



College Citizens' Oversight Committee (CCOC)

BYLAWS

WEST LOS ANGELES COLLEGE CITIZENS' OVERSIGHT COMMITTEE

BYLAWS

A) Membership - Appointment, Qualifications and Term

1. The College President will appoint the members of the College Citizens' Oversight Committee ("College Citizens' Oversight Committee") for Los Angeles West Los Angeles College ("the College").
2. Composition
 - a) The College Citizens' Oversight Committee will consist of at least seven members, as follows and will include representation from the following organizations:
 - i) One member who is active in a business organization representing the business community in the college's service area;
 - ii) One member who is active in a senior citizens' organization;
 - iii) One member who is in a bona fide taxpayers' organization;
 - iv) One member who is a student enrolled at the College and active in a college group, such as the college associated students' organization;
 - v) One member who is an active member of a College advisory committee or the College's foundation;
 - b) One member of the College Citizens' Oversight Committee will be recommended by the College President to serve as the College Citizens' Oversight Committee's representative to the District Citizens' Oversight Committee ("District Citizens' Oversight Committee").
3. General Qualifications
 - a) *Employees and Employee Representatives* - No employee of the District may be appointed as a member of the College Citizens' Oversight Committee. The College President may appoint non-voting employee representatives to the College Citizens' Oversight Committee. 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.
 - b) *Interested vendors* - No vendor, contractor, or consultant of the District shall be appointed to the College Citizens' Oversight Committee.

- c) *No dual membership* - A member of the College Citizens' Oversight Committee who is not the College Citizens' Oversight Committee's designated representative for the District Citizens' Oversight Committee may not be a member of the District Citizens' Oversight Committee or another College Citizens' Oversight Committee. A member of the District Citizens' Oversight Committee who is not the College Citizens' Oversight Committee representative to the District Citizens' Oversight Committee may not be a member of the College Citizens' Oversight Committee.
- d) *Elected Officials* - Elected officials are not eligible to become members of the College Citizens' Oversight Committee.

4. Term

- a) Members of the College Citizens' Oversight Committee shall serve for a term of two years and for no more than two consecutive terms.
- b) The community college student member may, at the discretion of the College President, serve up to six months after his or her graduation.
- c) Removal from membership - Members of the College Citizens' Oversight Committee serve at the pleasure of the College President and may be removed at any time within the College President's sole discretion.
- d) Process for replacement – If mid-term vacancies occur, the process for replacement shall ideally follow the same process as for regular appointments. The Chancellor may adjust the process as may be reasonably necessary for the particular circumstances.

B) Authority

A) Authority and relationship of committees

- a) District Citizens' Oversight Committee
 - i) 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 bonds authorized by the voters on April 10, 2001. 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.

- ii) 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.

- b) College Citizens' Oversight Committee
 - i) The role of the College Citizens' Oversight Committee is to advise the District Citizens' Oversight Committee regarding the District's expenditure of bond revenues on the specific projects listed in the bond proposition that are planned for the College.

 - ii) Legal capacity of committees
 - (1) The District Citizens' Oversight Committee is the citizens' advisory committee established pursuant to Education Code section 15278.
 - (2) The College Citizens' Oversight Committee is advisory to the District Citizens' Oversight Committee.
 - (3) Neither the District Citizens' Oversight Committee nor the College Citizens' Oversight Committees have an independent legal capacity from the Los Angeles Community College District.

 - iii) Information provided to committee members - information provided by staff to one member of the College Citizens' Oversight Committee shall be provided to all members of the College Citizens' Oversight Committee, in accordance with the directions of the College President.

 - iv) Authority of individual committee members

- (1) The Chair of the College Citizens' Oversight Committee 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.

v) Selection of Chair

- (1) The chair for the College Citizens' Oversight Committee shall be designated by the College President.
- (2) Thereafter, the chair for the College Citizens' Oversight Committee will be appointed annually by the first meeting held on or after July 1, or as vacancies may occur. The chair shall serve at the pleasure of the College President.

C) Procedures

- 1) Reasonable staffing shall be provided to the College Citizens' Oversight Committee without charge to bond funds.
- 2) The management-level staff person for each College Citizens' Oversight Committee will report to the respective College President.
- 3) Staffing levels are within the discretion of the respective College President for College Citizens' Oversight Committee, but the College Citizens' Oversight Committee may make recommendations regarding their respective staffing needs.
- 4) The College President should seek input from individual committee members regarding the evaluation of staff members.
- 5) Legal Counsel - The Chair of the College Citizens' Oversight Committee 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 College Citizens' Oversight Committee does not have a separate legal capacity from the District, the committee may not obtain other legal counsel without permission from the General Counsel.
- 6) 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 College Citizens' Oversight Committee, or the individual members, the

Board of Trustees shall provide counsel for the College Citizens' Oversight Committee, and shall promptly determine whether to provide counsel for individual members.

D) Bylaws

- 1) Bylaws - These bylaws are established for the College Citizens' Oversight Committee and subject to the approval of the Chancellor.
- 2) Amendments - Amendments to these bylaws must be approved by the Chancellor.

E) Conduct of Meetings

- 1) Meetings shall be held at least three times per year.
- 2) Quorum - A quorum of the College Citizens' Oversight Committee shall consist of a majority of members of the College Citizens' Oversight Committee.
- 3) Public meetings
 - a) The College Citizens' Oversight Committee is subject to the Ralph M. Brown Act. In light of this requirement, the College Citizens' Oversight Committee will adopt schedules of meetings for at least six-month periods.
 - b) Notices and agendas regarding the College Citizens' Oversight Committee shall be posted in the same location as the location where notices and agendas regarding the Board of Trustees meetings.
 - c) 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 College Citizens' Oversight Committee annually.
- 4) Public Records - Minutes of the proceedings of the College Citizens' Oversight Committee and all documents received and reports issued shall be a matter of public record.
- 5) Except as otherwise provided by these bylaws or applicable law, meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.