



## MWPA CITIZENS' OVERSIGHT COMMITTEE

Special Bylaws Meeting  
Wednesday, January 13, 2021  
5:30 pm

<https://zoom.us/j/96521093866>

Or Telephone:

669-900-6833

Meeting ID: 965 2109 3866

For those joining by phone use: \*9 to "raise your hand" and \*6 to mute/unmute

**ATTENTION:** This will be a virtual meeting of the Citizens' Oversight Committee of the Marin Wildfire Prevention Authority pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, she/he/they should contact Mark Brown at [mbrown@marinwildfire.org](mailto:mbrown@marinwildfire.org)

**1. Call to order.**

**2. Roll Call.**

Kingston Cole  
Larry Minikes  
Stephen Keese  
Lucy Dilworth  
Rebecca Suggs

Pat Randolph  
Larry Chu  
Max Perrey  
Carolyn Longstreth

**AGENDAS & STAFF REPORTS ON-LINE [www.marinwildfire.org](http://www.marinwildfire.org)**

**3. Agenda Adjustments.**

**4. Open time for public expression.** *The public is welcome to address the Citizen's Oversight Committee at this time on matters not on the agenda that are within the jurisdiction of the Board. Please be advised that pursuant to Government Code Section 54954.2, the Committee is not permitted to discuss or take action on any matter not on the agenda. Comments may be no longer than three minutes and should be respectful to the community. **Please silence your cell phones during the meeting / mute your microphone when not reporting out.***

**5. Proposed Citizens' Oversight Committee Bylaws Review.**

*Recommendation: the COC Bylaws Ad Hoc SubCommittee will discuss the draft bylaws and receive input from the COC members.*

**6. Information Items.**

**7. COC Members Request Future Agenda Items.**


**8. Adjourn.**

***In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the MWPA at 415-539-MWPA (6972). Notification at least 48 hours prior to the meeting will enable the Agency to make reasonable accommodation to help insure accessibility to this meeting.***

*Any writings or documents provided to a majority of the Citizens' Oversight Committee regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at 28 Liberty Ship Way, Suite 2800, Sausalito CA 94965. \*Note as of 4/30/20 offices are closed to the public. Therefore, documents will be made available upon request and will be available online at [www.marinwildfire.org](http://www.marinwildfire.org)*

*Notice is hereby given that the Citizens' Oversight Committee may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in Court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this meeting. Judicial review of an administrative decision of the Board of Directors must be filed with the Court not later than the 90<sup>th</sup> day following the date of the Board meeting decision (Code of Civil Procedure Section 1094.6)*

*I certify that this agenda was posted on the Public Notice Bulletin Board on or before Sunday, January 10, 2021 at 5:30 pm.*

A handwritten signature in black ink, appearing to read 'Mark Brown', written over a horizontal line.

Mark Brown, Executive Officer

**MARIN WILDFIRE PREVENTION AUTHORITY**  
**CITIZENS' OVERSIGHT COMMITTEE BYLAWS**

**ARTICLE I - NAME**

In accordance with the Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority (MWPA), this Committee shall be designated the Marin Wildfire Prevention Authority Citizens' Oversight Committee, referred to hereinafter as "Committee."

**ARTICLE II - PURPOSE**

The purpose of the Committee is to oversee the work of the MWPA.

**ARTICLE III - ORGANIZATION**

The Committee shall consist of nine members as follows:

1. five members each residing in one of Marin's five geographical zones - Central Marin, Novato, San Rafael, Southern Marin, and West Marin;
2. one member from a Marin County taxpayer organization;
3. one member from a Marin County fire prevention organization;
4. one member from a non-partisan Marin County civic organization; and
5. one member from a Marin County environmental organization.

Committee members shall be residents of Marin County who are neither elected officials of any government entity, nor employees of any public agency, department or organization that oversees or benefits financially from the proceeds of the Measure C parcel tax. Members of the Committee shall be required to submit a financial disclosure statement and participation shall be restricted to individuals without an economic interest in any of the projects funded by the MWPA.

