

EXHIBIT A

FULTON-EL CAMINO RECREATION AND PARK DISTRICT MEASURE Q CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

1. PURPOSE OF BYLAWS

The Fulton-El Camino Recreation and Park District Board of Directors hereby adopts these Bylaws to articulate the role, duties, and purpose of the Measure Q Citizens' Bond Oversight Committee, its place in the organization of the District, its relationship with the District, and the need for the District to provide the Committee with the resources, support, and cooperation required to accomplish its mission.

The Fulton-El Camino Recreation and Park District (the "District") was successful at the election conducted in November 2024, in obtaining authorization from the District's voters to issue up to \$24,000,000 in general obligation bonds (the "Bond Measure"). The District is now obligated to establish the Citizens' Bond Oversight Committee to satisfy the accountability requirements of Measure Q.

The Board of Directors (the "Board") of the Fulton-El Camino Recreation and Park District hereby establishes the Bond Oversight Committee (the "BOC") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

2. MISSION STATEMENT

The Citizens' Bond Oversight Committee (BOC) established by the Fulton-El Camino Recreation and Park District Board (Board), provides citizen input and fiscal oversight into projects that the District will undertake that will be funded by the \$24 Million Dollar General Obligation Bond Measure known as Measure Q, which the residents of Fulton-El Camino Recreation and Park District approved in the November 2024 election.

BOC members provide citizen involvement, a channel of public communication and fiscal oversight to the Board regarding Bond Projects. As directed by the Board and supported by Staff, the BOC will study issues, advise on subjects, and make recommendations and comments regarding Measure Q Projects.

3. DUTIES OF THE COMMITTEE

To conduct its stated purposes, the BOC shall perform the following duties.

3.1 Inform the Public: BOC shall inform the public concerning the District's expenditure of bond proceeds by providing a communication channel between the Board and the residents of Fulton-El Camino Recreation and Park District by obtaining community input through public meetings and other forms of public engagement in regard to details and timing of the Bond Projects.

3.2 Report to the Board: BOC shall report to the Board the results and recommendations that the Committee obtained through public engagement.

3.3 Review Expenditures: The Committee shall review quarterly expenditure reports produced by the District to ensure that:

Bond proceeds are expended only for the purposes set forth in the Bond Measure.

No bond proceeds are used for any staff or non-related administrator salaries or other non-related operating expenses.

3.4 Annual Report: The Committee shall present an annual written report to the Board in a public meeting which will include the following:

3.4.1 Statement indicating whether the District is in compliance with the requirements of California Government Code 53506 et. seq.

3.4.2 A summary of the Committee's proceedings and activities for the preceding year.

3.5 Auditor's Report: The Committee shall receive an annual auditor's report. The Committee will provide reports to the Board on whether the expenditures match those promised during the bond initiative campaign.

3.6 Authorized Activities: The Committee may engage in the following activities to perform its duties.

3.6.1 Participate in the selection of the bond performance auditors and assist in establishing the scope of the audit in accordance with the Generally Accepted Government Auditing Standards (GAGAS).

3.6.2 Receive and review copies of the District's annual independent bond performance audit and the District's financial audit.

3.6.3 Review efforts by the District to maximize bond proceeds by implementing cost-saving measures.

3.6.4 Inspect District facilities and grounds for which the bond proceeds have been or will be spent.

3.6.5 Organize and participate in public meetings and other avenues to receive input regarding the bond and bond project.

4. COMPOSITION, NOMINATIONS AND APPOINTMENTS

Members are expected to attend all meetings. If a Committee member fails to attend either (a) two or more consecutive meetings or (b) three or more meetings in a year, then the Committee shall define the member as inactive.

4.1 Members: The Committee shall consist of seven (7) members appointed by the Board. The BOC shall consist of citizens representing the District's diversity and varied interests.

- One (1) member active in a business entity representing the business community located in the District.

- One (1) member representing Youth or a Youth organization.
- One (1) member representing Senior Citizens or a Senior Citizens organization.
- One (1) member who is associated with or member of a Community Based Organization (CBO) that partners with the District.
- One (1) member active in a business entity that partners with the District.
- Two (2) At-Large members.

4.2 Qualification Standards:

4.2.1 To be a qualified person, a candidate must be at least 18 years of age, in accordance with Government Code section 1020 and reside within the District's geographic boundary.

4.2.2 The committee may not include any employee, official of the District, or any vendor, contractor, or consultant of the District.

4.3 Term: Each member shall serve a term of one (1) year, commencing on the date of their appointment by the Board and may be reappointed to as many successive terms as the Board of Directors shall determine.

4.4 Appointment: Members of the Committee shall be appointed by the Board through the following process:

4.4.1 The Board, local community organizations, and individuals will be solicited for applications.

4.4.2 The Community Relations Committee of the Board will review the applications.

4.4.3 The Community Relations Committee will make recommendations to the Board.

4.5 Removal and Vacancy: The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, that seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

4.6 Compensation: The Committee members shall not be compensated for their services.

5. OFFICERS

5.1 Chair, Vice-Chair and Secretary: The officers shall be a Chair, Vice-Chair, and Secretary. The Committee shall elect officers at its initial meeting and its regular

meeting before the expiration of terms. Officer terms are one year or until their successors are elected. The term of office shall begin at the beginning of the regular meeting after the election, except at the initial meeting, the term will start immediately. If an office is vacant, such as due to the death or resignation of a member, then a replacement shall be elected at the next meeting.

