



## **JUNE 18, 2020 BYLAWS COMMITTEE MEETING**

### **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF FEBRUARY 25, 2020 MEETING MINUTES**
  - A. February 25, 2020 By-Laws Committee Meeting Minutes **Approve** Page 2
- 4. BOARD SELF-ASSESSMENT**
  - A. Self-Assessment Questionnaire **Discussion** Page 4
  - B. Self-Assessment Process Page 19
- 5. 2020 ELECTION AND SELECTION CHRONOLOGY**
  - A. 2020 Election and Selection Chronology **Approve** Page 22
- 6. COMMUNITY SECTOR REPRESENTATIVES PUBLIC NOTICE**
  - A. Community Sector Representative Public Notice **Approve** Page 24
- 7. COMMUNITY SECTOR REPRESENTATIVE NOMINATION**
  - A. Community Sector Representative Nomination **Approve** Page 27
- 8. PRESS RELEASE – SEEKS BOARD OF COMMISSIONER NOMINATIONS**
  - A. Press Release **Approve** Page 31
- 9. TARGET AREA REPRESENTATIVES PUBLIC NOTICE**
  - A. Target Area Public Notice **Approve** Page 34
- 10. TARGET AREA REPRESENTATIVE NOMINATION**
  - A. Target Area Nomination **Approve** Page 37
- 11. TARGET AREA VOTER REGISTRATION FORM**
  - A. Target Area Voter Registration **Approve** Page 41
- 12. BYLAWS CHARTER ANNUAL REVIEW**
  - A. Bylaws Charter **Approve** Page 43
- 13. BYLAWS REVIEW**
  - A. Bylaws Review **Information** Page 48
- 14. ADJOURNMENT**

**BYLAWS COMMITTEE  
Fresno EOC Executive Conference Room  
Tuesday, February 25, 2020  
5:00 PM**

**MINUTES**

**I. CALL TO ORDER**

Catherine Robles, Chair, called the meeting to order at 5:11 PM.

**II. ROLL CALL**

Roll was called and there was a quorum.

**COMMITTEE MEMBERS PRESENT:**

Catherine Robles (Chair)  
Lisa Nichols  
Richard Keyes (Phone)

**STAFF PRESENT:**

Emilia Reyes  
Elizabeth Jonasson  
Kathleen Shivaprasad  
Sara Lopez  
Rosa Pineda

**ABSENT:**

Jimi Rodgers  
Charles Garabedian

**OTHER PRESENT:**

Michael Reyna

**III. NEW BUSINESS**

**A. Election Materials**

**1. 2020 Expiring Terms 2020**

***M/S/C –Nichols/Keyes to approve the 2020 Expiring Terms 2020. All in favor.***

**2. 2020 Chronology of Board Election**

Robles, reviewed the chronology of the board election due dates for calendar year 2020. There was a modification to the last day of acceptances of nomination forms for Community Sector Representatives and Target Area Candidates from Monday, October 26<sup>th</sup> to Thursday, October 1<sup>st</sup>.

Voter of registration deadline: If the voter registration forms are submitted via email they will be accepted until 11:59 PM and 4:00 PM if forms are hand-delivered on the due date.

***M/S/C –Keyes/Nichols item has been tabled. All in favor.***

**3. Community Sector Representatives Public Notice**

Robles, has requested Interview questions to be change reflecting the CSBG Training. Also Keyes requested to add in the nomination process when submitting

a resolution it must be dated within 60 days of the due date and signed by an officer of the board.

**M/S/C** –Keyes/Nichols item has been tabled. All in favor.

4. Community Sector Representative Nomination  
Elizabeth Jonasson, Strategy and Communications Officer, will modify form by changing the date and adding the time. Keyes requested to modify the following question “How will I be an Asset to Fresno EOC?” to “ How will the organization and you be an asset to Fresno EOC” and add the following question “List the reason your organization interested in Fresno EOC Board of Commissioners” and remove “List two professional references.”

**M/S/C** –Keyes/Nichols item has been tabled. All in favor.

5. Press Release – Seeks Board of Commissioner Nominations  
Robles has requested the press release to be send out in May and August.

**M/S/C** –Keyes/Nichols item has been tabled. All in favor.

6. Target Area Representatives Public Notice  
Adjusting date to match with the changes to the chronology due dates form.

**M/S/C** –Keyes/Nichols item has been tabled. All in favor.

7. Target Area Representative Nomination  
Adjusting date to match with the changes to the chronology due dates form.  
Jonasson will do some research if we need to add the conflict of interest questions to the form.  
Also modify the following to say: “You must attached documentation of age and residency. (i.e. copy of driver’s license, and proof of residency such as recent bank PG&E Statements, No. P.O. Box allowed)

**M/S/C** –Keyes/Nichols item has been tabled. All in favor.

8. Target Area Voter Registration Form  
Adjusting the time.  
Jonasson questions how we verify the voters mailing address without a copy of their driver license.

**M/S/C** –Keyes/Nichols item has been tabled. All in favor.

#### B. Bylaws Charter Annual Review

Jonasson reviewed the Bylaws Charter Annual, and further discussion continue.

**M/S/C** –Keyes/Nichols item has been tabled. All in favor.

### **OTHER BUSINESS**

The next meeting is scheduled for April 2, 2020

### V. **ADJOURNMENT**

The meeting adjourned at 6:45 PM

Respectfully submitted,

Catherine Robles,



## **BYLAWS COMMITTEE MEETING**

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 4A	<b>Director:</b>
<b>Subject:</b> Self-Assessment Questionnaire	<b>Officer:</b> Elizabeth Jonasson

### **Background**

The information presented is previous year's board self-assessment questionnaire for committee consideration, deliberation and direction for the 2020 board self-assessment process.