Each member of the Committee shall serve for a term of 3 years. However, to provide for staggered terms, the initial Committee members shall draw lots, or participate in some other random selection method, to determine whether their initial term shall be for one, two or three years. Additionally, initial Committee members may volunteer for a shorter term. Three members of the Committee shall be replaced every year. Each initial term shall commence as of

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January 1, 2022. No member shall be eligible to serve for more than two consecutive terms. The term of each member shall begin as of the first day of the calendar year unless a member is replacing a member who has resigned or been removed from membership. In the case of a replacement member the term of that member shall be for the remainder of the term of the member who has been replaced.

**ARTICLE IV – MEMBERS’ RESPONSIBILITIES**

Members shall:

1. attend Committee meetings;
2. serve on subcommittees of the Committee;
3. serve as a representative or alternate at meetings of the MWPA’s Board of Directors, Operations Committee, Advisory/Technical Committee, [partnership entities], and each of these bodies’ subcommittees, as assigned, and participate in a voiced but non-voting capacity to identify issues relating to expenditures and work plans;
4. review and comment on workplans;
5. review the books and records of the MWPA as submitted for the annual audit ;
6. approve the annual audit;
7. report to the public and the MWPA Board of Directors on the spending of Measure C parcel tax funds and the previous year’s work programs to evaluate consistency with the tax measure;
8. evaluate and select candidates for Committee membership or replacement membership, to be appointed subject to the approval of the MWPA’s Board of Directors;
9. Perform such other duties as may be directed by action of the Committee

No member of the Committee shall act as the official spokesperson of the Committee unless specifically authorized by the Committee.

In the event that a member of the Committee does not meet the formal standards of conduct established by the Committee, such member may be removed from office by a super majority vote of six (6) out of nine (9) members of the Committee.

**ARTICLE V - MEETINGS**

All proceedings of the Committee shall be conducted according to the rules contained in the most

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recent edition of *Rosenberg's Rules of Order* when these do not conflict with these Bylaws.

Regular meetings shall be held on the fourth Wednesday of each month. Special meetings shall be called as needed. All meetings of the Committee shall be in accordance with the provisions of the Brown Act and California Government Code Section 54956.

**ARTICLE VI - OFFICERS**

The Committee shall elect a Chair and a Vice Chair. These officers shall serve a six month term beginning January 1, or July 1. The Vice Chair shall succeed the Chair at the end of the Chair's six month term.

The duties of the Chair shall be to preside over meetings; ensure the proper recording and publication of the minutes of all regular and special meetings of the Committee; and maintain and organize all Committee documents and reports.

The duties of the Vice Chair shall be to perform the duties of the Chair in the absence of the Chair.

**ARTICLE VII - SUBCOMMITTEES**

Subcommittees may be created by the Committee to perform any function that the Committee determines is needed.

**ARTICLE VIII - CONDUCT OF BUSINESS**

A majority of the members shall constitute a quorum of the Committee. In the event of a meeting of the Committee with less than a quorum, the members present shall only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum is authorized to act on behalf of the Committee. Actions of the Committee shall be approved by a majority vote of the members present with two exceptions: any action to amend these Bylaws requires a vote of the full Committee; and any action to remove a member from office requires a supermajority of six (6) out of nine (9) votes.

At every meeting of the Committee, the Committee members shall set the agenda for the following meeting.

**ARTICLE IX – GOVERNING PROVISIONS; SEVERABILITY**

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Any and all applicable laws of any governmental authority or agency having jurisdiction over the Committee are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

**ARTICLE X – EFFECTIVE DATE AND AMENDMENTS**

These Bylaws shall be effective upon their approval at a meeting of the MWPA Board of Directors. These Bylaws may be amended or repealed, and new Bylaws created by the majority vote of the full Committee, subject to the approval of the MWPA Board of Directors. Any member of the Committee may propose amendments to the Bylaws.