



## **MEASURE G CITIZEN OVERSIGHT COMMITTEE BYLAWS**

### **ARTICLE I – NAME**

The name of the Committee shall be the Measure G Citizen Oversight Committee.

### **ARTICLE II – DUTIES**

#### **SECTION 1**

The following shall be the duties of the Measure G Citizen Oversight Committee as per Chapter 3.15 of the Napa Municipal Code:

- A. Review and report on the financial audits of the Measure G retail transactions and use tax revenues and expenditures.
- B. Confirm expenditures are consistent with priorities approved by the City Council, no revenues have been siphoned off by the State or other entities, and no revenues are used for the benefit of other than the Napa community.
- C. Receive presentations regarding projects, initiatives, and city operations funded by the Measure G retail transactions and use tax.
- D. Review financial reports regarding the Measure G retail transactions and use tax requested by City Council.
- E. Make recommendations to the City Council on matters referred to the Committee by the City Council.

#### **SECTION 2**

The purpose and scope of these bylaws are to implement the Napa Municipal Code as it relates to the Measure G Citizen Oversight Committee duties and City Policy Resolution No. 10 (Norms of Operation and Rules of Order and Procedure for City Established Boards, Commissions and Committees). The Measure G Citizen Oversight Committee may adopt written rules of procedure or bylaws provided that they are consistent with any ordinance or resolution of the City Council, including Policy Resolution No. 10, and such ordinance or resolution takes precedence over the Measure G Citizen Oversight Committee Bylaws.

## **ARTICLE III – OFFICERS**

### **SECTION 1**

The Officers of the Committee shall consist of a Chair, Vice-Chair, and Secretary.

### **SECTION 2**

1. The offices of Chair and Vice-Chair shall be appointed, and persons so appointed shall serve for a term of one year beginning at the first meeting of each year with offices held until the first meeting of the subsequent year.
2. The election of Chair and Vice-Chair shall be held during the first meeting held each year.

### **SECTION 3**

The Assistant City Manager or their designee shall function as the Staff Manager to coordinate the provision of staff support to the Measure G Citizen Oversight Committee. The Staff Manager is responsible for appointing a Secretary to the Measure G Citizen Oversight Committee to assist the Committee in complying with all procedural requirements of Policy Resolution No. 10 including the preparation of meeting agendas, notices, reports and minutes. The Assistant City Manager or their representative may serve as Secretary to the Measure G Citizen Oversight Committee. If the appointed Secretary is a City employee that individual shall not be a member of the Committee and shall not have voting power.

### **SECTION 4**

The duties of the officers of the Measure G Citizen Oversight Committee shall be as follows:

1. It shall be the duty of the Chair to preside over all meetings of the Committee.
2. It shall be the duty of the Vice-Chair to assist the Chair in the execution of their office and to act in their stead during the Chair's absence. If the Chair vacates the position, the Vice-Chair shall serve as Chair until the next election of officers.
3. In the absence of the Chair and Vice-Chair, the Committee may select any other member to call the Committee to order and preside temporarily.
4. It shall be the duty of the Secretary to keep a record of all meetings of the Measure G Citizen Oversight Committee, to post notice of meetings, and to distribute the agenda and accompanying material. Additionally, the Secretary will provide copies of the most recently approved Committee Bylaws, City Policy Resolution No. 10, and Chapter 3.15 of the Municipal Code to each Committee Member within 30 days of their appointment.

## **ARTICLE IV – MEETINGS**

### **SECTION 1**

Meetings shall be held at least twice annually. The Regular meetings of the Measure G Citizen Oversight Committee shall be scheduled, noticed, and conducted in accordance with City Policy

Resolution No. 10, and the Ralph M. Brown Act (California Government Code Section 54950, *et seq.*).

## **SECTION 2**

Three (3) members of the Committee shall constitute a quorum for the purpose of transacting business.

## **SECTION 3**

The regular meeting may be adjourned and reconvened at any specified time and place, upon a majority vote of the Committee.

## **SECTION 4**

Special meetings may be called in compliance with Government Code Section 54956, including the required notice to each member of the Committee. Said notice shall state the purpose for such special meeting.

## **SECTION 5**

It is anticipated that respect shall be given to all speakers including Committee Members, staff, presenters, members of the public, etc., and that all participants will honor the rules of the Committee and applicable laws.

# **ARTICLE V – AGENDA**

## **SECTION 1**

The agenda for regular meetings shall be distributed to members of the Committee and available to the public at least 72 hours prior to the meeting.

The agenda shall generally follow the order of business as provided for in City of Napa Policy Resolution 10, and shall show the order of business of each regular meeting as follows:

1. Call to Order/Roll Call
2. Agenda Review and Supplemental Reports
3. Public Comment
4. Consent Calendar Including Approval of Minutes
5. Presentations
6. Administrative Reports
7. Comments by Committee Members and Staff
8. Adjournment

The Committee may adjust an agenda to accommodate the needs of the Committee Members or members of the public.

## **ARTICLE VI – RULES GOVERNING PUBLIC MEETINGS**

### **SECTION 1**

All meetings of the Committee shall be public meetings and shall be conducted in accordance with the provisions of Sections 8 through 10 of City of Napa Policy Resolution 10 (listed below).

Section 8 – Order of Business for Regular Meetings

Section 9 – Conduct of the Meetings

Section 10 – Committee Voting

## **ARTICLE VII – AMENDMENTS**

These bylaws may be amended, revised or repealed at a regular meeting of the Measure G Citizen Oversight Committee upon majority vote of the Committee.