## **Board Self-Assessment Questionnaire 2017**

Please evaluate each question based on your experience. Do not answer questions as you think they should be answered, but as you truly see it given your experience. Only select “N/A” if you feel you don’t have enough information to measure the question.

Feel free to leave comments below each section.

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A

### **Section 1: Board and Staff**

**1. The board operates under a set of policies, procedures, and guidelines with which all members are familiar.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A

Comments

**2. Commissioners play an active role in the organization’s strategic planning.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A

Comments

**3. Our organization’s vision and mission is clear and accepted by our board.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A

Comments

**4. The full board collaboratively reviews and updates the organization's strategic plan on a regular basis.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**5. Staff develop and carry out annual action plans based on the board-approved strategic plan.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**6. The board routinely receives updates by the staff on their annual plans developed by staff.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**7. Staff support to board meetings is adequate.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**8. Information provided by staff is adequate to ensure effective board governance and decision-making.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

## Section 2: Board Committees

**Committees are the primary tools for communication and decision making for our board structure.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**10. The board's ad hoc and standing committees streamline our work process and increase board effectiveness.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**11. My committee assignments make good use of my interests and expertise.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**12. I am able to attend the majority of my committee meetings.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**13. Each standing committee reviews its charter at the beginning of the year and modifies it as needed.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**14. I understand the function of the different committees.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**15. The committee structure provides adequate contact with administration and staff.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**16. The Executive Committee meets only when necessary and reports to the board on all actions taken.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**17. All committees have adequate agendas and minutes for each meeting.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

### **Section 3: Board Meetings**

**18. The number of board meetings is adequate to ensure effective governance.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments



**19. Board meetings are long enough to accomplish the necessary work.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**20. The agendas of our board meetings and supporting written material are provided in advance of meetings with enough time for adequate advance review.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**21. Board meetings are well attended, with near full turnout at each meeting.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**22. I am aware of and follow the board meeting attendance policy.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**23. Our board thoroughly examines the pros and cons of all major issues and makes fully informed decisions.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**24. I am comfortable with the amount of time spent on agenda items.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**25. I understand the process to get more information when there is something I don't understand on the agenda.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**26. Commissioners fully participate in discussions around significant issues.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**27. Our board environment encourages dealing with different points of view.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**28. Once a decision is made, we stand behind it as a group.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

## Section 4: Board Membership & Orientation

**29. As a Commissioner, I am aware of what is expected of me.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**30. I am satisfied with my participation on the board.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**31. I am aware and understand the tri-partite requirement.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**32. Nomination and appointment of Commissioners follow clearly established procedures using known criteria that I understand.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**33. Our board and staff inform new Commissioners about responsibilities and important organizational information through a structured new member orientation program.**

- 4 – Strongly Agree
- 3 – Agree
- 2 – Disagree
- 1 – Strongly Disagree
- 0 – N/A
- Comments

**34. The board size is adequate to effectively govern the organization.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**35. We annually assess the knowledge and skill needs of Commissioners and address any identified gaps in an annual board development plan.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

## **Section 5: Board - CEO Relationship**

**36. There is a clear understanding of where the board's role ends and the Chief Executive Officer's begins.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**37. There is good two-way communication between the board and the CEO.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**38. Commissioners provide the necessary support that allows the CEO to carry out the role successfully.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**39. The board has developed formal criteria and a process for evaluating the CEO.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**40. The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**41. The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

## **Section 6: Board Chair**

**42. The board has discussed the role and responsibilities of the Chair.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**43. The Chair is well prepared for board meetings and helps the board stick to the agenda.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**44. The Chair ensures that every Commissioner has an opportunity to be heard.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**45. The Chair is skilled at managing different points of view.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**46. The Chair helps the board work well together.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**47. The Chair demonstrates good listening skills.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**48. The board supports the Chair.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**49. The Chair is effective in delegating responsibility among Commissioners.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

## **Section 7: Fiscal Management and Monitoring**

**50. Board members are fully aware of their legal responsibilities for the organization's fiscal management.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**51. The board adequately oversees the financial performance and fiduciary accountability of the organization.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**52. The board receives regular financial updates and takes necessary steps to ensure the operations of the organization are sound.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**53. Our organization's fund raising needs and strategies are understood by the board.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**54. Board members are knowledgeable about the organization's programs and services.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**55. The board has been made aware of and understands its oversight role of the CSBG Organizational Standards.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**56. The board has been made aware of and understands its oversight role of the Head Start Governance, Leadership and Oversight Capacity Screener.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

## **Section 8: External Relations Practices**

**57. Our board receives regular reports about the organization's relationships with external constituents and community groups.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments



**58. I participate in critical organizational events designed to promote the organization (annual meeting, programmatic kick-off events, openings of major new programs, etc.)**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

**59. Board members are clear about who serves as official spokesperson for the organization.**

4 – Strongly Agree

3 – Agree

2 – Disagree

1 – Strongly Disagree

0 – N/A

Comments

## **Annual CSBG Reporting**

Every year the Community Services block grant (CSBG) requires us to project and report on our volunteer hours, trainings and other items. In an effort to be as accurate as possible and to capture all that you do, we'd like to collect some data about your work with Fresno EOC. It is crucial that this information is accurate, please provide us with your best estimate.

**Please respond to all questions in reference to this calendar year from January 1-December 31. Include your best guess for the weeks remaining in the year.**

### **60. 2017 Board Meetings**

How many board meetings did you attend?

How many hours did you commit to board meetings?

