



**Regular Meeting of the Richmond Fund for
Children and Youth Oversight Board
of the City of Richmond
Monday, June 1, 2020 | 6:00 PM**

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from the Director
- D.** Public Forum
- E.** Consent Calendar
 - E-1.** APPROVE the minutes of the March 2, 2020, and May 4, 2020, meetings of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a whole
 - F-1.** RECEIVE an update on the Community Needs Assessment
 - F-2.** APPROVE the Richmond Fund for Children and Youth Oversight Board Bylaws
- G.** Adjournment

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
Khaliaghya Dandie-Evans
Guadalupe Enllana
Teyona Galloway
Angel Godinez
Carol Hegstrom
Kapris James
Zeonta Johnson
Katherine Lee
Kristin Kilian Lobos
Christian Mendizabal
Chastity Ochoa
Madiha Qader
Stephanie Sequeira

Staff Liaison

David Padilla

ALL BOARD MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE

REFER TO PAGE 3 FOR INSTRUCTIONS ON HOW TO PARTICIPATE BY COMPUTER, MOBILE DEVICE, OR PHONE AS A MEMBER OF THE PUBLIC

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, this meeting will utilize video/teleconferencing only.

How to observe and/or participate in the meeting from home:

By Computer, Tablet, or Mobile Device:

Step 1: Tune in to the videoconference at the following link:

<https://zoom.us/j/95244829263?pwd=SW9DRVJJNUVJNTRkamZDOUh6SS85Zz09>

Step 2: Enter the following password: 379430

By Telephone:

Step 1: Dial (for higher quality, dial a number based on your current location):

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Step 2: Webinar ID: 952 4482 9263

International numbers available: <https://zoom.us/u/agM80wpFz>

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Staff Liaison

David Padilla

Public Comment:

We will accept written public comments by email. All comments received by 3:30 p.m. on Monday, June 1, 2020, will be provided to the Oversight Board during Public Forum or the respective agenda item, be considered a public record, and be considered before Oversight Board action. Comments can be submitted via email to youth@ci.richmond.ca.us. Email must contain in the subject line: **public comments – not on the agenda** or **public comments – agenda item #**. For future meetings, the City is working on additional ways for the public to submit comments.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to youth@ci.richmond.ca.us or submitted by phone at (510) 620-6523. Requests will be granted whenever possible and resolved in favor of accessibility.

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
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Teyona Galloway
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Stephanie Sequeira

Staff Liaison

David Padilla

Effect of Advisory on In-Person Public Participation

During the pendency of the Executive Order N-29-20, the language in the Advisory portion of the agenda supersedes any language below in the meeting procedures regarding in-person public comment.

Communication Access Information: This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

Speaker Registration – Public Comment on Agenda Items: Persons wishing to comment on an item on the agenda shall file a Speaker's Request form with Department staff PRIOR to the Oversight Board's consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Oversight Board on the item(s) for which the speaker is registered.

Speaker Registration – Public Forum: Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board's purpose may file a Speaker's Request Form with Department staff PRIOR to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The amount of time allotted to individual speakers shall be a maximum of two (2) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs' discretion.

Conduct at Meetings: Oversight Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Oversight Board or the agenda item at hand, and may not cause immediate threats to public safety.



Regular Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Monday, March 2, 2020
440 Civic Center Plaza, Richmond, CA 94804
City Council Chamber

MINUTES

A. Pledge to the Flag

B. Call to Order and Roll Call

The meeting was called to order at 6:11 PM by Co-Chair Guadalupe Enllana.

Present: Geselle Alvarado, Khaliaghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Kapris James, Katherine Lee, Kristin Kilian Lobos, Madiha Qader

Absent: Angel Godinez, Zeonta Johnson, Christian Mendizabal, Chastity Ochoa, Stephanie Sequeira

Vacancies: 1 Vacancy

Staff

Liaison: David Padilla – Present

C. Agenda Review and Modifications

None.

D. Report from the Director

Department Director LaShonda White provided a report to Board members, including next steps for business cards and marketing materials. Ms. White also provided an update on the Department's upcoming newsletter and discussed opportunities for Board members to get involved. Ms. White recapped the work done by Y-PLAN (Youth – Plan, Learn, Act, Now) and Kennedy High School students and informed Board members about plans for students to present to the Richmond City Council. Ms. White introduced Anna Leversee, a UC Berkeley

PLUS Fellow working to develop data best practices to share with Department staff and Oversight Board members.

E. Public Forum

Anna Leverage provided an overview of her PLUS Fellowship project for the Department, which is to identify data practices at similar departments and agencies and making recommendations for the Department's future data collection and grantmaking procedures.

F. Consent Calendar

- F-1.** A motion by Board member Hegstrom, seconded by Board member Galloway to approve the minutes of the January 22, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board passed by the following vote:
Ayes: Board members Alvarado, Dandie-Evans, Enllana, Galloway, Hegstrom, James, Lee, Kilian Lobos, and Qader. **Noes:** None. **Abstentions:** None.
Absent: Board members Godinez, Johnson, Mendizabal, Ochoa, and Sequeira

G. Oversight Board as a whole

- G-1.** Department staff member Patrick Seals presented an overview of requirements per Measures E and K for staggered terms of expiration. Mr. Seals presented that four Board members between the ages of 15 and 24 communicated their availability to serve two-year terms. Board members to serve an initial term of two-years include Co-Chair Johnson and Board members Alvarado, Godinez, and Lee. Board members Dandie-Evans, Mendizabal, and Ochoa will serve a one-year term. The one vacant seat shall be for a term of one-year. There was no further discussion. A motion was made by Board member Galloway, seconded by Board member James, to accept the decision to establish two-year terms for the seats held by Co-Chair Johnson and Board members Alvarado, Godinez, and Lee. There were no public comments on this item.
- G-2.** Department staff member David Padilla presented an overview and updates made to the draft Bylaws based on feedback from Board members at the January 22, 2020, meeting. Discussion continued. Comments and questions were made on the draft Bylaws regarding the following topics: term of appointment (Article III, Sections 2) vacancy, removals, and absences (Article III, Section 3), roles and responsibilities (Article III, Section 5), sub-committees (Article VI Section 1), motions (Article VII, Section 3), and public input (Article



Regular Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Monday, May 4, 2020
Zoom Webinar Meeting

MINUTES

A. Pledge to the Flag

B. Call to Order and Roll Call

The meeting was called to order at 6:01 PM by Co-Chair Guadalupe Enllana.

