

CITIZENS OVERSIGHT COMMITTEE BYLAWS

December 7, 2022



COC Bylaws Overview

- Purpose
- Duties
- Membership Composition and Eligibility
- Terms
- Chairperson/Vice-Chairperson
- Meeting Schedule
- Training

COC Bylaws Overview

PURPOSE:

Measure Q called for a Citizens Oversight Committee charged with providing input and review of the Strategic Plan and periodic updates. These Bylaws will govern the proceedings of the Citizens' Oversight Committee (Committee), an advisory committee established by the Directors of the Sonoma-Marín Area Rail Transit District (SMART) as provided for in Measure Q.

COC Bylaws Overview

DUTIES:

- Provide input and review the Strategic Plan and subsequent plans; receive periodic updates on significant financial matters not previously identified in the Strategic Plan or annual budget that may materially impact the previously adopted Strategic Plan.
- Hold meetings Quarterly and issue reports, on at least an annual basis, to inform and update the SMART Board and the Sonoma and Marin County residents on any developments related to the implementation, planning and advancements of the Strategic Plan. Copies of this document should be made widely available to the public.
- Receive briefings on financial, budgetary, capital plans and other strategic planning matters that may have a material impact on the District and provide updates to the SMART Board of Directors at least bi-annually.



COC Bylaws Overview

MEMBERSHIP COMPOSITION AND ELIGIBILITY:

- Members shall be selected from Marin and Sonoma counties in order to create balance and geographic diversity between the counties and throughout SMART's service area
- The nine members selected shall have relevant experience, skill and knowledge in performing their primary duty to advise the Board on Strategic Plans and objectives, drafting of Strategic Plans and knowledge of financial, budgetary, capital, transit and other strategic planning matters.
- These individuals must also reflect a balance of viewpoints across the two Counties. In addition, members may be nominated by interested stakeholders and local organizations to be appointed to the Committee



COC Bylaws Overview

Nominating organizations may include:

- Local financial, business or taxpayer organizations
- Environmental, voting and transit advocacy groups in Marin and Sonoma County
- Major Sonoma and Marin employers
- Marin and Sonoma organizations representing seniors, veterans and persons with disabilities
- Advocacy groups representing bicyclists, pedestrians and passengers
- School districts and colleges (parents and educators)
- Disadvantaged communities, minority groups and civil rights organizations

COC Bylaws Overview

TERMS:

- Members shall be appointed for a term of three (3) years
- To provide for staggered terms, at the first meeting of the Committee, the members will draw lots to determine whether their initial appointment is for one, two, or three years.
- All initial appointment terms shall commence on January 1, 2023
- Committee candidates (including existing members) are required to complete and submit an application. Applications shall be submitted to the SMART Clerk of the Board



COC Bylaws Overview

CHAIRPERSON/VICE-CHAIRPERSON:

- A Chairperson and Vice-Chairperson shall be nominated and appointed by the Committee; the appointment will be by a majority vote. In the event of a vacancy in the Chairperson's position, the Vice-Chairperson shall succeed as Chairperson for the balance of the Chairperson's term, and the Committee shall elect a successor to fill the vacancy in the Vice-Chairperson's position
- Among other duties, Chairperson will provide semi-annual report to the SMART Board of Directors
- Vice-Chairperson performs duties of Chairperson when Chairperson is absent

COC Bylaws Overview

- **MEETING SCHEDULE:**

- Regular meetings of the Committee shall be held at least quarterly, or more often as needed to discharge the COC's primary duties related to the Strategic Plan
- The Chairperson, in consultation with SMART staff and the Clerk of the Board may call a special meeting.

- **TRAINING**

SMART Staff shall provide initial Brown Act Training to all Committee Members upon appointment

Questions?

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