

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.