Present: Geselle Alvarado, Khaliaghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Kapris James, Zeonta Johnson, Katherine Lee, Kristin Kilian Lobos, Madiha Qader, Stephanie Sequeira

Absent: Angel Godinez, Christian Mendizabal, Chastity Ochoa

Vacancies: 1 Vacancy

Staff

Liaison: David Padilla – Present

C. Agenda Review and Modifications

None.

D. Report from the Director

Department Director LaShonda White provided a report to Board members, including an update regarding the Department newsletter release and available support from the City of Richmond regarding COVID-19. Ms. White acknowledged and congratulated Sarah Ferrell for completing her internship with the Department. Ms. White also informed Board members that the draft Bylaws and March meeting minutes will be brought back at the next Oversight Board meeting for approval.

E. Public Forum

Cordell Hindler commented by email, requesting that the draft Bylaws be placed as an agenda item at the next Oversight Board meeting and inviting Oversight Board members to the Contra Costa Mayor's Conference in Orinda.

Joan Binalinbing commented by email, sharing an opportunity for parents of kids between the ages of 5-15 to participate in a focus group that DROC (a drug and alcohol awareness prevention program) will be facilitating to better understand parents' thoughts on underage marijuana use and effective messaging to counter such.

Jacquelyne Marlene Espejo Vera commented by email, inviting the community to West County Alcohol Policy Coalition's next meeting, which is on Wednesday, May 20th at 4:00 PM via Zoom.

F. Consent Calendar

None.

G. Oversight Board as a whole

- G-1.** Department staff member Guadalupe Morales presented an overview of policy brief findings that Kennedy High School students created in collaboration with Y-PLAN (Youth-Play, Learn, Act, Now). The presentation included key findings, short-term recommendations, and long-term recommendations from Kennedy High School Students. Discussion continued. There were no public comments on this item.
- G-2.** PLUS Fellow Anna Leverage presented an overview of her research findings on data best practices for the Department. Topics included, but were not limited to an overview of the PLUS project, options for deeper partnership, and short-term and long-term recommendations. Discussion continued. There were no public comments on this item.
- G-3.** Department staff members LaShonda White and David Padilla presented an update on the Community Needs Assessment and its adjustments as a result of COVID-19. Topics included, but were not limited to an overview of the Community Needs Assessment and work to-date, the draft vision and guiding

principles, the Co-Design meeting held on April 29th and next steps. Discussion continued. There were no public comments on this item.

- G-4.** Department staff member Patrick Seals presented an overview of potentially providing stipends for Oversight Board appointees between the ages of 15 to 24. Topics included the purpose of stipends and similar practices by the Richmond Youth Council and the Oakland Fund for Children and Youth Planning and Oversight Committee. Discussion continued. There were no public comments on this item.

H. Adjournment

There being no further business, Co-Chair Enllana adjourned the meeting at 7:58 PM.

David Padilla
Staff Liaison

Approved:

Zeonta Johnson, Co-Chair

Guadalupe Enllana, Co-Chair



AGENDA REPORT

Department of
Children and Youth

DATE: June 1, 2020

TO: Members of the Richmond Fund for Children and Youth Oversight Board

FROM: LaShonda White, Director
David Padilla, Management Analyst

SUBJECT: RECEIVE AN UPDATE ON THE COMMUNITY NEEDS ASSESSMENT

RECOMMENDED ACTION:

RECEIVE an update on the Community Needs Assessment – Department of Children and Youth (620-6523).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

BACKGROUND:

On March 3, 2020, the Richmond City Council approved the Richmond Department of Children and Youth (Department) to enter a contract with Hatchuel Tabernik & Associates (HTA) to support the Department's Community Needs Assessment (CNA) and Strategic Investment Plan to inform the first three-year grant cycle of the Richmond Fund for Children and Youth (Fund). HTA led a kick-off planning meeting with the Department on March 5, 2020, and continues to work collaboratively with Department staff to move forward with CNA efforts. At the May 4, 2020, Oversight Board meeting, Department staff provided an update on the Community Needs Assessment and its adjustments as a result of COVID-19.

DISCUSSION:

Community Needs Assessment Work To-Date

With the support of HTA, work to-date includes, but is not limited to the following:

- Drafting the CNA's vision and guiding principles to ensure community engagement efforts promote an inclusive and collective process

- Interviewing service providers from 10 community-based organizations to better understand how community members and organizations could participate in and support the CNA process
- Hosting more than 30 service providers on April 29, 2020, to co-design the community engagement plan at its Service Provider Working Group meeting
- Meeting with community-based organizations to better understand youth survey best practices
- Making necessary Covid-19 adjustments for CNA planning, formatting, and scheduling of activities

Community Needs Assessment Ongoing Efforts and Next Steps

Department staff and HTA will continue with the following ongoing efforts and next steps:

- Continuing to monitor COVID-19 and adjust the community engagement plan as needed to meet social distancing and shelter-in-place guidelines
- Developing a detailed implementation plan for the CNA which includes specific dates for focus groups and community forums
- Identifying potential focus group participants and areas based on existing data resources and community input received during key stakeholder interviews and the April 29th Co-Design Service Provider Working Group meeting
- Continuing to engage community-based organizations to better understand youth survey best practices and explore the potential creation of a youth survey in July/August
- Identifying key data sources and relevant gaps in data
- Presenting the final CNA vision and guiding principles on the RDCY website

Department staff will continue to regularly update the Oversight Board of upcoming CNA events so that Board members can participate and support these events.

Rapid Response Memo

As part of its project deliverables, HTA has developed Rapid Response Memo #1 (Attachment 1) which serves as a status update to Department staff and the Oversight Board on the progress of the Community Needs Assessment, including challenges and recommendations. Topics in the Rapid Response Memo #1 include work accomplished to-date, next steps, learnings, and things to consider.

Stay Connected

To stay up to date on the CNA process, please visit <https://www.ci.richmond.ca.us/cna>. Consistently, during all phases of the CNA, Department staff and HTA will be sharing findings with community members, service providers, and stakeholders and incorporating their feedback. Once finalized, materials from the Co-Design Service Provider Working Group meeting will also be made available on the Community Needs Assessment webpage.

ATTACHMENT:

1. HTA Rapid Response Memo #1

Rapid Response Memo #1

Tuesday, May 26, 2020

Community Needs Assessment and Strategic Investment Planning Project

The Rapid Response Memo is meant as a mechanism for Hatchuel Tabernik and Associates (HTA) to provide timely information documenting accomplishments, emergent findings, and potential issues of note related to the implementation of the Community Needs Assessment (CNA) and Strategic Investment Plan (SIP). The format is succinct and can be the basis of follow up discussion.