### **62. 2017 Events or Conferences (Either sponsored by or on behalf of Fresno EOC)**

How many events or conferences did you attend?

How many hours did you spend at events or conferences?

**63. 2017 Trainings (include the board retreat, Head Start training as applicable)**

How many trainings did you attend?

How many hours did you spend on trainings?

**64. 2017 Community Participation**

How many public hearings, policy forums, community planning meetings, community boards, etc., aligned our agency and mission did you participate in?

How many hours did you spend at public hearings, policy forums, community planning meetings, community boards, etc.?

**65. How many hours have you dedicated to EOC on activities not described above?**



## BYLAWS COMMITTEE MEETING

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 4B	<b>Director:</b>
<b>Subject:</b> Self-Assessment Process	<b>Officer:</b> Elizabeth Jonasson

### Background

The information presented is the approved board self-assessment process for committee reference.



## **Board Self-Assessment Process**

### **INTRODUCTION**

The purpose of the Board Self-Assessment is to aide Fresno EOC's Board of Commissioners to:

- A. Identify gaps between the standards for effective, nonprofit boards
- B. Engage the commissioners in discussions about their effectiveness as a board
- C. Ascertain our commissioners' perceptions of knowledge, skills, and processes as they carry out their board roles
- D. As applicable, pinpoint areas in which the Board is excelling as well as those requiring improvement.

The Bylaws committee will assume the responsibilities of:

- A. Ensuring that all commissioners participate in the process from beginning to end;
- B. To establish an atmosphere among commissioners that distinguishes the advantages of the self-assessment process;
- C. To help the commissioners understand that their involvement is an opportunity for them to make a major contribution to the development of the board, and as a learning opportunities for themselves.

### **PROCESS FOR COMPLETING THE BOARD SELF-ASSESSMENT QUESTIONNAIRE ONLINE**

- A. The Bylaws committee will discuss and submit a set of questions to the Board for approval.
- B. The Board discusses and approves the questions.
- C. On the agreed upon date, commissioners will be sent a link to complete the Board Self-Assessment Questionnaire online. The self-assessment will also be available as a hard copy.
- D. One week later, a reminder email will be sent to those who have not responded.
- E. After two weeks, the survey will close and results tabulated.

### **REPORT**

After analyzing the data the Board Self-Assessment Committee will prepare a presentation to be given to the board on the results of their collective responses and engage in a discussion on next steps.

## Self-Assessment Timeline

April	Bylaws committee discusses assessment questions
July	Bylaws committee approves assessment questions
September	Board discusses and approves assessment questions
October	Questionnaire is sent for commissioners to complete
November	Draft report is generated and presented to Bylaws committee. Bylaws committee input is incorporated into the report
December	Final report is presented to the Board



## BYLAWS COMMITTEE MEETING

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 5	<b>Director:</b>
<b>Subject:</b> 2020 Election and Selection Chronology	<b>Officer:</b> Elizabeth Jonasson

### Recommended Action

Staff recommends approval of the 2020 Election and Selection Chronology.

### Background

Every year the Bylaws Committee is tasked with updating election information, documents and processes for the year's election.

The 2020 Election and Selection Chronology was reviewed at the Bylaws Committee meeting on February 25. The input from that meeting was incorporated into this document.

### Fiscal Impact

None.

### Conclusion

If approved the documents will be posted online for the reference of the public and current and prospective commissioners.



## **Chronology of Board Election Due Dates 2020**

Fri, 3/6	Updated election materials uploaded to website.
Tue, 9/8	Open House for prospective candidates– Fresno EOC Board Room Tuesday, 9/8: 6pm – 7pm
Thu, 10/1	Last day of acceptance of nomination forms for Community Sector Representatives and Target Area Candidates. (Organization appointing Community Sector Representative must submit an original resolution with the application, signed and dated within 60 days).
November	Ballots to target area-registered voters are mailed as registrations are received and verified.
Mon, 11/2	Screening Committee meets to review Community Sector applications. 5:30 pm (Not open to the public)
Wed 11/18	Voter registration form deadline to vote in 2020 elections.
Mon, 12/7 & Tue, 12/8	Screening Committee Interviews Community Sector candidates starting at 5:30 pm 5:30 pm (Not open to the public)
Wed, 12/9	Election Close Date.
Mon, 12/14	Ballots Opened at 2pm in the (Fresno EOC Executive Conference Room). 2:00 pm (Open to the public)
Wed, 12/16	Present election and community sector selection results at the Board of Commissioners meeting for approval to seat as of January 1, 2021.
January 2021	New board member training one full day and one evening training session.

If mailed, forms must be postmarked by due date. If forms are hand-delivered they will be accepted until 4:00 pm on the due date. If forms are submitted via email they will be received until 11:59 pm on the due date.

Voters may register to vote at any time during the year. If registering to vote in this year's election your paperwork must be in by the deadline.

Dates and times subject to change.



## BYLAWS COMMITTEE MEETING

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 6	<b>Director:</b>
<b>Subject:</b> Community Sector Representative Public Notice	<b>Officer:</b> Elizabeth Jonasson

### Recommended Action

Staff recommends approval of the Community Sector Representatives Public Notice.

### Background

Every year the Bylaws Committee is tasked with updating election information, documents and processes for the year's election.

The Community Sector Representatives Public Notice was reviewed at the Bylaws Committee meeting on February 25. The input from that meeting was incorporated into this document.

### Fiscal Impact

None.

### Conclusion

If approved the documents will be posted online for the reference of the public and current and prospective commissioners.



## COMMUNITY SECTOR REPRESENTATIVES PUBLIC NOTICE

This is written notification that Fresno Economic Opportunities Commission (Fresno EOC) is hereby seeking qualified nominations for Board Commissioners representing the Community Sector. There are four (4) openings commencing January 2021 for a two-year term of office.

