

Measure A Citizens Oversight Committee By-Laws

**Adopted by SBCAG Board
October 15, 2009**

1.0 Committee Purpose

The Measure A Citizens Oversight Committee (committee) is a standing committee appointed by the Santa Barbara County Association of Governments board of directors acting in its capacity as the Local Transportation Authority (Authority) responsible for administering Measure A. The purpose of the committee is to help ensure accountability to voters regarding the expenditure of funds and to assist SBCAG in ensuring that all provisions, requirements and voter mandates specified in the Investment Plan and Ordinance are properly carried out.

2.0 General Duties

- 2.1 The committee shall serve in an advisory capacity to the Authority and may make recommendations to the Authority board on issues within the scope of its responsibilities.
- 2.2 The committee may collect information, hold hearings, review reports, receive presentations, provide comments, make findings and recommendations and issue reports related to implementation of Measure A.
- 2.3 SBCAG staff shall provide administrative and technical support to the committee. The committee shall be provided such information by SBCAG staff or by any public agency receiving Measure A funds as necessary to carry out its duties.
- 2.4 The committee shall assist the SBCAG Board in determining the scope and content of the annual independent fiscal audit of Measure A expenditures. The Citizens Oversight Committee shall review the draft audit report including findings and any recommendations. The audit, which shall be made available to the public shall report on evidence that the expenditure of revenues is in accordance with the Investment Plan
- 2.5 The committee shall annually submit a letter to the Authority commenting on whether the provisions, requirements and voter mandates specified in the Measure A Investment Plan and Ordinance have been properly carried out.

3.0 Membership

The membership of the committee shall include those individuals appointed by the Authority Board of Directors in accordance with Section 22 of Ordinance No. 5. There are no alternate or ex-officio members on the committee. Members shall serve without compensation. A member who is absent from 3 consecutive meetings of the committee shall be subject to replacement by the Authority.

4.0 Voting

Only appointed members who are present at a committee meeting may make a motion, second a motion or vote upon a motion under consideration by the committee. A motion shall pass if approved by a simple majority of the members present at the meeting unless otherwise required. A quorum shall consist of a simple majority of committee members (6 of 11 members). A vote may be taken on an issue only if a quorum of appointed members is present.

5.0 Officers

Officers of committee shall include the Chair and Vice-Chair. Officers shall be elected by a majority vote of the members present. The Vice-Chair shall serve as the Chair, pro tempore, when the Chair is absent.

6.0 Terms of Service

Committee member terms shall be four years. Initial terms shall be staggered so that committee membership turn-over is staggered.

6.1 At-Large Members

Two seats serve an initial four year term, then four year terms thereafter
One seat serves a two year term, then four year terms thereafter

6.2 Members Nominated by the North County Subregional Committee

Two seats serve an initial two year term, then four year terms thereafter
Two seats serve an initial four year term, then four year terms thereafter

6.3 Members Nominated by the South Coast Subregional Committee

Two seats serve an initial two year term, then four year terms thereafter
Two seats serve an initial four year term, then four year terms thereafter

7.0 Meetings

Meetings of the committee shall be held at the time and place deemed appropriate by the committee. The committee may adopt an annual calendar of meetings. At the discretion of the Chair, meetings may be rescheduled or cancelled. Meetings shall be called, noticed and conducted in compliance with the Ralph M. Brown Act as amended (Government Code Section 54950 et seq.). Meetings shall be conducted in accordance with "Robert's Rules of Order."

8.0 By-laws Adoption and Amendments

The committee by-laws shall be adopted by a majority vote of the Authority board of directors. By majority vote, the committee may recommend amendments to the by-laws. Any amendments shall require approval by a majority vote of the Authority Board of directors.