This first Rapid Response Memo arrives a little later than expected given the unexpected impact of the COVID-19 pandemic. The pivot from an assessment design involving extensive face-to-face engagement to a design that uses online and virtual tools to initially engage the community has been successful. At the same time, we expect the pandemic to inform and shape some of what we will find.

Below is a summary of the early work on this project.

Accomplished To-Date

Project Launch and Ongoing Check-ins

- HTA has been working with the Richmond Department of Children and Youth (RDCY) on the Community Needs Assessment since March 2020. Since the project launch, HTA has met with RDCY staff regularly to move the process forward.

CNA Project Meeting and COVID-19 Discussion

- Made all necessary Covid-19 adjustments for CNA planning, formatting, and scheduling of activities and meetings.

Co-Design of Community Engagement and Assessment Plan

- HTA worked with RDCY staff on developing the draft vision and guiding principles along with guiding research questions prior to our Co-Design Service Provider Working Group meeting.
- HTA conducted a number of phone interviews to obtain feedback from key stakeholders and community-based organizations about priority populations, community engagement, and the Community Needs Assessment process.
- On April 29, 2020, RDCY staff & HTA hosted the virtual Co-Design Service Provider Working Group meeting. HTA facilitated the meeting, led the group discussion, and provided a report to RDCY staff. A number of service providers expressed interest in supporting the effort.

Secondary Data

- HTA has been working on identifying key data sources and has begun the process of identifying relevant gaps in the data and useful data elements.

Next Steps

- HTA will be meeting with the Oversight Board to discuss and gather further feedback on next steps.
- HTA is currently drafting a detailed implementation plan for the CNA. This plan will incorporate feedback from the Service Provider Working Group and the Oversight Board providing a more detailed overview of the CNA/SIP project.
- The focus groups participants and topical focus areas will be mapped out in the coming week, leading to the development of instruments, and outreach to partners who may assist with the review of instruments, recruitment of participants, and more. The focus groups are initially being scheduled as virtual (Zoom) calls with all precautions taken to preserve privacy of participants.
- Community forums will take place in the summer and will likely be a mix of virtual and other formats. The health of the community will remain a priority in designing these forums.
- HTA will present the final CNA vision and guiding principles on the RDCY website.

Learnings and Things to Consider

- Given the community discussions that have been convened in Richmond to identify priority areas as a result of COVID-19, the purpose of the community questionnaire/survey is being reconsidered to better understand the needs of children, youth, and their families. In addition, existing youth surveys and events are gathering a range of information. HTA and RDCY staff will seek to better understand opportunities to gather youth input, including the potential creation of a youth survey in July/August.
- The hardest-to-reach groups will need an ongoing focus in order to ensure that their voices are included in this process.
- Adapting from in-person activities to virtual activities was initially challenging. However, understanding COVID-19 realities faced by Richmond and North Richmond communities and the existing digital divide, we will continue to follow the community's lead in engaging community members virtually with these challenges in mind.
- It is going to be critical for RDCY staff to remain mindful of current and future community-based organization capacity and community opportunities that can be utilized to fulfill CNA commitments; and avoid repeated efforts, overlapping activities, and community fatigue.
- Community-based organizations remain eager to be involved in the process; and, are ready to engage, lead, and provide CNA support.
- HTA and RDCY staff should continue to consider what is currently happening among community-based organizations' efforts related to surveying/evaluation efforts done, needed, and proposed.
- HTA and RDCY staff will continue the momentum and plan ahead to be aligned with community efforts since community-based organizations are meeting regularly to address short-term and long-term community needs.



AGENDA REPORT

Department of
Children and Youth

DATE: June 1, 2020

TO: Members of the Richmond Fund for Children and Youth Oversight Board

FROM: LaShonda White, Director
David Padilla, Management Analyst

SUBJECT: APPROVE THE RICHMOND FUND FOR CHILDREN AND YOUTH OVERSIGHT BOARD BYLAWS

RECOMMENDED ACTION:

APPROVE the Richmond Fund for Children and Youth Oversight Board Bylaws – Department of Children and Youth (620-6523).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

In accordance with Article XV, Section 7(d) of the City of Richmond Charter, the Oversight Board shall adopt rules and regulations to govern its procedures, which shall, among other things, include the manner of calling and giving notices of meetings.

Department of Children and Youth (Department) staff researched best practices of the Oakland Fund for Children and Youth and San Francisco Department of Children, Youth, and Their Families' committees and developed draft Bylaws to establish the structure of the Oversight Board.

At the January 22, 2020, Oversight Board meeting, Oversight Board members received the draft Bylaws and provided feedback on sections of the draft Bylaws including: majority vote requirement (Article IX, Section 2), mission statement (Article II), oath of allegiance (Article III, Section 4), vacancy, removals and absences (Article III, Section 3), and quorum (Article VII, Section 1).

At the March 2, 2020, Oversight Board meeting, Department staff provided an updated version of the draft Bylaws based on feedback provided by Oversight Board members at the January 22, 2020, Oversight Board meeting.

Additional feedback was provided by Oversight Board members on sections of the draft Bylaws presented on March 2, 2020, including: term of appointment (Article III, Sections 2), vacancy, removals, and absences (Article III, Section 3), roles and responsibilities (Article III, Section 5), sub-committees (Article VI Section 1), motions (Article VII, Section 3), and public input (Article VII Sections 4).

Based on feedback from Oversight Board members at the January 22, 2020, and March 2, 2020, meetings, Department staff is providing an updated version of draft Bylaws (Attachment 1) for review and approval. A version of the draft Bylaws with track changes is included for reference (Attachment 2).

ATTACHMENT:

1. Draft Richmond Fund for Children and Youth Oversight Board Bylaws
2. Draft Richmond Fund for Children and Youth Oversight Board Bylaws (Track changes included)

RICHMOND FUND FOR CHILDREN AND YOUTH OVERSIGHT BOARD BYLAWS

Table of Contents

ARTICLE I Identification	3
Section 1: Name	3
Section 2: Authority and Purpose	3
ARTICLE II Oversight Board	3
Section 1: Number and Appointing Authority	3
Section 2: Term of Appointment	3
Section 3: Vacancy, Removals and Absences	4
Section 4: Oath of Allegiance	4
Section 5: Roles and Responsibilities	5
Section 6: Rules, Regulations and Procedures	5
Section 7: Role of Individual Oversight Board Members	5
Section 8: Conflict of Interest	6
ARTICLE III Officer Positions	6
Section 1: Oversight Board Officers	6
Section 2: Oversight Board Co-Chairs	6
Section 3: Sub-committee Chairs	7
ARTICLE IV City of Richmond Staff	7
Section 1: Department of Children and Youth	7
ARTICLE V Committees	7
Section 1: Sub-committees	7
Section 2: Sub-committee Quorum	8
Section 3: Conduct at all Sub-committees	8

