

**LOS ANGELES MISSION COLLEGE
CITIZENS' OVERSIGHT COMMITTEE
BYLAWS**

I. Membership – Appointment, Qualifications and Term

A. The College President will appoint the members of the College Citizens' Oversight Committee ("CCOC") for Los Angeles Mission College ("the College"), with a majority approval from the CCOC as deemed necessary.

B. Composition

1. The CCOC will consist of a minimum of seven members, as follows:
 - a. One member who is active in a business organization representing the business community in the college's service area;
 - b. One member who is active in a senior citizens' organization;
 - c. One member who is in a bona fide taxpayers' organization;
 - d. One member who is a student enrolled at the College and active in a college group, such as the college associated students' organization;
 - e. One member who is an active member of a College advisory committee or the College's foundation;
 - f. One member who is active in a public agency;
 - g. One member who is active in a K-12 organization;
2.
 - a. One member of the CCOC will be recommended by the College President to serve as the CCOC's representative to the District Citizens' Oversight Committee ("DCOC").
 - b. One member of the CCOC will be recommended by the College President to serve as an alternate representative to the DCOC.

C. General Qualifications

1. *Employees and Employee Representatives* – No employee of the District may be appointed as a member of CCOC. The College President may also appoint non-voting employee representatives to the CCOC. Any employee representative to the committee may participate in the committee's deliberations but may not cast a vote as a committee member or otherwise participate in any similar form of formal decision-making.
2. *Interested vendors* – No vendor, contractor, or consultant of the District shall be appointed to the CCOC.
3. *No dual membership* – A member of the CCOC who is not the CCOC's designated representative for the DCOC may not be a member of the DCOC or another CCOC. A member of the DCOC who is not the CCOC representative to the DCOC may not be a member of the CCOC.
4. *Elected Officials* – Elected officials are not eligible to be members of the CCOC.

- D. Terms
1. Members of the CCOC shall serve for a term of two years and for no more than two consecutive terms, unless approved by the College President.
 2. The community college student member may, at the discretion of the College President, serve up to six months after his or her graduation.
- E. Removal from membership – Members of the CCOC serve at the pleasure of the College President and may be removed at any time within the College President’s discretion and upon consultation with CCOC. Appropriate justification for such may be lack of active participation as indicated by three consecutive absences.

II. **Authority**

- A. Authority and Relationship of Committees
1. DCOC
 - a. Role – The role of the District Citizens’ Oversight Committee is to inform the public concerning the District’s expenditure of revenues received from the sale of Prop A/AA and Measure J bonds authorized by the voters of the State of California. In particular, the Committee will provide oversight ensuring that
 - (1) bond revenues are expended only for the construction, reconstruction, rehabilitation, or replacement of college facilities, including the furnishing and equipping of college facilities, or the acquisition or lease of real property for college facilities; and
 - (2) no bond revenues are expended for any teacher or administrative salaries or other college operating expenses
 - b. To carry out its role, the District Citizens’ Oversight Committee may:
 - (1) receive and review copies of the annual independent performance audit conducted to ensure that the bond revenue has been expended only on the specific projects listed in the bond proposition;
 - (2) receive and review copies of the annual independent financial audit of the bond revenue;
 - (3) inspect college facilities and grounds to ensure that the bond revenue is expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution;
 - (4) receive and review copies of deferred maintenance proposals or plans developed by the District; and
 - (5) review efforts by the District to maximize bond revenues by implementing various cost saving measures.

2. CCOC – The role of the CCOC is to advise the DCOC regarding the college’s expenditure of bond revenues on the specific projects listed in the bond proposition that are planned for the College.

B. Legal capacity of committees

1. The DCOC is the citizens’ advisory committee established pursuant to Education Code section 15278.
2. The CCOC is advisory to the DCOC.
3. Neither the DCOC nor the CCOCs have an independent legal capacity from the Los Angeles Community College District.

C. Information provided to committee members – Information provided by staff to one member of the CCOC shall be provided to all members of the CCOC, in accordance with the directions of the College President.

D. Authority of individual committee members

1. The Chair of the CCOC shall have the authority to direct staff as necessary to comply with public meeting laws.
2. Except as expressly provided in these bylaws or by a majority vote of the applicable committee, individual committee members shall not have the authority to direct staff unless the applicable committee has voted express authority to do so.
3. Each individual committee member retains the right to address the Board of Trustees, either on behalf of his or her respective committee, or as an individual.

E. Election of Officers

1. The chair for the CCOC shall be elected annually at the first meeting held or as vacancies occur according to the fiscal year (July 1 – June 30).
2. Thereafter, the chair and the officers of the CCOC will be elected annually by the first meeting held on or after July 1, or as vacancies may occur.
3. The elected officers will consist of chair, co-chair, and parliamentarian.

F. Schedule of Meetings

1. The CCOC will meet on the 2nd Monday every other month, at an appropriate time, (six meetings per year), with additional meetings to be determined in consultation with the college president.

III. Procedures

A. District Staffing to Committee

1. Reasonable staffing shall be provided to the CCOC without charge to bond funds.

2. The management-level staff person for the CCOC will report to the respective College President.
 3. Staff levels are within the discretion of the College President for the CCOC, but the CCOC may make recommendations regarding its respective staffing needs.
 4. The College President should seek input from individual committee members regarding the evaluation of staff members.
- B. Legal Counsel – The Chair of the CCOC may seek legal counsel as necessary from the Office of General Counsel, which will provide advice directly or through the use of additional counsel as may be necessary. Since the CCOC does not have a separate legal capacity from the District, the committee may not obtain other legal counsel without permission from the General Counsel.
- C. Defense and indemnity – The District has a duty to defend and indemnify volunteers acting within the course and scope of their volunteer duties. In the event of litigation naming the CCOC, or the individual members, the Board of Trustees shall provide counsel for the CCOC, and shall promptly determine whether to provide counsel for individual members.

IV. Bylaws

- A. Bylaws – These bylaws are established for the CCOC and subject to the approval of the Chancellor.
- B. Amendments – Amendments to these bylaws must be approved by the Chancellor.

V. Conduct of meetings

- A. Quorum – A quorum of the CCOC shall consist of a majority of members with a minimum of four necessary to conduct business.
- B. Public meetings
1. The CCOC is subject to the Ralph M. Brown Act. In light of this requirement, the CCOC will adopt schedules of meetings for at least six-month periods.
 2. Notices and agendas regarding the CCOC shall be posted in the same location as the location where notices and agendas regarding the Board of Trustees meetings.
 3. Each member will be given a current copy of the Ralph M. Brown Act by the Office of General Counsel. The Office of General Counsel shall have the responsibility to provide a briefing regarding the Brown Act at a regular meeting of the CCOC annually.

- C. Public Records – Minutes of the proceedings of the CCOC and all documents received and reports issued shall be a matter of public record.
- D. Except as otherwise provided by these bylaws or applicable law, meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.