



COMMUNITY BOND OVERSIGHT COMMITTEE BYLAWS

Article I: Authority

Section One: Establishment. Under provision of Policy BDF (LOCAL), the Community Bond Oversight Committee (CBOC) is established by and serves at the will of the Board of Trustees.

Section Two: Limitations. The CBOC shall be an advisory body, and shall serve to provide guidance and counsel to the Board of Trustees, Superintendent, and district administration. The CBOC shall have no power to expend public funds, enter into contracts, or otherwise place obligations or liability upon the district.

Section Three. Bylaws. It shall be the responsibility of the Coordinator of District Advisory Bodies to recommend revisions to the bylaws. Any revisions to the bylaws shall be shared with the CBOC and approved by the superintendent before implementation. [See BDF(LOCAL)]. The CBOC shall observe the bylaws.

Article II: Charge

Section One. Purpose. The Board of Trustees appoints individuals to the CBOC to ensure that bond projects remain faithful to the scope of work approved by district voters. All bond-funded projects are within the committee's oversight responsibilities.

Section Two. Responsibilities. To accomplish its purpose, the CBOC shall have the following responsibilities:

1. Providing oversight of the district bond programs, including:
 - a. Overall budget status;
 - b. Scope, quality and schedule;
 - c. Program surplus and contingency funds;
 - d. Stakeholder satisfaction;
 - e. HUB utilization;
 - f. Any proposed substantive changes;
 - g. Issues and risks; and
 - h. Communication strategies and methods.
2. Providing on an annual basis a written or oral report to the Board of Trustees summarizing the status of the bond program, any issues of concern, and any recommendations for corrective action. The committee may provide additional briefings, memos and other communications to the Board of Trustees as needed.
3. Reviewing information from staff on expenditures of bond funds, and on the timelines and progress of the bond programs.
4. Working with staff to gauge, through surveys or other means, the levels of satisfaction of key campus and community stakeholders with the quality of work and customer service.
5. Evaluating any proposed changes to the overall bond program, such as additions or deletions of projects, and making recommendations to the Board of Trustees about further action.
6. Working with staff to make recommendations to the Board of Trustees on the use of program-level surplus funds.

Article III: Meetings

Section One. Regular Meetings. The CBOC Coordinators and CBOC Co-Chairpersons shall establish an annual schedule for regular meetings. The schedule of regular meetings shall be conveyed to members and posted on the CBOC website. The CBOC shall meet as often as needed, but no less than four times per year.

Section Two. Subcommittees. The CBOC may form subcommittees from time to time on any matter deemed necessary or appropriate, and may provide specific charges or procedures for those subcommittees. Subcommittees shall be comprised of less than a majority of the CBOC membership and not constitute a quorum of the CBOC. Subcommittee meetings shall be held at the discretion of the subcommittee. The CBOC Co-Chairpersons shall determine whether subcommittee meetings are open to the public. Subcommittees shall report findings and recommendations to the CBOC for consideration.

Section Three. Open Meetings. Regular and other plenary meetings of the CBOC shall be open to the public and conducted in accordance with the district's Citizens Communications and Visitor Guidelines.

Section Four. Quorum. For regular and other plenary meetings of the CBOC, a quorum shall be the majority of the current membership. Regular and other plenary meetings may be held without a quorum for purposes of presentations or discussion; however, no actions or voting may take place without a quorum.

Section Five. Attendance. Member attendance shall be monitored by the CBOC Co-Chairpersons, who shall work with members to try and resolve any attendance problems. More than three absences within a one-year period may result in dismissal by the Board Officers.

Section Six. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member shall be entitled to one vote per motion.

Section Seven. Agendas. Unless otherwise directed by the Board of Trustees, agenda items for regular and other plenary meetings of the CBOC shall be determined by the CBOC Coordinators and CBOC Co-Chairpersons. A majority of the CBOC may identify items for placement on the agendas of future meetings. Agendas for regular and other plenary meetings shall be posted at district headquarters and on the CBOC website at least 72 hours in advance.

Section Eight. Minutes. Minutes shall be kept for all regular and other plenary meetings of the CBOC. Minutes may be kept for subcommittee and other meetings at the direction of the CBOC Co-Chairpersons. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff and visitors; and brief synopses of the meeting proceedings. Minutes for regular and other plenary meetings shall be approved by the CBOC and posted on the CBOC website.

Article IV: Membership

Section One. Membership and Terms. Members are appointed by trustees in a manner consistent with District Policy BDF (LOCAL). District policy provides that member terms are two years. A member may serve no more than two, two-year terms. Members must reside in the district.

Terms are tied to the election of the appointing trustee. They expire on January 31 following the election of a trustee in the district the CBOC member represents. (Effectively, a trustee elected in November has until January 31 to appoint a new CBOC member or reappoint an existing member to an additional term.)

Section Two. Diversity and representation. Trustees shall strive to attain a CBOC membership that reflects the geographic, ethnic, gender and economic diversity of the district, as well as a broad range of interests and sufficient subject matter expertise to address the issues commonly before the CBOC.

Section Three. Selection. Each trustee shall appoint two individuals to serve as members on the CBOC. Trustees may consult with the Coordinator of District Advisory Bodies to identify member candidates and to obtain their applications for consideration.