ARTICLE VI Meetings	8
Section 1: Quorum	8
Section 2: Conduct of Meetings	8
Section 3: Motions	8
Section 4: Public Input	9
Section 5: Public Input on Agendized Items	9
Section 6: Public Input on Non-Agendized Items (Public Forum)	9
Section 7: Meeting Minutes	9
Section 8: Regular Meetings	10
Section 9: Notice and Conduct of Regular Meetings	10
Section 10: Notice and Conduct of Special Meetings	10
Section 11: Public Access Requirement	10
Section 12: Recess	10
ARTICLE VII Agenda Requirements	11
Section 1: Agenda Preparation	11
ARTICLE VIII Voting	11
Section 1: Voting, Abstention and Recusal	11
Section 2: Majority Vote Requirement	11
Section 3: Voting by Proxy	11
ARTICLE IX Parliamentary Procedure	11
Section 1: Rosenberg's Rules of Order	11
ARTICLE X Bylaws Amendment	11

ARTICLE I – Identification

Section 1: Name

The name of the Board shall be the “Richmond Fund for Children and Youth Oversight Board” and shall be referred to in the Bylaws as the “Oversight Board.”

Section 2: Authority and Purpose

As provided in Article XV, Section 7 of the City of Richmond Charter, oversight of the Richmond Fund for Children and Youth shall be provided by the Richmond Fund for Children and Youth Oversight Board (the "Oversight Board"). The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency.

ARTICLE II – Oversight Board

Section 1: Number and Appointing Authority

As provided in Article XV, Section 7(a) of the City of Richmond Charter, the Oversight Board shall consist of fifteen 15 members made up of Richmond or North Richmond residents. These members shall be appointed as follows: three (3) members appointed by the Mayor with at least one being 15 to 24 years of age and two (2) members appointed by each member of the Richmond City Council, one over 24 years old, and one who is 15 to 24 years of age (Article XV, Sections 7(a) and 7(b) of the City of Richmond Charter).

Section 2: Term of Appointment

Members of the Oversight Board serve two-year terms while members under the age of 24 have the option of serving one-year terms. There shall be no limitation on the number of consecutive terms served. The terms of the initial appointees to the Oversight Board shall commence on the date of the first meeting of the Oversight Board, which may occur when at least ten members have been appointed and are present. An Oversight Board member shall serve at the pleasure of the elected official that they were appointed by (or their replacement on the City Council). If a vacancy occurs during the term of office of any Oversight Board member, the appointing authority shall appoint a successor to complete the unexpired term in the same manner as the selection of the initial member.

If an Oversight Board member turns 25 during their term, they may continue to serve until their term expires. If the Oversight Board member would like to continue serving on the Oversight Board following this term expiration, they must apply for a vacant seat, if available, that is reserved for residents over 24 years of age.

Section 3: Vacancy, Removals and Absences

A vacancy on the Oversight Board will exist whenever a member resigns, is removed, or completes the end of their term. Any vacancy shall be filled immediately after the date that such vacancy occurs by the elected official that appointed the Oversight Board member.

Oversight Board members may make a written request in advance of a meeting to excuse an absence due to scheduling conflicts. Requests for all other excused absences may be considered on a case-by-case basis.

By noon (12:00 PM) on the date of the Oversight Board meeting, Oversight Board members should inform the Staff Liaison by written communication if they are unable to attend a meeting. Failure to comply with the following attendance rules will result in an automatic resignation:

- a. Absence from more than three regular meetings within a twelve-month period shall be deemed an automatic resignation
- b. A member must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance

Within one week of the third absence, the Staff Liaison shall remind the Oversight Board member of the absence rule. Upon the fourth absence, the staff liaison shall notify the City Clerk to issue a notice of automatic resignation and post the vacancy.

Section 4: Oath of Allegiance

Completion of the Oath of Allegiance form constitutes an Oversight Board member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Richmond and all pertinent state and federal laws. If an Oversight Board member refuses to complete an Oath of Allegiance form, they must submit the following materials to be reviewed by the City Clerk: (1) reasoning in written form for not completing the Oath of Allegiance form and (2) blank Oath of Allegiance form. The City Clerk will then review the materials and determine if any additional action is necessary.

Section 5: Roles and Responsibilities

The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency. The Oversight Board shall meet a minimum of six (6) times per year.

Per Article XV, Section 7 of the City of Richmond Charter, responsibilities of the Oversight Board shall be:

1. Strategic planning: (a) creating an initial Strategic Investment Plan as described under Section 8 of Measure E, and (b) updating the Strategic Investment Plan every three years.
2. Reviewing applications for funding from the Fund through a transparent and fair application process.
3. Recommending to the City Council a list of grants to be awarded for each funding cycle.
4. Facilitating an annual evaluation: working with a third-party, external independent evaluator to identify relevant evaluation measures and ensure that programs funded through the Fund are impactful and meet established outcomes. Evaluation reports shall be provided to the City Council and the Mayor's office and made available to the public.
5. Reviewing financial reports and audits to confirm that spending from the Fund is consistent with all provisions of this Article, and that the funds are being managed responsibly.

Section 6: Rules, Regulations and Procedures

Rules, regulations and procedures for the conduct of Oversight Board business shall be established by consensus. However, when a consensus is not obtained, or when the Co-Chairs or a majority of the members present decide to establish rules, regulations and procedures by a vote, then Oversight Board business shall be established by a majority vote of the members present. The Oversight Board must vote to adopt any motion or resolution.

Section 7: Role of Individual Oversight Board Members

In recommending to the City Council a list of grants to be awarded for each funding cycle, it shall be the duty of individual Oversight Board members to:

- (a) Attend Oversight Board meetings on a regular and consistent basis;

- (b) Review materials in preparation for each meeting;
- (c) Help approve grantees each funding cycle;
- (d) Represent stakeholder groups and the community as a whole in providing input which reflects the concerns, visions and ideas of the Richmond and North Richmond community;
- (e) Engage in analysis and discussion of issues to be brought before the Oversight Board; and
- (f) Participate in Oversight Board activities and functions.

Section 8: Conflict of Interest

Each Oversight Board member warrants and represents that they have no financial interest in any program, project, organization, agency or other entity that is seeking or will seek funding approval from the Oversight Board. An Oversight Board member shall immediately notify the Department of Children and Youth staff and the Co-Chairs of any real or possible conflict of interest between membership on the Oversight Board and work or other involvement with entities funded or served by the Richmond Fund for Children and Youth.

