

## **Attachment A**

### **Alameda County Measure A1 Oversight Committee Bylaws**

#### **ARTICLE I - Formation**

##### **Section 1. Committee Established**

The Measure A1 Oversight Committee (“Committee”) was created by the Board of Supervisors of the County of Alameda on August 7, 2018 as the independent oversight committee required by Measure A1, passed by the voters of Alameda County on November 8, 2016.

##### **Section 2. Duties and Authority**

The duties of the Committee, as established by Measure A1 and the Board of Supervisors, are to annually review the expenditure of the proceeds of the bonds for the prior year and report to the Board whether the proceeds of the bonds were spent in accordance with the purposes set forth in the ballot measure. The purposes set forth in the ballot measure are to acquire or improve real property to:

- Provide affordable local housing and prevent displacement of vulnerable populations, including low- and moderate-income households, veterans, seniors, and persons with disabilities;
- Provide supportive housing for homeless people countywide; and
- Help low- and moderate-income households purchase homes and stay in their communities.

#### **Article II - Membership**

##### **Section 1. Committee Composition**

The Committee, as established by the Board, shall have not less than 10 and not more than 15 seated members, appointed by the Board of Supervisors. Member seats are designated as follows:

- East Bay Housing Organizations (one seat)
- Building and Construction Trades Council of Alameda County (two seats)
- League of Women Voters (two seats: one for the North County & one for the South County)
- Alameda County City Manager’s Association (one seat)
- Alameda County Taxpayers’ Association (one seat)
- Residents of Subsidized Housing, with a preference for Measure A1 target populations (two seats)
- Faith-based community (one seat)
- Five Board appointees (one seat per Supervisor)

##### **Section 2. Officers**

Committee members elect a Chair and Vice Chair during the Committee’s first meeting of each calendar year. The Role of the Chair (and Vice-Chair in the absence of the Chair) is to serve as the presiding officer during meetings, to consult with Alameda County Housing and Community Development Department

(HCD) staff on development of meeting agendas, and to represent the Committee to the Board of Supervisors when the Board considers the annual report.

### **Section 3. Terms and Resignation**

Committee member terms shall last for 4 years beginning on the first day the member is seated (appointed and sworn in), except for the first term to allow for staggered terms. As decided by a random draw, eight seats have an initial two-year term, and seven have an initial four-year term. Once the initial 2-year term expires, those eight seats will commence full four-year terms. The eight seats with an initial two-year term are: the District 1 appointee, the District 2 appointee, the Faith Community representative seat, one of the Alameda County Building and Construction Trades Council seats, the League of Women Voters – North County seat, one of the Subsidized Housing Resident seats, and the Alameda County Taxpayers' Association seat.

Upon receipt of notice of resignation from a seated member of the Committee, HCD staff will notify the Committee Chair and the sponsoring County Supervisor or organization of the resignation and the opportunity to nominate a new candidate to serve on the Committee. Upon receipt of nominating documents from the sponsoring Supervisor or organization, HCD staff will forward the nomination to the Board of Supervisors for their consideration. Upon approval of the Board of Supervisors, the new member will be seated on the Committee, to serve the remaining term of the seat of the resigning member.

## **Article III - Procedures**

### **Section 1. Role of Housing and Community Development Department**

HCD will provide information to the Committee regarding the expenditure of the proceeds of the bonds and will assist the Committee in reporting to the Board whether the proceeds of the bonds were spent in accordance with the purposes set forth in the ballot measure. HCD staff will draft an annual report of the Measure A1 funds expended, programs and projects supported, and populations supported for the Committee's review and will provide background information relevant to the expenditures as requested by the Committee. Upon completion of the evaluation of the expenditures, the Committee Chair and HCD staff will present the approved annual report to the Board of Supervisors.

The Director of HCD will provide staff to support the Committee. Staff will prepare and post meeting agendas, prepare minutes, maintain the official records of the Committee, reserve meeting rooms, arrange audio, video and telecommunications as needed, and perform similar administrative functions.

### **Section 2. Meeting Procedures**

- A. A quorum is required to call a meeting to order and conduct business. A quorum is a majority of the currently filled seats on the Committee. If a quorum does not exist, no action may be taken. No Committee member may speak in public on behalf of the Committee without authorization from the Committee. No Committee member may participate in deliberations or vote on a matter in which they have a disqualifying financial interest.
- B. The Committee will strive for consensus and make decisions by formal vote of a simple majority of seated members present and voting.
- C. The Committee will convene no less than 4 times annually and not more frequently than 12 times per year.
- D. Regular meetings will be held in the Public Hearing Room at the office of the Community Development Agency at 224 W. Winton Ave., Room 160, Hayward, unless otherwise directed by the Chair or decided by the Committee, subject to requisite notice of a different venue being posted in accordance the Brown Act.
- E. The Committee will adopt a schedule of regular meetings at the first meeting of each

calendar year. The regular meeting schedule will be posted on HCD's Measure A1 website.

- F. Meeting agendas will be drafted in advance by HCD staff, in consultation with the Committee Chair, and posted in compliance with the Brown Act.
- G. Comments made and actions taken during meetings will be recorded by HCD staff in the minutes for the meeting, which will be made available to the public after approval by the Committee.
- H. Rosenberg's Rules of Order are hereby adopted for the government of the Committee in all cases not otherwise provided for herein or as otherwise agreed to by the Committee.

### **Section 3. Amendments of Bylaws**

Any amendment to these Bylaws shall be supported by a majority vote of the Committee and is subject to the approval of the Board of Supervisors of the County of Alameda.

### **Section 4. Termination**

The Committee shall automatically terminate and disband concurrent with the Board of Supervisors' final review of the final Annual Report, which will reflect the final accounting of the expenditure of Measure A1 bond proceeds.

Approved by Oversight Committee: [7/23/2020]

Approved by Board of Supervisors: [9/22/2020]