

**BYLAWS OF THE
MEASURE Q CITIZENS OVERSIGHT ADVISORY BOARD**

ARTICLE I: NAME

This organization shall be called the “Measure Q Citizens Oversight Advisory Board” (hereafter, “Advisory Board”) existing by virtue of Santa Cruz County Board of Supervisors Resolution No. 143-2024 attached hereto as Exhibit “A” and made a part hereof.

ARTICLE II: DEFINITIONS

For the purpose of these bylaws:

“Act” shall be defined as ...Measure Q

“Advisory Board” shall be defined as the Measure Q Citizens Oversight Advisory Board (COAB).

“Board” shall be defined as the Santa Cruz County Board of Supervisors.

“Chair” shall be defined as the chairman or chairwoman of the Measure Q Citizens Oversight Advisory Board.

“Department” means the Santa Cruz County Department of Parks, Open Space, and Cultural Services.

“Excused”, as in “excused absence”, shall be defined as an absence caused by sickness or vacation, with notice given to the Staff Liaison prior to the anticipated absence.

“Office” means the Santa Cruz County Office of Response, Recovery, and Resilience.

“Ordinance” shall be defined through Chapter 4.65 of Santa Cruz County Code (SCCC)

“Staff Liaison” means the County employee designated by the head of the Department and head of the Office to perform the administrative work for the Advisory Board.

ARTICLE III: PURPOSE

The purpose of the Advisory Board is to review, on an annual fiscal year basis, the expenditure of tax revenue generated by Santa Cruz County Code 4.65.020 an ordinance imposing a Special Parcel Tax in the amount of \$87 per parcel per year. Additionally, the Advisory Board will review and approve a five-year vision plan, which supports grant criteria and awards. The Ordinance was passed as a ballot measure (Measure Q) by Santa Cruz County voters on November 5, 2024, and took effect 10 days after the election on which it

was adopted and certified by the Santa Cruz County Clerk (Elections Department) and reported to the Santa Cruz County Board of Supervisors.

ARTICLE IV: POWERS AND DUTIES

1. Powers and Duties

1.1 The Advisory Board's powers and duties are as identified in Exhibit 1, SCCC 4.65.060 Oversight and Accountability section of the Ordinance, and restated as follows:

- (a) Conduct hearings and receive public input on allocations related to this Act.
- (b) Receive reports annually, according to a schedule set by the Advisory Board, from the County on projects funded pursuant to subsections (1) and (3) of subdivision (B) of section 4.65.040.
- (c) Receive reports annually from each of the incorporated cities, according to a schedule set by the Advisory Board, on projects funded pursuant to subsection (2) of subdivision (B) of section 4.65.040.
- (d) Receive reports annually from the Resource Conservation District of Santa Cruz County and the land stewardship implementation partner, according to a schedule set by the Advisory Board, on projects funded pursuant to subsection (4) of subdivision (B) of section 4.65.040.
- (e) The Advisory Board shall submit an annual report to the Board of Supervisors in compliance with SCCC 2.38.170(A). The report shall include outcomes of the projects and programs funded through the Act as well as how the Act was used to leverage other public and private funds. Annual reports by the Advisory Board may also provide suggested direction on the types of projects to prioritize in the coming year.
- (f) Approve a five-year vision plan to support grant criteria and awards.
 - (i) The vision plan will be updated every five years.
 - (ii) The Advisory Board may provide recommendations on the development of the plan by the Office and the Department. The Office and the Department shall also consult the incorporated cities, the Resource Conservation District of Santa Cruz County, and the land stewardship implementation partner in the development of the plan.

(iii) The vision plan shall identify the activities and geographies prioritized for investment throughout the County in a concise format primarily based on content derived from existing plans, such as, but not limited to, the Santa Cruz County Regional Conservation Investment Local ballot measure: Q Strategy, Santa Cruz County Parks Strategic Plan, Santa Cruz County Local Hazard Mitigation Plan, California Water Plan, California Wildfire and Forest Resilience Action Plan, California Outdoors for All Strategy, California Pathways to 30x30 Strategy, California Natural and Working Lands Climate Smart Strategy, Santa Cruz County Climate Action and Adaptation Plan, city climate adaptation plans, city parks and open space plans, or similar County, State, or local plans.