ARTICLE III – Officer Positions

Section 1: Oversight Board Officers

The officers of the Oversight Board shall be the Co-Chairs (one 15 to 24 years of age and one over 24 years of age). All officers are members of the Oversight Board.

Section 2: Oversight Board Co-Chairs

The Co-Chairs shall preside at all meetings of the Oversight Board, alternating presiding roles as necessary. The Co-Chairs are accountable to work with Department staff in setting agendas for Oversight Board meetings. The Co-Chairs shall preserve order and decorum and shall decide all questions of order consistent with Rosenberg’s Rules of Order (Revised 2011).

The Co-Chairs may rule a public speaker out of order if:

- (a) the speaker is speaking beyond the allocated time limit;
- (b) the speaker's remarks are not relevant to the agenda item;
- (c) the manner, tone and content of the speaker's remarks attack the character of individuals or are abusive

The public has the right to criticize policies, procedures, programs or services of the City, the Oversight Board. The Oversight Board shall not abridge or prohibit public criticism.

In addition, the Co-Chairs shall appoint all sub-committees and their Chairs. The Co-Chairs shall encourage Oversight Board members to participate on sub-committees and shall ensure broad and diverse representation of Oversight Board members on all sub-committees.

In the event of the absence or inability of a Co-Chair to act, the corresponding Co-Chair shall preside at meetings and perform the duties of the Co-Chairs. In the event of the absence of both Co-Chairs, the remaining Oversight Board members shall appoint one of the members to preside at the meeting and perform the duties of a Co-Chair until such time as one of the Co-Chairs is available.

Co-Chairs shall be elected by a majority vote of the Oversight Board at its first regular meeting. Each Co-Chair shall serve a one-year (1) term and cannot serve more than two (2) consecutive terms.

Section 3: Sub-committee Chairs

Sub-committee Chairs shall perform the duties and responsibilities that may be delegated by the Co-Chairs and carry out the assignments assigned to that sub-committee.

ARTICLE IV – City of Richmond Staff

Section 1: Department of Children and Youth

The Department of Children and Youth within the City Manager’s Office shall provide the Oversight Board with staff assistance as necessary to enable the Oversight Board to fulfill its functions and duties. The Staff Liaison, in addition to assigned staff, shall assist in preparing agendas, oversee compliance with meeting notice requirements in the Ralph M. Brown Act, and record minutes for all regularly scheduled Oversight Board meetings and sub-committee meetings.

ARTICLE V – Committees

Section 1: Sub-committees

Upon approval by a majority of the members of the Oversight Board, standing sub-committees may be formed to advise the Oversight Board. Sub-committees shall be comprised of less than a quorum of the Oversight Board and be composed of Board members with Department staff providing assistance as deemed appropriate. The Co-Chairs of the Oversight Board shall encourage members to participate on sub-committees and shall seek broad and diverse representations on all sub-committees.

Section 2: Sub-committee Quorum

A majority of the members of a sub-committee constitutes a quorum.

Section 3: Conduct at all Sub-committees

All sub-committee meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

ARTICLE VI - Meetings

Section 1: Quorum

At all meetings of the Oversight Board, the presence of a majority of the Oversight Board currently appointed shall constitute a quorum for the purposes of conducting a meeting.

If the meeting is canceled, unofficial discussion of the items noticed on the agenda may continue, but no formal action may be taken. The Staff Liaison or a designee of the Department of Children and Youth will prepare a record of the discussion and the record will reflect (i) whether or not the meeting was canceled due to a lack of a quorum and (ii) that no formal action was taken on the items discussed.

The Staff Liaison or an individual designated by the Department of Children and Youth shall prepare and keep a record of Oversight Board members' attendance. An Oversight Board member shall notify Department staff of an anticipated absence.

Section 2: Conduct of Meetings

Meetings shall be governed by Rosenberg's Rules of Order (Revised 2011), unless otherwise stated in these Bylaws.

All Oversight Board meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

Section 3: Motions

Before the Oversight can consider any proposal for action, such as a vote, it must be presented to the Oversight Board in the form of a motion. If a motion does not get a second, the motion dies.

Section 4: Public Input

All interested persons shall be allowed to express their views at regular and special meetings of the Oversight Board and sub-committees. Interested persons can express their views, within the jurisdiction of the Oversight Board, during Public Forum and matters that are agendized.

Section 5: Public Input on Agendized Items

Persons wishing to comment on an item on the agenda shall file a Speaker Request Form with Department staff prior to the Oversight Board's consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute. The amount of time allowed may be modified at the Co-Chairs' discretion.

Each agenda for regular or special meetings of the Oversight Board, or its sub-committees at which action is proposed to be taken on an item, shall provide an opportunity for each member of the public to directly address the Oversight Board prior to action thereupon.

Section 6: Public Input on Non-Agendized Items (Public Forum)

All regular Oversight Board meetings shall provide the opportunity for public comment on items not on the agenda but within the jurisdiction of the Oversight Board. Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board's purpose may file a Speaker Request Form with Department staff prior to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute. The amount of time allowed may be modified at the Co-Chairs' discretion.

Section 7: Meeting Minutes

Minutes shall be taken at every regular and special Oversight Board meeting. The Minutes shall be taken by Department staff and filed with the City Clerk.

Section 8: Regular Meetings

Regular meetings of the Oversight Board will be held on the first Monday of every month at 6:00 PM in the City Council Chamber (440 Civic Center Plaza, Richmond, CA 94804) or a location/platform to be determined by Department staff and Oversight Board members.

Section 9: Notice and Conduct of Regular Meetings

Notices and agendas of all regular Oversight Board meetings requiring notice must be posted on an exterior bulletin board accessible 24 hours a day. While notice of regular meetings and their respective agenda packets must be posted at least 72 hours before the meeting, Department staff will aim to post materials 114 hours in advance of the meeting.

Section 10: Notice and Conduct of Special Meetings

Special Oversight Board or sub-committee meetings may be called at any time by the Co-Chairs or by a majority of the Oversight Board members or sub-committee members. Notice of all special meetings shall be posted on an exterior bulletin board and filed with the City Clerk's Office at least 24 hours (excluding Saturday, Sunday, and Holidays) before the time of the meeting set forth in the agenda.

Section 11: Public Access Requirement

All public meetings must be held in a wheelchair-accessible location. Disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, may be requested by contacting the City Attorney's Office Americans with Disabilities Act coordinator at (510) 620-6509 at least three (3) business days before the meeting date.