Fresno EOC is governed by a twenty-four-member Board of Commissioners. One-third of the board consists of public officials, or their representatives, and one-third are elected members representing low-income persons. The remaining members are Business/Community Representatives. Their participation and involvement on the Board, its committees, and collaboration with community organizations, agencies, and groups are critical to Fresno EOC's efforts. In addition, their ability to help in developing public and institutional understanding of and support for the programs -- and the positive effects those programs can have on the community is very important. All board members serve on a voluntary basis.

### CANDIDATES FOR COMMUNITY SECTOR COMMISSIONERS

Community Sector Commissioners are representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the Agency.

To qualify, you must be 18 years or older, a resident of the target area, and neither an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC. Nominees must be individuals that are responsible, professional and capable; of good character and reputation; and have the understanding of and ability to perform board governance consistent with the agency's Articles of Incorporation and By-laws. Selection priority may be given to those with expertise in early childhood education, fiscal management or accounting, a licensed attorney and a representative of Head Start.

### NOMINATION PROCESS

Interested nominees must complete the Community Sector Nomination Form (you can access the forms at [www.fresnoeoc.org/board/election](http://www.fresnoeoc.org/board/election)). **The form must be accompanied by a proof of age and a board-adopted resolution from the organization, agency, or group that is authorizing the nomination of the candidate. The resolution must be dated within 60 days of the due date and signed by an officer of the board other than nominee. If the organization is a public entity, a letter from an authorized official is required.** The form, documentation and resolution/letter must be submitted/postmarked by **THURSDAY, OCTOBER 1, 2020**, by mail to "Fresno EOC Community Sector Representative Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 4:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721. Faxes will not be accepted.

## SELECTION

The Community Sector Screening Committee of the Fresno EOC Board of Commissioners shall review and screen all eligible nominations and forward the most qualified candidates to the Board to be ratified. The selected Business/Community Representatives will be seated at the Board's regular January 2021 monthly meeting.

## BACKGROUND

Fresno EOC is a 501(c)(3) private non-profit corporation established in 1965 as a Community Action Agency. Its purpose is to serve low-income persons throughout Fresno County. With an annual budget of \$110 million and staff of 1,200, it operates over 30 various human services and economic development programs aimed at providing a variety of resources to low-income families, disabled persons, senior citizens, women, youth and children. The programs address health care, education, senior services, housing, child care, energy conservation, transportation, nutritional aid, juvenile delinquency prevention, employment training needs, refugee services and economic development activities, among others. Please visit our website at [www.fresnoeoc.org](http://www.fresnoeoc.org) for more information.

For further information, contact Elizabeth Jonasson at (559) 263-1011 or e-mail at [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org)  
Fresno Economic Opportunities Commission, 1920 Mariposa Street, Suite 300, Fresno, CA 93721



## **BYLAWS COMMITTEE MEETING**

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 7	<b>Director:</b>
<b>Subject:</b> Community Sector Representative Nomination Form	<b>Officer:</b> Elizabeth Jonasson

### **Recommended Action**

Staff recommends approval of the Community Sector Representative Nomination Form.

### **Background**

Every year the Bylaws Committee is tasked with updating election information, documents and processes for the year's election.

The Community Sector Representative Nomination Form was reviewed at the Bylaws Committee meeting on February 25. The input from that meeting was incorporated into this document.

### **Fiscal Impact**

None.

### **Conclusion**

If approved the documents will be posted online for the reference of the public and current and prospective commissioners.

## COMMUNITY SECTOR REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **THURSDAY, OCTOBER 1, 2020**. You must also submit a resolution of support for this 2 year term from the agency, organization or group you are representing signed within 60 days of the due date. If the organization is a public entity, submit a letter from an authorized official.

**This signed nomination form may be submitted in the following ways:**

<b>By mail:</b> Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	<b>By E-mail:</b> Elections@Fresnoeoc.org  By 11:59 PM on the due date	<b>Hand delivered:</b> Fresno EOC  1920 Mariposa Street, Suite 300 Fresno, CA 93721 By 4:00 PM on the due date
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Faxes will not be accepted.

NAME	FIRST	MIDDLE	LAST
ADDRESS	NUMBER	STREET	CITY
ZIP CODE			
EMAIL ADDRESS			
ORGANIZATION REPRESENTING: RESIDENT:			# YEARS AS A FRESNO COUNTY
NUMBER	STREET	CITY	ZIP CODE
ORGANIZATION ADDRESS:			
TELEPHONE NUMBER:		DATE OF BIRTH:	
		AGE:	
CURRENT WORK POSITION/TITLE/NAME OF ORGANIZATION: (You may submit a resume if you have one.)			
RELEVANT EXPERIENCE INCLUDING CURRENT/PAST BOARD SERVICE:			



HOW WILL THE ORGANIZATION AND YOU BE AN ASSET TO FRESNO EOC?

LIST THE REASONS FOR YOUR INTEREST IN FRESNO EOC BOARD OF COMMISSIONERS:

LIST THE REASONS YOUR ORGANIZATION INTERESTED IN FRESNO EOC BOARD OF COMMISSIONERS:

CONFLICT OF INTEREST DECLARATION:

Any close relative employed by Fresno EOC? YES NO If yes, name/relationship:

Economic interest in Fresno EOC? YES NO If yes, please explain:

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND THAT:

- I am or will be 18 years of age or older by the date of my appointment;
- I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;
- I have read and understand the Fresno EOC Commissioner Job Description and have the capacity to serve;
- I understand that there is a mandatory full day of training for new commissioners in January and a board retreat for two days at the end of February or early March;
- I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and
- I have not had any public transactions (federal, state or local) terminated for cause or default



during the three years prior to the application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**YOU MUST ATTACH A RESOLUTION OF SUPPORT FROM THE AGENCY/ORGANIZATION/GROUP YOU PROPOSE TO REPRESENT.**

Making a false certification is cause for removal from the Board. If you are unable to certify the above information, please attach an explanation to the application.



