

**SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE  
MEASURE A – GENERAL OBLIGATION BOND  
APPROVED BY THE VOTERS ON NOVEMBER 8, 2005**

**Section 1 - Committee Established**

Proposition 39 requires the establishment of a Citizens' Bond Oversight Committee and specifies the purpose, minimum membership, and term of the committee. The Board of Trustees of the Siskiyou Joint Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

**Section 2 - Purposes of the Committee**

The purposes of the Committee are set forth in Prop 39. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The Committee shall confine itself specifically to bond proceeds which are generated under Measure A. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

**Section 3 - Duties**

To carry out its stated purposes, the Committee shall perform only the following duties:

1. **Inform the Public**

The Committee shall inform the public concerning the District's expenditure of bond proceeds.

2. **Review Expenditures**

The Committee may review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure A; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.

3. **Annual Report**

The Committee shall present to the Board, in public session, an annual written report which shall include the following:

a. a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1 (b) (3) of the California Constitution; and

b. a summary of the Committee's proceedings and activities for the preceding year.

#### **Section 4 - Authorized Activities**

In order to perform the duties set forth in Section 3, the Committee may engage in the following authorized activities:

- a. Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.
- b. Inspect College facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President.
- c. Review copies of deferred maintenance proposal or plans developed by the District.
- d. Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

#### **Section 5 – Membership of the Committee**

The Citizens' Bond Oversight Committee shall consist of at least seven (or more if desired) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

##### 1. Number

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for College of the Siskiyous, such as a foundation.
- Two (2) members of the community at-large.

##### 2. Qualification Standards

- a. To be a qualified person, he or she must be at least 18 years of age.
- b. The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.
- c. The applicant has reviewed and can function under the Bylaws for the Citizens' Bond Oversight Committee adopted by the COS Board of Trustees.

3. Ethics: Conflicts of Interest

By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A."

4. Term

Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve an initial one (1) year term and the remaining members for an initial two (2) year term.

5. Appointment

Members of the Committee shall be appointed by the Board through the following process:

- a. Appropriate local groups will be solicited for applications;
- b. The Superintendent/President or his or her designee will review the applications and;
- c. The Superintendent/President or his or her designee will make recommendations to the Board.

6. Removal; Vacancy

The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.

7. Compensation

The Committee members shall not be compensated for their services.

8. Authority of Members

- a. Committee members shall not have the authority to direct staff of the District
- b. Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual, and;
- c. The Committee may only receive copies of reports and documents which have been previously presented to the Board and which are public record.

**Section 6 – Meetings of the Committee**

1. Regular Meetings

The Committee is required to meet at least once a year but may meet more often as the Committee shall determine.

2. Location

All meetings shall be held within the Siskiyou Joint Community College District, located in Weed, California.

3. Procedures

All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

**Section 7 – District Support**

1. The District shall provide to the Committee necessary technical and administrative assistance as follows:
  - a. Preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
  - b. Provision of a meeting room, including any necessary audio/visual equipment;
  - c. Preparation and copies of any documentary meeting materials, such as agendas and reports; and
  - d. Retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.
2. District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.
3. No bond proceeds shall be used to provide District support to the Committee.

**Section 8 – Reports**

In addition to the Annual Report required in Section 3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9 – Officers**

The Superintendent/President shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent.

**Section 10 – Amendment of Bylaws**

Any amendment to the Bylaws shall be approved by a majority vote of the Board.

**Section 11 – Termination**

The Committee shall automatically terminate and disband 180 days following the date when all Measure A bond proceeds have been spent.