Section 12: Recess

The Oversight Board shall recess for the period of August 1 through August 31 each year, which shall be known as the "annual recess." During the annual recess the Oversight Board may be convened by the Co-Chairs for special Oversight Board meetings or by the Chair for a sub-committee meeting.

ARTICLE VII - Agenda Requirements

Section 1: Agenda Preparation

Department staff, in collaboration with Co-Chairs, shall prepare the agenda for meetings. The agenda, in addition to its respective agenda reports, shall contain a meaningful description of each item to be transacted or discussed at the Oversight Board or sub-committee meeting.

ARTICLE VIII- Voting

Section 1: Voting, Abstention and Recusal

Each member present at an Oversight Board or sub-committee meeting shall vote on all matters put to a vote, unless the member abstains, is excused from voting by a motion adopted by a majority of the members present or unless the member declares they have a conflict of interest, or has been advised to recuse themselves from the vote by the City Attorney's Office because they may have a conflict of interest regarding the item.

Section 2: Majority Vote Requirement

The Oversight Board shall aim for a consensus with all major decisions. If there is not a consensus, the Co-Chairs may call for an affirmative vote of the majority of those members present. The minutes shall reflect how each member voted.

Section 3: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE IX - Parliamentary Procedure

Section 1: Rosenberg's Rules of Order

The business of the Oversight Board and its sub-committees shall be conducted, to the extent possible, in accordance with parliamentary rules as contained in Rosenberg's Rules of Order (Revised 2011), except as modified by these rules and in accordance with State open meeting laws.

ARTICLE X - Bylaws Amendment

These Bylaws shall be reviewed annually or as necessary. The Oversight Board may adopt Bylaws amendments at any regular meeting of the Oversight Board by a consensus or by vote of two-thirds of the Oversight Board members present; provided

such proposed amendments are circulated in writing to all Oversight Board members at least five (5) days prior to such meeting, and five (5) days' public notice shall be posted.

DRAFT

**~~DRAFT~~ – RICHMOND FUND FOR CHILDREN AND YOUTH
OVERSIGHT BOARD
BYLAWS**

Table of Contents *Please note that due to track change edits, the following page numbers may differ from Sections' page numbers in this document

ARTICLE I – Identification	3
Section 1: Name	3
Section 2: Authority and Purpose	3
ARTICLE II – Mission Statement	3
ARTICLE III – Oversight Board	3
Section 1: Number and Appointing Authority	3
Section 2: Term of Appointment	3
Section 3: Vacancy, Removals and Absences	4
Section 4: Oath of Allegiance	45
Section 5: Roles and Responsibilities	5
Section 6: Rules, Regulations and Procedures	56
Section 7: Role of Individual Oversight Board Members	56
Section 8: Conflict of Interest	67
ARTICLE IIIIV – Officer Positions	67
Section 1: Oversight Board Officers	67
Section 2: Oversight Board Co-Chairs	67
Section 3: Sub-committee Chairs	78
ARTICLE IV – City of Richmond Staff	78
Section 1: Department of Children and Youth	78
ARTICLE VI – Committees	78
Section 1: Sub-committees	78
Section 2: Sub-committee Quorum	8
Section 3: Conduct at all Sub-committees	89

ARTICLE VII -Meetings	<u>89</u>
Section 1: Quorum	<u>89</u>
Section 2: Conduct of Meetings	<u>840</u>
Section 3: Motions	<u>840</u>
Section 4: Public Input	<u>940</u>
Section 5: Public Input on Agendized Items	<u>940</u>
Section 6: Public Input on Non Agendized Items (Public Forum)	<u>944</u>
Section 7: Meeting Minutes	<u>944</u>
Section 8: Regular Meetings	<u>104</u>
Section 9: Notice and Conduct of Regular Meetings	<u>104</u>
Section 10: Notice and Conduct of Special Meetings	<u>102</u>
Section 11: Public Access Requirement	<u>102</u>
Section 12: Recess	<u>102</u>
ARTICLE VIII –Agenda Requirements	<u>112</u>
Section 1: Agenda Preparation	<u>112</u>
ARTICLE VIIIIX–Voting	<u>112</u>
Section 1: Voting, Abstention and Recusal	<u>112</u>
Section 2: Majority Vote Requirement	<u>113</u>
Section 3: Voting by Proxy	<u>113</u>
ARTICLE IX Parliamentary Procedure	<u>113</u>
Section 1: Rosenberg’s Rules of Order	<u>113</u>
ARTICLE X! Bylaws Amendment	<u>113</u>

ARTICLE I – Identification

Section 1: Name

The name of the Board shall be the “Richmond Fund for Children and Youth Oversight Board” and shall be referred to in the Bylaws as the “Oversight Board.”

Section 2: Authority and Purpose

As provided in ~~Article XV, Section 7 of the City of Richmond Charter~~~~Measure E~~, oversight of the Richmond Fund for Children and Youth shall be provided by the Richmond Fund for Children and Youth Oversight Board (the "Oversight Board"). The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency.

ARTICLE II – Mission Statement

To be decided

ARTICLE III – Oversight Board

Section 1: Number and Appointing Authority

As provided in ~~Article XV, Section 7(a) of the City of Richmond Charter, Section 7(a) of Measure E~~, the Oversight Board shall consist of fifteen (15) members made up of Richmond or North Richmond residents. These members shall be appointed as follows: three (3) members appointed by the Mayor with at least one being 15 to 24 years of age and two (2) members appointed by each member of the Richmond City Council, one over 24 years old, and one who is 15 to 24 years of age (~~Article XV, Sections 7(a) and 7(b) of the City of Richmond Charter~~~~Measure E~~).

Section 2: Term of Appointment

Members of the Oversight Board serve two-year terms while members under the age of 24 have the option of serving one-year terms. There shall be no limitation on the number of consecutive terms served. The terms of the initial appointees to the Oversight Board shall commence on the date of the first meeting of the Oversight Board, which may occur when at least ten members have been appointed and are present. ~~An Oversight Board members shall serve at the pleasure of the elected official that they were appointed by (or their replacement on the City Council), appointing~~

~~authority.~~ If a vacancy occurs during the term of office of any Oversight Board member, the appointing authority shall appoint a successor to complete the unexpired term in the same manner as the selection of the initial member.

If an Oversight Board member turns twenty-five (25) during their term, they may continue to serve until their term expires. If the Oversight Board member would like to continue serving on the Oversight Board following this term expiration, they must apply for a vacant seat, if available, that is reserved for residents over 24 years of age.