(g) Select the land stewardship implementation partner every five years, who shall serve in this role for a period of five years. After this initial period, the Advisory Board shall renew the land stewardship implementation partner or select another partner.

(h) Utilize the following criteria for selecting the land stewardship implementation partner:

(i) The land stewardship implementation partner shall have a mission generally consistent with the purposes of the Act and the capacity and expertise to implement projects in the public benefit related to land, habitat, ecosystem, and natural resources management and protection.

(ii) The land stewardship implementation partner shall be a Nonprofit Organization as defined in subdivision (M) of section 4.65.010 that owns and stewards private lands on which Eligible Projects in the public benefit can be implemented.

(iii) The land stewardship implementation partner must be headquartered in Santa Cruz County with at least 10 years of experience working primarily in Santa Cruz County.

(iv) The land stewardship implementation partner must be able to submit annual reports to the Advisory Board and contribute to the development of the five-year vision plan.

2. Advisory Role

2.1 The Advisory Board's role is to advise the Board and staff of the Department and the Office on these matters.

3. Reports

3.1 A report shall be submitted annually to the Board on the outcomes of the projects and programs funded through the Act as well as how the Act was used to leverage other public and private funds. Annual reports by the Advisory Board may also provide suggested direction on the types of projects to prioritize in the coming year.

3.2 The Advisory Board shall submit a report of its activities to the Board in accordance with a schedule established by the Board. The report shall highlight the activities, accomplishments and future goals of the Advisory Board and shall utilize the following report format:

1. Role(s) of the Advisory Board;
2. Meeting dates, time and location;
3. Advisory Board structure;
4. Advisory Board staff (designated staff or staff assigned through the Department and Office);
5. Attendance;
6. Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable);
7. Future goals; and
8. Recommendations (public and/or private sector actions that advance the goals of the Advisory Board).

3.3 In addition to these reports, the Advisory Board may submit progress reports and recommendations to the Board and to the County Executive Office at any time.

ARTICLE V: MEMBERSHIP

1. General

1.1 The Advisory Board shall be composed of nine (9) members, five (5) appointed by the Board with one selection from each of the five (5) Board supervisorial districts, and four (4) appointed with one selection from each incorporated city. The Advisory Board members shall not hold any elected office and shall have demonstrated expertise in the following areas:

- (a) Water quality, water supply, or flood protection management.
- (b) Wildfire or forest management.
- (c) Wildlife, parks, or natural resources stewardship.

(d) Working Lands or agricultural expertise.

(e) Environmental justice, park equity, or public health.

(f) Knowledge and expertise in evaluating financial transactions or program cost-effectiveness.

2. Conflict of Interest

2.1 Each member shall comply with the conflict-of-interest requirements of State law and SCCC 2.38.270 including a requirement that each Advisory Board member to file a Statement of Economic Interest financial disclosure (Form 700).

2.2 Members shall comply with SCCC 2.38.270(D). Any member that determines that they have a conflict of interest on an item under consideration shall recuse themselves from discussion and voting on the item.

ARTICLE VI: TERM OF OFFICE

1. Term of Appointment

1.1 Members of the Advisory Board shall serve a term of four years at the pleasure of the Board or appointing city, with terms commencing on April 1 of the year in which the nominating Supervisor begins a full term, in compliance with SCCC 2.38.100(A)(1). No member may serve more than two consecutive four-year terms. The Board, or appointing city, may, by order, extend this length of service or waive this limit for individuals that they appointed. A member's position shall become vacant upon their death, resignation, or removal by the Board or appointing city. In the case of such a vacancy, the Board or appointing city shall appoint a successor to fill the unexpired term.

2. Resignation

2.1 Resignations shall be in writing and filed with the Clerk of the Board with a copy to the Staff Liaison.

3. Termination of Membership

3.1 In the event that a member of the Advisory Board ceases to meet the membership requirements in Article V, Section 1 of these bylaws, or fails to participate in any regular meeting without an excused absence, their membership shall automatically terminate, and a successor shall be appointed by the Board. In addition, a member of the Advisory Board may be removed from office by a four-

fifths vote of the Board. Additionally, each Supervisor may remove their district appointee at any time, in compliance with SCCC 2.38.100(C).

