



**CITY OF OAKLAND
CHILDREN'S INITIATIVE
OVERSIGHT COMMISSION
REGULAR MEETING AGENDA
THURSDAY, DECEMBER 1, 2022
4:00 PM
Via Zoom**

Oversight Commission Members:

Bernadette Zermeno (D-7), Clarissa Doutherd (D-4), Cynthia Adams, Dana Cilono (D-7), Edgar Rodriguez-Ramirez, Jessica Jung (D-2), Jorge Lerma (D-5), Kareem Weaver, Kym Johnson (D-4), Lange Luntao, Melanie Moore (D-2), Priya Jagannathan, Rickey Johnson (D-3), Tiffany Rose Lascado (D-6)

Pursuant to California Government Code section 54953(e), Children's Initiative Oversight Commission Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The Oakland Children's Initiative Oversight Commission encourages public participation in the online board meetings. The public may observe and/or participate in this meeting in several ways.

OBSERVE: Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86815714944>

Or One tap mobile :

US: +16694449171,,86815714944# or +16699009128,,86815714944#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):
US: +1 669 444 9171 or +1 669 900 9128 or +1 253 205 0468 or +1
253 215 8782 or +1 346 248 7799 or +1 719 359 4580 or +1 646 931
3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1
309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347
5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656

Webinar ID: 868 1571 4944

International numbers available: <https://us02web.zoom.us/j/86815714944>

After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled "Joining a Meeting By Phone."

PROVIDE PUBLIC COMMENT: There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

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- Comment in advance. To send your comment directly to the Commissioner's and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Jennifer Cabán at JCaban@oakland.ca.gov. Please note that eComment submissions close one (1) hour before posted meeting time. All submitted public comment will be provided to the Commissioners prior to the meeting.

- By Video Conference. To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to "Raise Your Hand" are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled "Raise Hand In Webinar."

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to "Raise Your Hand" by pressing STAR-NINE ("*9") to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to make your comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled "Joining a Meeting by Phone."

If you have any questions about these protocols,
please e-mail Jennifer Cabán at JCaban@oakland.ca.gov.

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*Each person wishing to speak on items must raise their hands via ZOOM
Persons addressing the Children's Initiative Commission shall state their names and the organization they are representing, if any.*

	AGENDA ITEM	SCHEDULE	ACTION	ATTACHMENTS
1	Call to Order	4:00 PM	AD	
2	Roll Call	5 Minutes	AD	
3	Resolution	5 Minutes	A	Attachment 1
4	Review of Agenda	5 Minutes	AD	
5	Public Forum – Public Comment on Non-Agenda Items	5 Minutes	AD	
6	Minutes	5 Minutes	I	
7	Bylaws <ul style="list-style-type: none"> • Review 	5 Minutes	I	Attachment 2
8	Children's Initiative Implementation Partner(s) Recommendation – Status Update <ul style="list-style-type: none"> • Public Comment 	20 Minutes	I	
9	Accountability Officer Update <ul style="list-style-type: none"> • Thought Partnership & Community Engagement • Public Comment 	35 Minutes	I	
10	Other Items <ul style="list-style-type: none"> • Calendaring Invites • 12/22 Meeting Schedule • 9th Annual African American Literature Read-In Week • Community Events On-going 	10 Minutes	AD	
11	Wrap-Up & Next Steps <ul style="list-style-type: none"> • Agenda topics for January 	5 Minutes	AD	

**A = Action Item I = Informational Item AD = Administrative Item
A* = Action, if Needed**

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email JCaban@oaklandca.gov or call (510) 238-6840 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a JCaban@oaklandca.gov o llame al (510) 238-6840 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 JCaban@oaklandca.gov 或 致電 (510) 238-6840 或 (510) 238-2007 TDD/TTY.