Section 3: Vacancy, Removals and Absences

A vacancy on the Oversight Board will exist whenever a member resigns, is removed, or completes the end of their term. Any vacancy shall be filled immediately after the date that such vacancy occurs by the elected official that appointed the Oversight Board member.

Oversight Board members may make a written request in advance of a meeting to excuse an absence due to scheduling conflicts. Requests for all other excused absences may be considered on a case-by-case basis.

~~Oversight Board members should inform the Staff Liaison seventy-two (72) hours in advance by written communication if they are unable to attend a meeting. By noon (12:00 PM) on the date of the Oversight Board meeting, Oversight Board members should inform the Staff Liaison by written communication if they are unable to attend a meeting.~~ Failure to comply with the following attendance rules will result in an automatic resignation:

- a. Absence from more than three regular meetings within a twelve--month period shall be deemed an automatic resignation
- b. A member must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance

Within one week of the third absence, the Staff Liaison shall remind the Oversight Board member of the absence rule. Upon the fourth absence, the staff liaison shall notify the City Clerk to issue a notice of automatic resignation and post the vacancy.

Section 4: Oath of Allegiance

Completion of the Oath of Allegiance form constitutes an Oversight Board member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Richmond and all pertinent state and federal laws. If an Oversight Board member refuses to complete an Oath of Allegiance form, they must submit the following materials to be reviewed by the City Clerk: (1) ~~R~~reasoning in written form for not

completing the Oath of Allegiance form and (2) blank Oath of Allegiance form. The City Clerk will then review the materials and determine if any additional action is necessary.

Section 5: Roles and Responsibilities

The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency. The Oversight Board shall meet a minimum of six (6) times per year.

Per Article XV, Section 7 of the City of Richmond Charter, Responsibilities of the Oversight Board shall be:

1. Strategic planning: (a) creating an initial Strategic Investment Plan as described under Section 8 of Measure E, and (b) updating the Strategic Investment Plan every three years.
2. Reviewing applications for funding from the Fund through a transparent and fair application process.
3. Recommending to the City Council a list of grants to be awarded for each funding cycle.
4. Facilitating an annual evaluation: working with a third-party, external independent evaluator to identify relevant evaluation measures and ensure that programs funded through the Fund are impactful and meet established outcomes. Evaluation reports shall be provided to the City Council and the Mayor's office and made available to the public.
5. Reviewing financial reports and audits to confirm that spending from the Fund is consistent with all provisions of this Article, and that the funds are being managed responsibly.

Section 6: Rules, Regulations and Procedures

Rules, regulations and procedures for the conduct of Oversight Board business shall be established by consensus. However, when a consensus is not obtained, or when the Co-Chairs or a majority of the members present decide to establish rules, regulations and procedures by a vote, then Oversight Board business shall be established by a majority vote of the members present. The Oversight Board must vote to adopt any motion or resolution.

Section 7: Role of Individual Oversight Board Members

In recommending to the City Council a list of grants to be awarded for each funding cycle, it# shall be the duty of individual Oversight Board members to:

- (a) Attend Oversight Board meetings on a regular and consistent basis;
- (b) Review materials in preparation for each meeting;
- (c) Help approve grantees each funding cycle;
- (d) Represent stakeholder groups and the community as a whole in providing input which reflects the concerns, visions and ideas of the Richmond and North Richmond community;
- (e) Engage in analysis and discussion of issues to be brought before the Oversight Board; and
- (f) Participate in Oversight Board activities and functions.

Section 8: Conflict of Interest

Each Oversight Board member warrants and represents that they have no financial interest in any program, project, organization, agency or other entity that is seeking or will seek funding approval from the Oversight Board. An Oversight Board member shall immediately notify the Department of Children and Youth staff and the Co-Chairs of any real or possible conflict of interest between membership on the Oversight Board and work or other involvement with entities funded or served by the Richmond Fund for Children and Youth.

ARTICLE IIIV – Officer Positions

Section 1: Oversight Board Officers

The officers of the Oversight Board shall be the Co-Chairs (one 15 to 24 years of age and one over 24 years of age). All officers are members of the Oversight Board.

Section 2: Oversight Board Co-Chairs

The Co-Chairs shall preside at all meetings of the Oversight Board, alternating presiding roles as necessary. The Co-Chairs are accountable to work with Department staff in setting agendas for Oversight Board meetings. The Co-Chairs shall preserve order and decorum and shall decide all questions of order consistent with Rosenberg’s Rules of Order (Revised 2011).

The Co-Chairs may rule a public speaker out of order if:

- (a) the speaker is speaking beyond the allocated time limit;
- (b) the speaker's remarks are not relevant to the agenda item;

(c) the manner, tone and content of the speaker's remarks attack the character of individuals or are abusive

The public has the right to criticize policies, procedures, programs or services of the City, the Oversight Board. The Oversight Board shall not abridge or prohibit public criticism.

In addition, the Co-Chairs shall appoint all sub-committees and their Chairs. The Co-Chairs shall encourage Oversight Board members to participate on sub-committees and shall ensure broad and diverse representation of Oversight Board members on all sub-committees.

In the event of the absence or inability of a Co-Chair to act, the corresponding Co-Chair shall preside at meetings and perform the duties of the Co-Chairs. In the event of the absence of both Co-Chairs, the remaining Oversight Board members shall appoint one of the members to preside at the meeting and perform the duties of a Co-Chair until such time as one of the Co-Chairs is available.

Co-Chairs shall be elected by a majority vote of the Oversight Board at its first regular meeting. Each Co-Chair shall serve a one-year (1) term and cannot serve more than two (2) consecutive terms.

Section 3: Sub-committee Chairs

Sub-committee Chairs shall perform the duties and responsibilities that may be delegated by the Co-Chairs and carry out the assignments assigned to that sub-committee.

ARTICLE IV – City of Richmond Staff

Section 1: Department of Children and Youth

The Department of Children and Youth within the City Manager's Office shall provide the Oversight Board with staff assistance as necessary to enable the Oversight Board to fulfill its functions and duties. The Staff Liaison, in addition to assigned staff, shall assist in preparing agendas, oversee compliance with meeting notice requirements in the Ralph M. Brown Act, and record minutes for all regularly scheduled Oversight Board meetings and sub-committee meetings.

ARTICLE V – Committees

Section 1: Sub-committees

Upon approval by a majority of the members of the Oversight Board, standing sub-committees may be formed to advise the Oversight Board. Sub-committees shall be comprised of less than a quorum of the Oversight Board and be composed of Board members with Department staff providing assistance as deemed appropriate. The Co-Chairs of the Oversight Board shall encourage members to participate on sub-committees and shall seek broad and diverse representations on all sub-committees.

