

**BYLAWS OF THE
SONOMA COUNTY LOCAL MENTAL HEALTH, ADDICTION AND HOMELESS SERVICES
MEASURE O OVERSIGHT COMMITTEE**

BACKGROUND

Sonoma County voters in November 2020 passed a ¼ cent sales and use tax for 10 years officially titled Measure O. The tax took effect on April 1, 2021.

Measure O requires an independent citizens' oversight committee to provide transparency and ensure fiscal accountability. These Bylaws ("Bylaws") set forth the operating procedures and duties of the Measure O Oversight Committee ("Committee"). These bylaws shall become effective upon adoption by the Board of Supervisors.

ARTICLE I

Duties of the Committee

Section 1. The Committee has the following responsibilities:

- (1) The Committee shall review the receipt and expenditures of the revenue from the transactions and use tax, including the County's annual independent audit. The Committee's review shall be completed in conjunction with the County's budget process. The Committee shall produce an annual oral or written report on its review which shall be considered by the Board at a public meeting.
- (2) The amount generated by Measure O and how it was used shall be included in the annual audit of the County's financial operations by an independent certified public accountant, which the Committee shall review.
- (3) Review the annual Sonoma County Local Mental Health, Addiction and Homeless Services Measure Transaction and Use Tax Ordinance Report which shall be prepared by the Sonoma County Department of Health Services (DHS) no later than the last day of the sixth month following the end of each fiscal year ("Annual Report"). The Annual Report shall detail the prior fiscal year's activities related to the retail transactions and use tax. The Annual Report shall include revenues generated by the Transactions and Use Tax, expenditures (in summary form), funds carried over from previous fiscal years, and any remaining funds to be carried over for expenditure in subsequent fiscal years. The Annual Report may also include any future expenditures/projects that the entity is considering and for which they are seeking confirmation of eligibility for use of the proceeds from this Measure O. The Committee will review the Annual Report and submit their findings and conclusions to the County Board of Supervisors. The Committee's report shall also be made available to the public.
- (4) Other such duties as assigned by the Board of Supervisors.

Section 2. To preserve the integrity and independence of the oversight process, the Committee's responsibilities shall not include decision-making on spending priorities, financing plans or tax rate projections or assumptions and the Committee shall have no authority to direct, nor shall it direct, County or City staff or officials.

ARTICLE II

Membership

Section 1. The Board shall adopt a resolution regarding the appointment of seven Committee members. Two of the Committee members will be selected by the Sonoma County City Selection Committee. Additional members shall include a hospital representative or first responder (a list of names of potential members submitted by the hospital association, fire chiefs association or law enforcement association), a business community representative (a list of names of potential members submitted by a chamber or business association), and a community member with lived experience of mental health needs or homelessness.

Section 2. Committee members shall serve three year terms at the pleasure of their appointing body. Committee members shall be eligible to be reappointed by their appointing body.

Section 3. Attendance. Committee members are expected to attend all meetings. Members who have three consecutive or four cumulative absences from Committee meetings in a twelve month period shall be deemed to have resigned from the Committee unless prior approval has been received by the Director of DHS.

Section 4. Vacancies. A vacancy shall exist when a Committee member submits a written resignation to the Director of DHS or has been deemed to have resigned. When a vacancy occurs on the Committee, vacancies will be posted in accordance with the Maddy Act (Government Code section 54970).

ARTICLE III

Officers

Section 1. The officers of the Committee shall be a Chairperson and a Vice Chairperson. Officers shall be voting members of the Committee and no member may hold more than one office. The officers of the Committee shall be elected by the members of the Committee at the first Committee meeting of each three year term or at a subsequent meeting as determined by the Committee.

Section 2. The Chairperson of the Committee shall, if present, preside at all Committee meetings and exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Committee or prescribed by these Bylaws. The Chairperson shall act as a duly authorized representative of the Committee in all matters in which the Committee has not formally designated some other person to act.

ARTICLE IV

Conflicts of Interest

The voters approved five separate Measure O Expenditure Categories. No Committee member may involve themselves in oversight of expenditures in a particular Expenditure Category that materially benefits their own business interests or the interests of an organization that they represent (collectively referred to as “interests”). If a Committee member’s interests received revenue from a Measure O Expenditure Category during the prior fiscal year, that Committee member shall refrain from participating in oversight of expenditures in that particular Expenditure Category. The remaining members of the Oversight Committee can conduct the oversight of that particular Expenditure Category.

ARTICLE V

Meetings and Quorum

Section 1. The Committee shall meet once a year or additionally if needed as determined by the Committee or the Board of Supervisors.

Section 2. Committee meetings shall be open to the public. The Committee is subject to all provisions of the Ralph M. Brown Act (California Government Code sections 54950 et seq). The Committee will conduct all business within Sonoma County. At each Committee meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on matters within the jurisdiction of the Committee.

Section 3. The presence of at least 4 Committee members shall constitute a quorum. A quorum of Committee members must be present at any meeting in order to take action on any item on the agenda.

ARTICLE VI

Miscellaneous

DHS will provide the Committee with the appropriate staff and technical support needed to carry out the work of the Committee, including the keeping of minutes of meetings and of actions taken at all meetings.