ARTICLE VII: MEETINGS

1. General

1.1 All meetings of the Advisory Board shall be open to the public and the public shall be notified of all meetings of the Advisory Board in accordance with the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.), as required under SCCC 2.38.110(A). Translation services and other accommodations shall be provided upon request to ensure accessibility for non-English speakers and individuals with disabilities. The agenda shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. Meeting minutes and reports shall be publicly posted online upon review and approval by the Advisory Board.

2. Meeting Frequency

2.1 The Advisory Board shall meet no less than quarterly.

3. Meeting Time and Place

3.1 Regular meetings shall generally be held on a Wednesday to start no earlier than 3:00 P.M but no later than 6:00 P.M., in person at an identified County facility.

4. Special Meetings

4.1 Special meetings of the Advisory Board, or special meeting times, may be called by the order of the Advisory Board chair or by order of a majority of the Advisory Board.

5. Quorum

5.1 A majority of the full membership of the Advisory Board (5 members) shall constitute a quorum, and no act of the Advisory Board shall be valid unless at least a majority of those members constituting a quorum concur therein, in compliance with SCCC 2.38.150(A). A lesser number of the quorum shall adjourn a meeting.

6. Conduct of Meetings

6.1 Proceedings of all meetings generally shall be guided by the current edition of *Rosenberg's Rules of Order*. *Rosenberg's Rules of Order* shall be the parliamentary

guide for all matters of procedure for this Advisory Board not specifically covered in these by-laws.

7. Voting

7.1 An affirmative vote of the majority of all members of the Advisory Board present at the time shall be necessary to approve any action item before the Advisory Board. If requested by any member present, a roll call vote must be held.

ARTICLE VIII: OFFICERS

1. Officers of the Advisory Board

1.1 The officers of the Advisory Board shall be elected at the April meeting of the Advisory Board, and shall be as follows: Chair and Vice-Chair.

2. Duties of Officers

2.1 Chair: The Chair shall preside at all meetings, appoint ad hoc Advisory Boards, authorize calls for any special meetings, and generally perform the duties and functions of the presiding officer. The Chair shall be an ex-officio member of ad hoc Advisory Boards.

2.2 Vice-Chair: The Vice-Chair, in the event of the absence or disability of the Chair, or a vacancy in the office of the Chair, shall assume and perform the duties of the presiding officer.

3. Officers: Term of Office

3.1 Officers shall serve for one (1) year or until their successors are elected. No officer shall serve for more than two (2) consecutive one-year terms. The term of office shall begin with the meeting at which they are elected.

ARTICLE IX: AD HOC COMMITTEES

1. Membership

1.1 Ad-hoc committees may be established as needed to assist the Advisory Board in its duties. The composition of the ad hoc committees shall be determined by the Advisory Board. Ad hoc committees shall not contain a quorum of Advisory Board members.

2. Purpose and Duration

2.1 Ad hoc committees shall be established for a specified period of time and purpose.

ARTICLE X: BYLAWS

1. Enactment

1.1 These bylaws shall become effective upon ratification by the Board of Supervisors and shall comply with Santa Cruz County Code Section 2.38.140(A), requiring final Board approval for all commission bylaws.

2. Amendment

2.1 These bylaws may be recommended for amendment by a majority vote of the Advisory Board, and then final approval by the Board.

3. Notice

3.1 Written notice of any proposed amendment shall be e-mailed to all members at least ten (10) calendar days prior to the meeting at which such action is proposed to be taken.

4. Effective Date of Amendment

4.1 No amendment to these bylaws shall take effect or be binding until said amendment(s) are reviewed by County Counsel and approved by the Board.

ARTICLE XI: DISSOLUTION

The Board shall dissolve the Advisory Board if the special parcel tax is ended by voters pursuant to SCCC 4.65.080, after all tax revenue collected pursuant to the Ordinance is expended and a final report is submitted.