

**CABRILLO UNIFIED SCHOOL DISTRICT**  
**CITIZENS' MEASURE E OVERSIGHT COMMITTEE**  
**BYLAWS**

**Section 1. Committee Established.**

On June 8, 2010, the Cabrillo Unified School District (“District”) received approval from voters to implement an annual \$150 per parcel tax levy to support educational programs for a period of five years. Pursuant to its desire to assure the greater school community that these parcel tax dollars will be expended in a manner consistent with the ballot language, the District voluntarily establishes a Citizens’ Parcel Tax Oversight Committee (“Committee”). The Board of Trustees of the Cabrillo Unified School District (“Board”) hereby adopts the Citizens’ Measure E Oversight Committee Bylaws setting forth the duties and rights of this Committee.

**Section 2. Purposes.**

The purpose of the Committee shall be to inform the public at least annually in a written report concerning the expenditure of the parcel tax proceeds. 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.

**Section 3. Duties.**

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

**3.1 Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that parcel tax proceeds are expended only for the purposes set forth in the ballot measure.

**3.2 Present an 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 District use of parcel tax revenue is consistent with the intended use of such monies 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 receive and review copies of the District's annual independent financial audit and/or make requests for copies or inspection of District records in writing to the District's Chief Business Official. The Committee may also request to meet and confer with members of the District's Management Team and/or conduct site visits to verify that the parcel tax revenues are being used in an appropriate manner.

## **Section 5. Membership.**

**5.1 Number.** The committee shall consist of at least seven (7) members appointed by the Board of Trustees based on the following criteria: (a) one representative of the local business community; (b) one person active in a senior citizens' organization; (c) one member from each of the two represented bargaining units; and (d) three additional "at large appointees" as selected by the Board of Trustees, at least one of whom shall have a child enrolled in the District.

**5.2 Qualification Standards.** To be a qualified person, he or she must be at least 18 years of age and reside within the Cabrillo Unified School District boundaries.

**5.3 Ethics Policy.** By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy (Attachment A).

**5.4 Term.** Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning October 1. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum majority for an initial three (3) year term and the remaining members for an initial two (2) year term. A committee member who ceases to belong to one of the designated groups he/she was appointed to represent shall be permitted to complete his/her term so long as he/she continues to reside within the District boundaries.

**5.5 Removal: Vacancy.** The Board may remove any Committee member for cause, including failure to attend three consecutive Committee meetings or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board shall fill by appointment any vacancies on the Committee or any additional membership on the Committee.

**5.6 Compensation.** The Committee members shall not be compensated for their services.

## **Section 6. Meetings of the Committee.**

**6.1 Regular Meetings.** The Committee shall establish a schedule for the date and time of regular meetings to be held at least semi-annually to include an annual organizational meeting to be held no later than October 15.

**6.2 Location.** All meetings shall be held in the Cabrillo Unified School District Board Room, located at 498 Kelly Avenue, Half Moon Bay, California.

**6.3 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 except adjournment.

## **Section 7. District Support.**

**7.1** 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 Board.

**7.2** District staff shall attend Committee proceedings whenever invited in order to report on the status of projects and the expenditures of parcel tax proceeds.

**7.3** In the event of a vacancy on the Committee for any reason—resignation, removal, or end of term— District staff shall post said vacancy and application process in a timely manner at all District offices and school sites, on the District website, and at the Half Moon Bay branch of the County Library. Staff shall also publicize the vacancy via news releases prepared and delivered to Coastside news media.

## **Section 8. Reports.**

In addition to the Annual Report required in Section 3.2, the Committee may choose to report to the Board following any meeting in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

## **Section 9. Officers.**

The Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

## **Section 10. Amendment of Bylaws.**

Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

## **Section 11. Termination.**

The Committee shall automatically terminate and disband at the earlier of the date when (a) all parcel tax proceeds are spent, or (b) June 30, 2015.

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**ATTACHMENT A**  
**CITIZENS' MEASURE E OVERSIGHT COMMITTEE**  
**ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to follow while carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

**CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to expend any parcel tax monies in a manner which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

**COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Cabrillo Unified School District.

**COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

*I have read the above Ethics Policy Statement and agree to abide by all of the conditions contained therein.*

\_\_\_\_\_  
(Signature of Committee Member)

\_\_\_\_\_  
(Date)

Printed Name of Committee Member: \_\_\_\_\_