## BYLAWS COMMITTEE MEETING

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 8	<b>Director:</b>
<b>Subject:</b> Press Release	<b>Officer:</b> Elizabeth Jonasson

### Recommended Action

Staff recommends approval of the Press Release seeking nominations to our Board of Commissioners.

### Background

Every year the Bylaws Committee is tasked with updating election information, documents and processes for the year's election.

The Press Release was reviewed at the Bylaws Committee meeting on February 25. The input from that meeting was incorporated into this document.

### Fiscal Impact

None.

### Conclusion

If approved the release will be posted online and sent to the media in the fall, prior to the open house scheduled for September 8<sup>th</sup>.

FOR IMMEDIATE RELEASE: DRAFT

## PRESS RELEASE

### Fresno EOC Seeks Board of Commissioner Nominations

(Fresno, CA) Fresno Economic Opportunities Commission (Fresno EOC) is currently accepting nominations for select seats on the Board of Commissioners. Fresno EOC is governed by a twenty-four-member Board of Commissioners. One-third of the board consists of public officials or their representatives, and one-third are members of business and community groups. The remainder must be democratically elected to represent low-income residents and groups.

This year we are seeking nominations for four Community Representative seats and holding elections for Low-income Representatives of Target Areas C, B, H, & F. The term will be from January 2021 to December 2022. Visit [www.fresnoeoc.org/board/election](http://www.fresnoeoc.org/board/election) to view Commissioner Job Descriptions, nomination and voter registration forms as well as a large Target Area Map.

Representatives are a fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels are critical to Fresno EOC's efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs and the positive effects those programs can have on the community.

"I feel the impact Fresno EOC has on the community speaks for itself. I am honored to serve as a Commissioner, and will continue to be a voice for my community," Linda Hayes, current Board of Commissioner.

#### Candidate Qualifications for Target Area Commissioners

To qualify, you must be 18 years or older, a resident of the target area, and neither an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC. Candidates must file a Candidate Nomination Form (you can access the forms at [www.fresnoeoc.org/board/election](http://www.fresnoeoc.org/board/election)) and submit documentation of your age and residency. These must be submitted/postmarked by THURSDAY, OCTOBER 1, 2020, by mail to "Fresno EOC Target Area Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 4:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721. Faxes will not be accepted.

#### Election Information for Target Area Commissioners

Elections will be by mail-in or in-person ballot only. Voters may register to vote at any time during the year by filling out and mailing, emailing or hand delivering the registration form by 4 pm on the due date. If registering to vote in this year's election your paperwork must be in by Wednesday, November 18, 2020. Ballots will be mailed starting in November as registration forms are received and validated. Completed ballots must be postmarked by December 9, 2020. Ballots in signed, sealed return envelopes can be submitted in person until 4:00 pm on December 9, 2020 to the Fresno EOC Internal



Audit office at 1920 Mariposa Street, Suite 300, Fresno, CA 93721. Emails and faxes will not be accepted. Results of the election will be posted after December 16, 2020.

#### Candidate Qualifications for Community Sector Commissioners

Community Sector Commissioners are representatives of business, industry, labor, religious, law enforcement, youth, education, social services, and/or multicultural organizations that can contribute or mobilize economic and human resources, ethnic and racial diversity and balance to the Commission as a whole, and is supportive of the mission and objectives of the Agency. Nominees must be individuals that are responsible, professional and capable; of good character and reputation; and have the understanding of and ability to perform board governance consistent with the agency's Articles of Incorporation and Bylaws. Selection priority may be given to those with expertise in early childhood education, fiscal management or accounting, a licensed attorney and a representative of Head Start.

#### Nomination and Selection Process for Community Sector Commissioners

Interested nominees must complete the Community Sector Nomination Form (you can access the forms at [www.fresnoeoc.org/board/election](http://www.fresnoeoc.org/board/election)). The form must be accompanied by a resolution from the organization, agency, or group that is authorizing the nomination of the candidate dated within 60 days of the nomination form. If the organization is a public entity, a letter from an authorized official is required. The form and resolution/letter must be submitted/postmarked by THURSDAY, OCTOBER 1, 2020, by mail to "Fresno EOC Community Sector Representative Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 4:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721. Faxes will not be accepted.

The Selection Committee of the Fresno EOC Board of Commissioners shall review and screen all eligible nominations and forward the most qualified candidates to the Board to be ratified.

#### About Fresno EOC

Fresno EOC, a private nonprofit organization, provides opportunities and resources to low-income Fresno County residents for over 52 years. Fresno EOC offers over 35 comprehensive community-based programs that empower individuals to thrive as healthy, self-sufficient and contributing members of our communities.



## BYLAWS COMMITTEE MEETING

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 9	<b>Director:</b>
<b>Subject:</b> Target Area Public Notice	<b>Officer:</b> Elizabeth Jonasson

### Recommended Action

Staff recommends approval of the Target Area Public Notice.

### Background

Every year the Bylaws Committee is tasked with updating election information, documents and processes for the year's election.

The Target Area Public Notice was reviewed at the Bylaws Committee meeting on February 25. The input from that meeting was incorporated into this document.

### Fiscal Impact

None.

