

# **Acalanes Union High School District Measures “G & A” Citizens’ Oversight Committee Bylaws**

## **SECTION 1. NAME**

The name of this Committee shall be the Acalanes Union High School District Citizens Measures “G & A” Oversight Committee (herein referred to as the “Committee”).

## **SECTION 2. OBJECTIVES AND PURPOSES**

The primary objectives and purposes of this Committee shall be to monitor and report on the expenditure of Measures “G & A” parcel tax proceeds and to inform the public that expenditures are in accordance with the ballot language of both measures.

## **SECTION 3. MEMBERS**

This Committee shall have at least seven (7) Members, as established by the Acalanes Union High School District Governing Board (herein referred to as the “Governing Board”). All Members shall be voting Members. The Members shall annually elect a Chair and a Vice-Chair. The Superintendent and Associate Superintendents shall serve on the Committee as ex-officio Members.

## **SECTION 4. POWERS**

The Committee shall have the power to:

- (a) Perform any and all duties imposed on them collectively by law, or by these Bylaws;
- (b) Meet at such times and places as required by these Bylaws;
- (c) Review and report on the expenditure of Measures “G & A” parcel taxes proceeds.

## **SECTION 5. ACTIONS AND REPORTS**

The Committee may engage in the following activities:

- (1) Receiving and reviewing copies of the annual District budget as related to the Measures “G & A”.
- (2) Reviewing efforts by the school District to maximize parcel tax revenues in the expenditure of the parcel taxes.
- (3) Report out annually to the community.

## **SECTION 6. TERMS OF OFFICE**

Each Member shall hold office for two years. Members may serve three full terms. The Governing Board shall be notified of any vacancy and shall have the sole power to fill all vacancies.

## **SECTION 7. PLACE OF MEETINGS; MEETINGS BY TELEPHONE OR OTHER TELECOMMUNICATIONS EQUIPMENT**

All meetings shall comply with Government Code Section §54950, et seq. (the "Brown Act"). Any meeting, regular or special, may be held by conference telephone, video-screen communication, or communications equipment, so long as all Members participating in such meeting can hear one another, public participation is afforded, and the meeting meets all applicable requirement of the Brown Act.

## **SECTION 8. REGULAR MEETINGS**

The Committee shall meet at least twice annually.

## **SECTION 9. SPECIAL MEETINGS**

Special meetings of the Committee may be called by the Chairperson or by a majority of the Members and called pursuant to Brown Act requirements.

## **SECTION 10. QUORUM FOR MEETINGS**

A quorum shall consist of a majority of the Members.

## **SECTION 11. MAJORITY ACTION AS COMMITTEE ACTION**

Every act or decision done or made by a majority of the Members present at a meeting duly held at which a quorum is present is the act of the Committee. Meetings may be adjourned when a quorum is not present.

## **SECTION 12. CONDUCT OF MEETINGS**

Meetings of the Committee shall be presided over by the Chairperson of the Committee, or, if no such person has been so designated, or in his or her absence, the Vice-Chairperson of the Committee, or in the absence of each of these persons, by a temporary Chairperson chosen by a majority of the Members present at the meeting.

The Committee shall follow Roberts Rules of Order in conducting its business.

## **SECTION 13. VACANCIES**

Vacancies on the Committee shall exist on the death, resignation, or upon excessive unexcused absences of any Member. Excessive unexcused absences are defined as unexcused absences for two consecutive regularly scheduled meetings.

Any Member may resign effective upon giving written notice to the Chairperson of the Committee, the Vice-Chairperson, or the Committee, unless the notice specifies a later time for the effectiveness of such resignations.

Vacancies on the Committee may only be filled by the District Governing Board.

#### **SECTION 14. DUTIES OF THE CHAIRPERSON OF THE COMMITTEE**

If a Chairperson of the Committee is elected, he or she shall assume all duties normally associated with that office. The Chairperson of the Committee shall conduct the meetings of the Committee. The Chairperson shall, when present, preside at all meetings, and shall see that all orders and resolution of the Committee are carried into effect. The Chairperson shall: put to a vote and announce the results of actions taken on questions before the Committee; resolve all questions of order (subject to appeal); call special meetings when deemed necessary; and shall exercise and perform such other duties as may be prescribed by the Committee from time to time.

#### **SECTION 15. DUTIES OF THE VICE-CHAIRPERSON OF THE COMMITTEE**

If a Vice-Chairperson is elected, he or she shall assume all duties normally associated with that office. The Vice-Chairperson of the Committee shall conduct the meetings of the Committee should the Chairperson of the Committee be absent.

#### **SECTION 16. AMENDMENT OF BYLAWS**

Subject to any provision of applicable law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Governing Board.

### **CERTIFICATE**

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Committee names in the title thereto and that such Bylaws were duly adopted by the Governing Board on the date set forth below.

Dated: May 4, 2011

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John Nickerson, Ed.D.  
Secretary to the Governing Board