statements are their own personal views which do not necessarily represent those of the Committee or the District.