### Conclusion

If approved the documents will be posted online for the reference of the public and current and prospective commissioners.

## TARGET AREA REPRESENTATIVES PUBLIC NOTICE

This is written notice to announce that Fresno Economic Opportunities Commission (Fresno EOC) is hereby holding elections for Board Commissioner Representatives of low-income Target Areas C, B, H, & F. You can view the Target Area map at [www.fresnoeoc.org/board](http://www.fresnoeoc.org/board). The term will be from January 2021 through December 2022. Fresno EOC is seeking qualified candidates and voters in this election.

Fresno EOC is governed by a twenty-four-member Board of Commissioners. One-third of the board consists of public officials or their representatives, and one-third are members of business and community groups. The remainder must be democratically elected to represent low-income residents and groups. Representatives are a fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels are critical to Fresno EOC's efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community. All board members serve on a voluntary basis.

### CANDIDATES FOR TARGET AREA COMMISSIONERS

To qualify, you must be 18 years or older, a resident of the target area, and neither an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC. Emphasis is given to providing maximum participation and involvement of low-income persons. Qualified candidates must be individuals that are responsible, professional and capable; of good character and reputation; sympathetic to the mission and objectives of Fresno EOC; will act as a representative of the poor; and can govern the affairs of the Agency consistent with its Articles of Incorporation and Bylaws.

### NOMINATION PROCESS

Candidates must file a Candidate Nomination Form (you can access the forms at [www.fresnoeoc.org/board](http://www.fresnoeoc.org/board)) and submit documentation of your age and residency. The form, documentation and resolution/letter must be submitted/postmarked by **THURSDAY, OCTOBER 1, 2020**, by mail to "Fresno EOC Target Area Nominations", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 4:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721. Faxes will not be accepted.

### ELECTIONS

Elections will be by mail-in or in-person ballot only. Ballots will be mailed out starting in November as registration forms are received and validated. Completed ballots must be **postmarked by Wednesday, December 9, 2020**. Ballots in signed, sealed return envelopes can be **submitted in person until 4:00pm on Wednesday, December 9, 2020** to the Fresno EOC Internal Audit office at 1920 Mariposa Street, Suite 300, Fresno, CA 93721. Emails and faxes will not be accepted. Results of the election will be posted after **December 16, 2020**. The newly elected Commissioners will be seated at the Board's regular January 2021 monthly meeting.

## REGISTRATION TO VOTE

**You must register to receive a ballot to vote in this election.** To qualify to vote in the Fresno EOC Target Area Representative Elections, you must be 18 years or older and a resident of the target area in which you wish to vote. To register the Voter Registration Form must be submitted/postmarked by **WEDNESDAY, NOVEMBER 18, 2020**, by mail to "Voter Registration", Post Office Box 992, Fresno, CA 93714, via email by 11:59 pm to [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org) or in person by 4:00 pm at 1920 Mariposa Street, Ste. 300 Fresno, CA 93721. Faxes will not be accepted.

## BACKGROUND

Fresno EOC is a 501(c)(3) private non-profit corporation established in 1965 as a Community Action Agency. Its purpose is to serve low-income persons throughout Fresno County. With an annual budget of over \$130 million and staff of 1,200, Fresno EOC operates over 35 various human services and economic development programs aimed at providing a variety of resources to low income families, disabled persons, senior citizens, women, youth and children. The programs provide services to approximately 150,000 persons on an annual basis. Please visit our website at [www.fresnoeoc.org](http://www.fresnoeoc.org) for more information.

For further information, contact Elizabeth Jonasson at (559) 263-1011 or e-mail at [elections@fresnoeoc.org](mailto:elections@fresnoeoc.org)

Fresno Economic Opportunities Commission, 1920 Mariposa Street, Suite 300, Fresno, CA

9  
3  
7  
2  
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## **BYLAWS COMMITTEE MEETING**

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 10	<b>Director:</b>
<b>Subject:</b> Target Area Nomination Form	<b>Officer:</b> Elizabeth Jonasson

### **Recommended Action**

Staff recommends approval of the Target Area Representative Nomination Form.

### **Background**

Every year the Bylaws Committee is tasked with updating election information, documents and processes for the year's election.

The Target Area Representative Nomination Form was reviewed at the Bylaws Committee meeting on February 25. The input from that meeting was incorporated into this document.

### **Fiscal Impact**

None.

### **Conclusion**

If approved the documents will be posted online for the reference of the public and current and prospective commissioners.



## TARGET AREA REPRESENTATIVE NOMINATION FORM

This signed form and documentation must be submitted/postmarked by **THURSDAY, OCTOBER 1, 2020**. You must submit documentation of your age and residency.

**This signed nomination form may be submitted in the following ways:**

<b>By mail:</b> Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	<b>By E-mail:</b> Elections@Fresnoeoc.org  By 11:59 PM on the due date	<b>Hand delivered:</b> Fresno EOC  1920 Mariposa Street, Suite 300 Fresno, CA 93721 By 4:00 PM on the due date
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Faxes will not be accepted.

NAME		FIRST		MIDDLE		LAST	
ADDRESS (NO P.O. BOX)		NUMBER	STREET			CITY	ZIP CODE
TARGET AREA ADDRESS:	A	B	C	D	E	F	G H
		YRS		HOW LONG AT PRESENT			
EMAIL ADDRESS							
MAILING ADDRESS: (If different from above)							
TELEPHONE NUMBER:				DATE OF BIRTH:		AGE:	
CURRENT WORK POSITION/TITLE/NAME OF ORGANIZATION: (You may submit a resume if you have one.)							
LIST THE REASONS FOR YOUR INTEREST IN FRESNO EOC BOARD OF COMMISSIONERS:							



CURRENT/PAST MEMBERSHIP IN ORGANIZATIONS/COMMUNITY GROUPS/AFFILIATIONS:

PLEASE GIVE A STATEMENT OF QUALIFICATION/HOW YOU CAN CONTRIBUTE TO FRESNO EOC  
(This will be included on the ballot. You may use a separate sheet if necessary.)