5.1.1 Duties of Chair: Preside at meetings, establish and appoint the chair of standing and ad hoc subcommittees, and appoint individuals who are not members as consultants without a vote to the subcommittee subject to the ratification of the Committee. Also, call special meetings, change the date of previously scheduled meetings, and set agendas for working with District staff and Committee members.

5.1.2 Duties of Vice-Chair: Preside at meetings in the chair's absence, other duties as assigned.

5.1.3 Duties of Secretary: Maintain a roster of members, keep an up-to-date meeting attendance record, review draft minutes prepared by the District, and circulate to the members for consideration within two weeks after each meeting. Function as chair in the absence of the chair and vice chair. Monitor the CBOC website to ensure that it is correct and up to date.

5.2 Meeting Agendas: The Chair shall determine the agenda for each meeting, considering requests from members. Two Committee members can place an action item on the next meeting agenda.

6. COMMITTEE MEETINGS

6.1 Public Meetings: The Committee shall meet as the Committee shall deem necessary to conduct its business but not less than four (4) meetings per year.

6.1.1 All Committee proceedings shall be open to the public except as required to consider legally privileged matters consistent with State law. Notice to the public shall be provided in the same manner as the proceedings of the Board and follow the California Open Meeting Act (known as the Brown Act).

6.1.2 Dates of the BOC meetings will be announced on the Board's agenda. The Chair may call a special meeting, and it will be mandatory that the BOC Chair call a special meeting at the direction of the Board.

6.2 Meeting Rules: Rosenberg's Rules of Order shall govern the parliamentary procedures.

6.3 Minutes: The draft minutes of a meeting shall be posted and distributed to each BOC member within two weeks after the meeting date.

6.4 Quorum: A majority of the Committee then serving, excluding inactive members designated by the Committee for lack of attendance, shall constitute a quorum at meetings.

7. COMMITTEE REPORTS

7.1 Reports: The Committee shall issue regular reports on the results of its activities. Minutes of the Committee's proceedings and all documents received, and reports issued shall be a matter of public record and available at Committee meetings. Such minutes, papers, and reports shall be posted on the Committee's website page as part of the FECRPD website and provided and maintained by the District.

7.2 Public Information: The Committee shall annually examine the BOC's website under the FEC webpage to ensure it is current and up to date.

7.3 Committee Recommendations to the Board:
BOC recommendations will be submitted to the Board at the next scheduled Board meeting except when the item under consideration is delayed due to unforeseen circumstances.

The BOC Chair, or designee, will submit all recommendations to the Board and/or Board Committee, and will include the number of members present and the number of votes for and against a recommendation.

8. ACCESS TO INFORMATION

8.1 Expenditures Review: All expenditures by the District of funds obtained through local bond proceeds authorized shall be subject to the review and oversight of the Committee, which shall review and report on all bond fund expenditures considering whether the expenses were consistent with the purposes for which the bonds were authorized. The Committee is responsible for informing the public concerning the use of bond proceeds.

The Committee shall review annual, independent performance and financial audits of the bond fund expenditures and report to the public at least once each year on which bond funds are being spent regarding the use of the funds. The Board shall provide the Committee with responses to all findings, recommendations, and concerns addressed in the audits within two months of receiving the audits.

9. LOGISTICAL SUPPORT FROM THE DISTRICT

9.1 Support: The District shall provide the Committee with technical and administrative assistance and financial resources to further its mission and purpose. Financial support will not come from bond funds except when the law permits.

9.2 Legal Counsel: The District shall provide independent legal counsel, responsible only to the Committee, to advise the Committee on relevant legal issues. The District will pay for such legal counsel, but all legal privileges and client loyalty shall be accorded solely to the Committee. The Committee shall select its independent legal counsel working according to applicable State statutory and regulatory provisions and District procurement rules and procedures.

9.3 Documents: Committee documents (agendas, agenda backup documents, audit reports, annual reports, financial reports, status reports, and all other documents received by the Committee) and recordings of Committee meetings, if any, shall be permanently maintained on the Committee's website.

10. TERMINATION OF BOC: The Committee shall automatically terminate and disband at the earlier of the date when either:

10.1 All bond proceeds are spent, or

10.2 All projects funded by bond proceeds are completed.

11. AMENDMENTS

Amendments to the Bylaws may be approved at any noticed meeting at which a quorum is present by a majority of the Committee.

APPROVED AND DULY ADOPTED on the 20th of March 2025 by the Fulton-El Camino Recreation and Park District Board of Directors.

Teresa Higgins, Chair, Board of Directors

Kathleen Stricklin, Secretary, Board of Directors

**BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT**

The following Ethics Policy Statement provides general guidelines for BOC members to follow in conducting their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies, and procedures as well as from concepts that define accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to:

- (1) any contract funded by bond proceeds, or
- (2) any construction project which will benefit the Committee members outside employment, business, or provide financial benefit to an immediate family member, such as a spouse, child, or parent.

OUTSIDE EMPLOYMENT. A Committee member shall not use their authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project.

A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind.

For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, the member participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works as an employee or owner during his/her service as a Committee member shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the policies, procedures, rules and regulations of the Fulton-El Camino Recreation and Park District.

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal, family member or business interest of the member.

The undersigned acknowledges they have received a copy of this Ethics Policy Statement, understand the provisions of this policy and agree to adhere to its requirements.

Printed Name

Signature

Date