~~Upon approval by a majority of the members of the Oversight Board, standing sub-committees may be formed to advise the Oversight Board. The sub-committees shall be composed of members of the Oversight Board with Department staff providing assistance as deemed appropriate. The Co-Chairs of the Oversight Board shall encourage members to participate on subcommittees and shall seek broad and diverse representations on all sub-committees.~~

Section 2: Sub-committee Quorum

A majority of the members of a sub-committee constitutes a quorum.

Section 3: Conduct at all Sub-committees

All sub-committee meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the Oversight Board, the presence of a majority of the Oversight Board currently appointed shall constitute a quorum for the purposes of conducting a meeting.

If the meeting is canceled, unofficial discussion of the items noticed on the agenda may continue, but no formal action may be taken. The Staff Liaison or a designee of the Department of Children and Youth will prepare a record of the discussion and the record will reflect (i) whether or not the meeting was canceled due to a lack of a quorum and (ii) that no formal action was taken on the items discussed.

The Staff Liaison or an individual designated by the Department of Children and Youth shall prepare and keep a record of Oversight Board members' attendance. An Oversight Board member shall notify Department staff of an anticipated absence.

Section 2: Conduct of Meetings

Meetings shall be governed by Rosenberg’s Rules of Order (Revised 2011), unless otherwise stated in these Bylaws.

All Oversight Board meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

Section 3: Motions

Before the Oversight can consider any proposal for action, such as a vote, it must be presented to the Oversight Board in the form of a motion. If a motion does not get a second, the motion dies.

~~If any Oversight Board member shall demand a second to any motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by an Oversight Board member.~~

Section 4: Public Input

All interested persons shall be allowed to express their views at regular and special meetings of the Oversight Board and sub-committees. Interested persons can express their views, within the jurisdiction of the Oversight Board, during Public Forum and matters that are agendized.

~~All interested persons shall be allowed to express their views (oral or written) at regular Oversight Board or sub-committee meetings regarding matters within the jurisdiction of the Oversight Board and at special Oversight Board or sub-committee meetings on matters that are agendized.~~

Section 5: Public Input on Agendized Items

Persons wishing to comment on an item on the agenda shall file a Speaker Request Form with Department staff prior to the Oversight Board’s consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute. The amount of time allowed may be modified at the Co-Chairs’ discretion.

Each agenda for regular or special meetings of the Oversight Board, or its sub-committees at which action is proposed to be taken on an item, shall provide an opportunity for each member of the public to directly address the Oversight Board prior to action thereupon.

Section 6: Public Input on Non-Agendized Items (Public Forum)

All regular Oversight Board meetings shall provide the opportunity for public comment on items not on the agenda but within the jurisdiction of the Oversight Board. Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board's purpose may file a Speaker Request Form with Department staff prior to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute. The amount of time allowed may be modified at the Co-Chairs' discretion.

~~The amount of time allotted to individual speakers shall be a maximum of three (3) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs' sole discretion. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute.~~

Section 7: Meeting Minutes

Minutes shall be taken at every regular and special Oversight Board meeting. The Minutes shall be taken by Department staff and filed with the City Clerk.

Section 8: Regular Meetings

Regular meetings of the Oversight Board will be held on the first Monday of every month at 6:00 PM in the City Council Chamber (440 Civic Center Plaza, Richmond, CA 94804) or a location/platform to be determined by Department staff and Oversight Board members.

~~Regularly-scheduled date and time to be decided~~

Section 9: Notice and Conduct of Regular Meetings

Notices and agendas of all regular Oversight Board meetings requiring notice must be posted on an exterior bulletin board accessible ~~twenty-four (24)~~ hours a day. While notice of regular meetings and their respective agenda packets must be posted at least ~~seventy-two (72)~~ hours before the meeting, Department staff will aim to post materials ~~one hundred fourteen (114)~~ hours in advance of the meeting.

Section 10: Notice and Conduct of Special Meetings

Special Oversight Board or sub-committee meetings may be called at any time by the Co-Chairs or by a majority of the Oversight Board members or sub-committee members. Notice of all special meetings shall be posted on an exterior bulletin board and filed with the City Clerk's Office at least ~~twenty-four (24)~~ hours (excluding Saturday, Sunday, and Holidays) before the time of the meeting set forth in the ~~A~~agenda.

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All public meetings must be held in a wheelchair-accessible location. Disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, may be requested by contacting the City Attorney's Office Americans with Disabilities Act coordinator at (510) 620-6509 at least three (3) business days before the meeting date.

Section 12: Recess

The Oversight Board shall recess for the period of August 1 through August 31 each year, which shall be known as the "annual recess." During the annual recess the Oversight Board may be convened by the Co-Chairs for special Oversight Board meetings or by the Chair for a sub-committee meeting.

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Section 1: Agenda Preparation

Department staff, in collaboration with Co-Chairs, shall prepare the agenda for meetings. The agenda, in addition to its respective agenda reports, shall contain a meaningful description of each item to be transacted or discussed at the Oversight Board or sub-committee meeting.

ARTICLE VIII - Voting

Section 1: Voting, Abstention and Recusal

Each member present at an Oversight Board or sub-committee meeting shall vote on all matters put to a vote, unless the member abstains, is excused from voting by a motion adopted by a majority of the members present or unless the member declares they have a conflict of interest, or has been advised to recuse themselves from the vote by the City Attorney's Office because they may have a conflict of interest regarding the item.

Section 2: Majority Vote Requirement

The Oversight Board shall aim for a consensus with all major decisions. If there is not a consensus, the Co-Chairs may call for an affirmative vote of the majority of those members present. The minutes shall reflect how each member voted.

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Voting by proxy is prohibited.

ARTICLE IX - Parliamentary Procedure

Section 1: Rosenberg's Rules of Order

The business of the Oversight Board and its sub-committees shall be conducted, to the extent possible, in accordance with parliamentary rules as contained in Rosenberg's Rules of Order (Revised 2011), except as modified by these rules and in accordance with State open meeting laws.

ARTICLE XI - Bylaws Amendment

These Bylaws shall be reviewed annually or as necessary. The Oversight Board may adopt Bylaws amendments at any regular meeting of the Oversight Board by a consensus or by vote of two-thirds of the Oversight Board members present; provided such proposed amendments are circulated in writing to all Oversight Board members at least ~~seven~~ five (5) days prior to such meeting, and ~~five~~ seven (7) days' public notice shall be posted.