IF YOU WISH TO TRANSLATE YOUR STATEMENT TO SPANISH, PLEASE PROVIDE IT HERE  
(Otherwise staff will translate your statement.)

LIST TWO REFERENCES: Include name, position, organization and contact information.

- 1.
- 2.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND HEREBY  
DECLARE MY CANDIDACY FOR A SEAT AS A COMMISSIONER ON THE BOARD OF THE  
FRESNO ECONOMIC OPPORTUNITIES COMMISSION REPRESENTING TARGET AREA  
\_\_\_\_ (fill in target area letter) AND THAT:

- I am or will be 18 years of age or older by the date of the election;
- I reside in the Target Area for which I am running;
- I am not an employee of Fresno EOC nor a member of the immediate family of an employee of Fresno EOC;
- I have read and understand the Fresno EOC Commissioner Job Description and the Target Area Public Notice and have the capacity to serve;
- I understand that there is a mandatory full day of training for new commissioners in January and a board retreat for two days at the end of February or early March;
- I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
- I have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal and state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



- I have not been indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and
- I have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to the application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**YOU MUST ATTACH DOCUMENTATION OF AGE AND RESIDENCY.** (i.e. copy of driver's license. No P.O. Box allowed)

Making a false certification is cause for removal from the Board. If you are unable to certify the above information, please attach an explanation to the application.





## BYLAWS COMMITTEE MEETING

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 11	<b>Director:</b>
<b>Subject:</b> Target Area Voter Registration Form	<b>Officer:</b> Elizabeth Jonasson

### Recommended Action

Staff recommends approval of the Target Area Voter Registration Form.

### Background

Every year the Bylaws Committee is tasked with updating election information, documents and processes for the year's election.

The Target Area Voter Registration Form was reviewed at the Bylaws Committee meeting on February 25. The input from that meeting was incorporated into this document.

### Fiscal Impact

None.

### Conclusion

If approved the documents will be posted online for the reference of the public and current and prospective commissioners.



## TARGET AREA VOTER REGISTRATION FORM

In order to vote in the Fresno EOC Target Area election, you must register, be 18 years or older and be a resident of the designated Target Area. Voters may register to vote at any time during the year. If registering to vote in this year's election your paperwork must be in by **WEDNESDAY, NOVEMBER 18, 2020**.

**This signed nomination form may be submitted in the following ways:**

<b>By mail:</b> Fresno EOC Elections Office Post Office Box 992 Fresno, CA 93714	<b>By E-mail:</b> Elections@Fresnoeoc.org By 11:59 PM on the due date	<b>Hand delivered:</b> Fresno EOC 1920 Mariposa Street, Suite 300 Fresno, CA 93721 By 4:00 PM on the due date
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Faxes will not be accepted.

This election will be by mail-in or in-person paper ballot only. Once the registration form is received and validated, eligible voters will be mailed ballots with a return envelope to their mailing address starting in **NOVEMBER**. The ballot must be returned sealed, in the self-addressed envelope no later than 4:00pm (or postmarked) on **WEDNESDAY, DECEMBER 9, 2020**. Your signature on the return envelope must be the same as the signature on this registration form. All signatures are verified.

FIRST		MIDDLE				LAST			
NAME									
NUMBER			STREET				CITY		
ZIP CODE ADDRESS (NO P.O. BOX)									
<div style="display: flex; justify-content: space-between;"> <span>TARGET AREA</span> <span>A</span> <span>B</span> <span>C</span> <span>D</span> <span>E</span> <span>F</span> <span>G</span> <span>H</span> </div>									
MAILING ADDRESS: (If different from above)									
TELEPHONE NUMBER:					DATE OF BIRTH:				

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE. I HEREBY REGISTER TO VOTE IN THE FRESNO ECONOMIC OPPORTUNITIES COMMISSION TARGET AREA ELECTION AND THAT:

- I am or will be 18 years of age or older by the date of the election;
- I reside in the Target Area for which I am registering to vote.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## **BYLAWS COMMITTEE MEETING**

<b>Date:</b> June 18, 2020	<b>Program:</b>
<b>Agenda Item #:</b> 12	<b>Director:</b>
<b>Subject:</b> Bylaws Charter	<b>Officer:</b> Elizabeth Jonasson

### **Recommended Action**

Staff recommends review and approval of the Bylaws Charter.

### **Background**

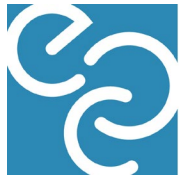
One of the responsibilities of the Bylaws Committee is to conduct an annual review of the Bylaws Committee Charter. In order to fulfill that duty, it is presented here for review and input.

### **Fiscal Impact**

None.

### **Conclusion**

If approved the charter will be the official guiding document for the Bylaws Committee, replacing previous versions.



**Fresno  
Economic  
Opportunities  
Commission**

# **FRESNO ECONOMIC OPPORTUNITIES COMMISSION**

## **BYLAWS COMMITTEE CHARTER**

**MODIFIED JANUARY 2017**

# FRESNO EOC BYLAWS COMMITTEE CHARTER

## INTRODUCTION

The Bylaws Committee was established by the Board to oversee processes by which the Board conducts itself and adds new Commissioners. Unless the commissioners otherwise designate, committees shall conduct their affairs in the same manner as is provided in these bylaws for the conduct of the affairs of the Board of Commissioners, with such changes in the context of such provisions as are necessary to substitute the committee and its members for the Board of Commissioners and its members.