Section Four. Vacancies. Should a CBOC member resign or be removed, creating a vacancy, a trustee may appoint a replacement to serve the remainder of the term. In such case, the trustee shall notify the District Committee Coordinator through the Board Secretary.

Section Five. Conflict of Interest. No individual shall be nominated for or hold a position on the CBOC if that individual has a direct pecuniary interest in the recommendations of the CBOC and decisions made by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. A lone agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue. Any cases of conflict of interest shall be reported to the General Counsel, who may consult with the Board Officers for possible action, including dismissal.

Section Six. Undue Advantage. CBOC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by their appointing trustee or the Board Officers. (As examples, it would be considered an undue advantage if an individual included his or her membership in the CBOC in the reasoning for allowing a student transfer or for following a student entry into a particular program; however, it would not be considered an undue advantage to include CBOC membership on his or her resume.)

Section Seven. Conduct. The district welcomes freedom of expression and debate. However, CBOC members shall conduct themselves, in meetings and at all other times, with courtesy and respect toward fellow members, district parents and students, district staff and trustees, and members of other district advisory committees. In meetings, members must be recognized by the Co-Chairpersons before speaking, and otherwise respect the order maintained by the Co-Chairpersons. Members are encouraged to interact with and gain the perspective of stakeholders outside of the CBOC; however, unless authorized by the CBOC, Board of Trustees, or administration, as appropriate, members shall not speak for the CBOC or the district. Members, by their comments and/or actions, shall not reflect badly on the CBOC. Violation of this code of conduct may result in dismissal by the Board Officers.

Article V: Co-Chairpersons

Section One. Selection. The Co-Chairpersons of the CBOC shall be determined by the Board Officers from among the CBOC members.

Section Two. Term of Service. The Co-Chairpersons shall serve, in that capacity, at the will of the Board Officers. A Co-Chairperson may serve one, two-year term.

Section Three. Responsibilities. The responsibilities of the CBOC Co-Chairpersons shall include:

1. Working with the CBOC Coordinators to determine agendas for regular and other plenary meetings of the CBOC;
2. Presiding at all regular and other plenary meetings of the CBOC, and ensuring that basic parliamentary procedure is followed;
3. Representing the CBOC, and signing all letters, reports, and other communications on behalf of the CBOC;
4. Presenting progress reports to the Board of Trustees; and
5. Performing other responsibilities as may be prescribed by the Board of Trustees.

Article VI: Website

Section One. Content. The CBOC Coordinators and appropriate staff will work with the Coordinator of District Advisory Bodies to provide the following information on the CBOC website:

1. Schedule of meetings;
2. Agendas for regular and other plenary meetings;
3. Approved minutes of regular and other plenary meetings;
4. Current membership;
5. Bylaws;
6. Contact information;
7. Resources (progress reports, FAQs, fact sheets, links, etc.);
8. Announcements; and
9. Other information as appropriate.

Section Two. Maintenance. The CBOC Coordinator and appropriate staff will work with the district webmaster to maintain the CBOC website and keep it current.

Article VII: Administrative Responsibility and Committee Coordinator

Section One. Administration. The functioning of the CBOC is the joint responsibility of the Chief Financial Officer (Finance, Historically Underutilized Business Program, and Construction Procurement) and the Chief of Operations (Construction, Project Management, Transportation and Food Service). Both chief officers of those offices shall be responsible for administrative matters falling under their respective offices. The chiefs shall coordinate on the division of labor between the two chief officers.

Section Two. Committee Coordinator. The Superintendent delegates to the Chief Financial Officer and the Chief Operations Officer the authority to jointly appoint an individual to serve as the CBOC Committee Coordinator. [See BJA(LOCAL)] Other Chief Officers of the District whose departments receive bond funds shall provide support on an as-needed basis.

Section Three. Staff Support. The two chief officers through the Committee Coordinator shall ensure that appropriate staff provide ongoing support to the CBOC. Staff support responsibilities shall include, but are not limited to:

1. Ensuring that adequate arrangements are made for venues and technical support for regular and other meetings;
2. Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings;
3. Serving as custodians of CBOC records;
4. Keeping minutes of regular meetings and other applicable community meetings;
5. Ensuring that agendas and approved minutes for regular meetings and other applicable community meetings are posted in a timely manner;
6. Serving as point of contact for stakeholders, and conveying online, email, or written comments that may be received by the CBOC;
7. Ensuring that new members are sufficiently oriented to serve on the CBOC;
8. Informing the Co-Chairpersons of attendance issues;
9. Informing the Coordinator of District Advisory Bodies of membership vacancies; and
10. Informing the General Counsel of possible member conflicts of interest.

ARTICLE VIII: Sunset Review

Section One: Consistent with BDF(LOCAL), the committee is subject to sunset review.

Section Two: The committee shall cease to exist on July 31, 2023 (sunset date), unless the committee is reauthorized by the board. Staff may recommend a new sunset date to Board of Trustees during bond-related deliberations, including the call for a new bond election.

Section Three: If the committee is re-authorized by the Board of Trustees, the board shall establish a new sunset date.