

WOODSIDE ELEMENTARY SCHOOL DISTRICT
CITIZENS' MEASURE Z PARCEL TAX
OVERSIGHT COMMITTEE BYLAWS

- I. Background. On April 4, 2017, the voters in the Woodside Elementary School District ("District") voted in favor of Measure Z, which, subject to certain exemptions, levies a special tax of \$290 per year for seven years (adjusted annually for inflation) on all parcels located within the jurisdictional boundaries of the District ("Measure Z"). Measure Z calls for a Citizens' Oversight Committee ("Committee") to provide oversight as to the parcel tax revenues resulting from the measure.

2. Purpose/Open Meetings. The purposes of the Committee are as set forth in the ballot measure adopted by the Board of Trustees for Measure Z. The Committee shall be deemed to be subject to the Brown Act and shall conduct its meetings in accordance with the provisions of that law. District administration will provide the Committee with all necessary administrative support.

3. Duties and Authorized Activities. The Committee shall perform the following duties and may engage in the following authorized activities:
 - a. Inform the Public. The Committee shall serve as a source of information to the public concerning the expenditure of Measure Z parcel tax proceeds.

 - b. Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that parcel tax proceeds are expended only for the purposes set forth in Measure Z. The Committee shall present the District's Board of Trustees, in public session, an annual report setting forth the Committee's review and comments upon Measure Z parcel tax expenditures.

 - c. Review of Audits. The Committee may receive and review copies of the District's annual independent financial audit and other reports prepared by the District's Chief Business Official related to the expenditure of Measure Z funds.

 - d. Review of Other Records. The Committee may review any other public records related to the expenditure of Measure Z parcel tax funds.

4. Membership. The Committee shall consist of at least seven (7) members who shall be appointed by the District's Board of Trustees. All members of the Committee shall be at least 18 years of age and residents of the District. The Committee shall not include any individual who is a vendor, contractor, or consultant of the District. Each member, by accepting appointment to the Committee, agrees to comply with Article 4 (commending

with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. The Board of Trustees will fill any vacancies that occur on the Committee. Members shall serve without compensation.

5. Term. Each member shall serve a term of four (4) years, commencing on the date of the first meeting of the Committee. Members may serve two consecutive terms.
6. Meetings of the Committee. The Committee shall meet at least twice each year and all meetings shall take place at the District's offices, in Woodside, California. Pursuant to the Brown Act, all meetings shall be open to the public. The date, time and place of Committee meetings shall be determined by the Committee. If a member is unable to attend a meeting, the member shall so inform the Chairperson.
7. Officers. The Officers of the Committee shall be a **Chairperson**, who shall preside at all meetings of the full Committee, and a **Vice-Chairperson** who, in the Chairperson's absence or inability to act shall preside at the meetings. If both the Chairperson and Vice-Chairperson are absent or unable to act, the members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson. The officers shall be elected annually. Each officer shall be elected upon a nomination of a member to serve as the officer. A member nominated to serve as an officer shall be elected to the office if the nomination receives a majority of the votes of members authorized to vote on the nomination. The officers shall serve for one (1) year terms.
8. Quorum. A majority of the members of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee. The Committee may take action only by a majority vote of the total appointed members of the Committee.
9. Agenda. The Committee shall prepare or have prepared an agenda for every meeting which sets forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. Each agenda shall provide an opportunity for members of the public to address the Committee directly on items of interest to the public that are within the subject matter jurisdiction of the Committee. At least 72 hours prior to the meeting, the agenda shall be posted at the District office.
10. Conduct of Business. The items on the agenda shall be considered in order unless the Committee votes to change the order of the agenda. All actions by the Committee shall be by majority vote of the appointed membership of the Committee.

11. Minutes. The Committee shall keep minutes of its meetings. The Superintendent shall arrange to have prepared the minutes of each meeting of the Committee. The minutes shall be an accurate summary of the Committee's consideration of each item on the agenda and an accurate record of each action of the Committee. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the Committee.
12. Public Records. All documents and records of the Committee, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250, *et seq.*).
13. Committees. The Committee may, by resolution, from time to time, create and appoint members to such committees and subcommittees as it deems necessary to carry out its purposes. Meetings of standing committees and subcommittees will be open and public.
14. Annual Report. The Committee shall prepare and submit to the Board of Trustees an annual report, as set forth in Section 3 of these bylaws.
15. Amendments. These bylaws may be amended by action of the Committee taken at a meeting of the Committee.