## PURPOSE

To act as a resource and oversight arm for the Board of Directors by maintaining the Agency's Bylaws, Policies and Procedures and having responsibility for Board recruitment and development. This provides the Board with clear guidelines for accomplishing their responsibilities while following proper standard operating procedures and protocols.

## MEMBERSHIP

The Bylaws Committee shall be composed of five (5) Commissioners, with at least one from each tripartite sector. The committee members and chair shall be appointed by the Board Chair and approved by the board and shall serve at the pleasure of the board.

Fresno EOC staff, assigned by the Board Secretary, shall serve as the Committee Secretary.

## QUORUM

A quorum shall be established at the beginning of all meetings. A quorum shall equal a majority of the Commissioners assigned to the committee. Participation in a meeting through the use of conference telephone or electronic video screen communication pursuant to Article VIII of the Corporation's Bylaws constitutes presence at that meeting. Should a meeting not meet quorum requirements or lose the quorum at some point during the meeting, the meeting may proceed with informational items however no action, other than adjournment, may be taken.

## SCOPE

Subject to the approval of the board, the committee is granted the authority to:

- A. review and revise the bylaws and policies and procedures of the organization;
- B. oversee the Target Area election and the Community Sector appointment processes;  
and
- C. conduct the annual board self-evaluation.

## RESPONSIBILITIES AND DUTIES

### Section 1. Bylaws

- A. Maintain an official text of the Bylaws, incorporating all changes as adopted by the organization.
- B. Create and maintain a Policies and Procedures Manual.
- C. Interpret any bylaws questions and implement solutions to bylaws related problems.
- D. Consider and recommend bylaw amendments.
- E. Coordinate annual review of the organization's articles of incorporation and bylaws.

### Section 2. Training and Evaluation

- A. Oversee Commissioner orientation and training.
- B. Coordinate the board's periodic evaluation process of itself and the organization's governance structure, policies and procedures.

### Section 3. Commissioner Election and Appointment

- A. Draft Commissioner reference and election documents such as job descriptions and guidelines.
- B. Administer the Target Area board member democratic selection process.
- C. Meet as the Selection Committee to recommend candidates for Community Sector board positions.
  - 1. The Selection Committee shall meet as needed with the purpose of interviewing qualified candidates for Community Sector board positions and making recommendations to the Board.
  - 2. The Selection Committee shall have 5 members and be comprised of Bylaws Committee members that are not Community Sector Representatives up for reappointment that year.
  - 3. If needed, the Board Chair will appoint Commissioners that are not Community Sector Representatives up for reappointment that year to the Selection Committee for a total of 5.
- D. Ensure that the board fills vacancies promptly.

## MEETINGS

All Commissioners who are not members of the committee may attend meetings of the committee but may not vote.

### Section 1: Frequency

A meeting schedule for the year is prepared and approved at the Board Annual meeting. The Committee will meet at least four times a year, with authority to convene additional meetings or reschedule, as circumstances require. Meetings will be held without restrictions or time constraints.

### Section 2: Agenda

The Committee Chair will approve the agenda for the committee's meetings and any member may suggest items for consideration. Written materials will be provided to the committee as far in advance of the meeting as possible.

### Section 3: Minutes

The committee shall keep a record of its actions and proceedings, and when required by the board, shall make a report of those actions and proceedings to the board.

Minutes will be prepared after each committee meeting by the Committee Secretary. The Committee Chair approves the minutes for inclusion and approval in the next committee packet.



## BYLAWS COMMITTEE MEETING

<b>Date:</b> June 18, 2020	<b>Program:</b> N/A
<b>Agenda Item #:</b> 13	<b>Director:</b> N/A
<b>Subject:</b> Bylaws Review	<b>Officer:</b> Elizabeth Jonasson

### Background

The information presented below is intended to begin a discussion to review and update the agency's Bylaws.

### ARTICLE X. COMMITTEES

The Board may establish one or more Committees (standing and/or ad hoc) and may delegate to any such Committee or Committees any or all of its powers, except the powers specified in section 5212 of the California Corporations Code. Any Committee to which the powers of the Commissioners are delegated shall consist solely of Commissioners and shall, to the extent possible, reflect the tripartite composition of the full Board. Committee members and Chairs shall be appointed by the Board Chair and be approved by the Board and shall serve at the pleasure of the Board.

Each Committee shall keep a record of its actions and proceedings and, when required by the Board, shall make a report of those actions and proceedings to the Board. Unless the commissioners otherwise designate, Committees shall conduct their affairs in the same manner as is provided in these bylaws for the conduct of the affairs of the Board of Commissioners, with such changes in the context of such provisions as are necessary to substitute the Committee and its members for the Board and its members; provided, however, that the time of regular meetings of Committees may be determined either by resolution of the Board or by resolution of the Committee, and that special meetings of a Committee may also be called by resolution of the Board. A quorum for any meeting shall be 50 percent of that Committee. The Board may adopt rules for the governance of any Committee not inconsistent with the provisions of these bylaws.

There shall be the following standing Committees:

- |                    |                                    |
|--------------------|------------------------------------|
| 1. Executive       | 5. Audit                           |
| 2. Human Resources | 6. Pension                         |
| 3. Finance         | 7. Program Planning and Evaluation |
| 4. Bylaws          | 8. Infrastructure                  |

The Board Chair shall appoint the Chair of each Committee who shall serve until a successor shall have been duly appointed for the term of that person as a member of the Commission shall have ended.