**OAKLAND CHILDREN’S INITIATIVE
OVERSIGHT COMMISSION
RESOLUTION NO. 10-27-22-1**

RESOLUTION RENEWING AND CONTINUING THE CHILDREN’S INITIATIVE OVERSIGHT COMMISSION’S DETERMINATION THAT CONDUCTING IN-PERSON MEETINGS OF THE CHILDREN’S INITIATIVE OVERSIGHT COMMISSION AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES’ HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB 361

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. (See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>); and

WHEREAS, on June 17, 2022 Gavin Newsom issued Executive Order N-11-22 reaffirming that a State of Emergency exists in California as a result of COVID-19. (See <https://www.gov.ca.gov/wp-content/uploads/2022/06/6.17.22-COVID-EO-Rollback-signed.pdf>); and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) continues to recommend physical distancing of at least six (6) feet whenever possible, avoiding crowds and poorly ventilated spaces, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>); and

WHEREAS, the CDC recommends that families with children under 5 and unvaccinated household members continue to take steps to prevent COVID-19 infection including distancing. (See <https://www.cdc.gov/coronavirus/2019-ncov/groups/families-covid-19.html>); and

WHEREAS, the CDC continues to caution that older adults remain more likely to get very sick from COVID-19. (See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>); and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms or who have tested positive for COVID-19 stay home. (See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>); and

WHEREAS, the CDC still finds that COVID-19 vaccines are highly effective at preventing severe illness, hospitalizations and death and continues to recommend that all eligible persons get vaccinated for COVID-19 and stay up to date on their COVID-19 vaccines. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>); and

WHEREAS, vaccinated persons may still get COVID-19 and can spread the virus to others. (See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/effectiveness/why-measure-effectiveness/breakthrough-cases.html>); and

WHEREAS, anyone infected with COVID-19 can spread the virus, even if they do not have symptoms. (See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>); and

WHEREAS, the City's public-meeting facilities are indoor facilities not designed to ensure circulation of fresh/outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or may live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on September 20, 2022, the Children's Initiative Oversight Commission adopted Resolution No. 09-20-22-1 determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to conduct meetings using teleconferencing in accordance with California Government Code section 54953(e), a provision of AB 361; and

WHEREAS, by making these findings that conducting in-person meetings would present imminent risks to attendees' health, and by making an election to conduct meetings via teleconference, the Children's Initiative Oversight Commission may elect to continue to meet via teleconference by adopting subsequent resolutions, at least every 30 days, as part of a broader Children's Initiative Oversight Commission agenda, and need not do so on a single-subject agenda; now therefore be it:

RESOLVED: that the Children’s Initiative Oversight Commission finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the Children’s Initiative Oversight Commission renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the Children’s Initiative Oversight Commission firmly believes that the community’s health and safety and the community’s right to participate in local government, are both critically important, and the Children’s Initiative Oversight Commission is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code section 54953(e), a provision of AB 361; and be it

FURTHER RESOLVED: that the Children’s Initiative Oversight Commission will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Children’s Initiative Oversight Commission finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.



**BYLAWS OF THE CITY OF OAKLAND
CHILDRENS' INITIATIVE (MEASURE AA) OVERSIGHT COMMISSION**

This document shall serve as the bylaws and rules of procedures for the Oakland Children's Citizens Initiative Oversight Commission. Sections of these bylaws in relevant part are established by Article XVI of the Oakland City Charter (The Children's Initiative of 2018) and other sections subject to the authority of the Children's Initiative Citizens' Oversight Commission.

DEFINITION OF TERMS

The following terms, whenever used or referred to herein, shall have the following and respective meanings, unless a different meaning is clearly made apparent by the context:

- a) Agenda shall mean the agenda for the Children's Initiative Citizens' Oversight Commission
- b) Meeting shall mean any gathering of a quorum of members of the commission or committee to hear or discuss any item of business or potential commission business
- c) Chair shall mean the chairperson of the Children's Initiative Citizens' Oversight Commission
- d) Vice Chair shall mean the vice chairperson of the Children's Initiative Citizens' Oversight Commission
- e) Charter shall mean the Charter of the City Oakland
- f) Commission shall mean the Children's Initiative Citizens' Oversight Commission
- g) Commissioner shall mean a voting member of the Children's Citizens' Initiative Oversight Commission
- h) Committee shall mean a sub-group, working group, or ad hoc committee of the Commission not comprising of a quorum of members
- i) Children's Initiative Accountability Officer shall mean the representative of the City Administrator's office that carries out the responsibilities set forth in Section 1602 of the Oakland City Charter
- j) Municipal Code shall mean the Oakland Municipal Code
- k) Quorum shall mean the majority of the appointed members of the Commission, but in no case shall a quorum be fewer than five (5) members
- l) Sunshine Ordinance shall mean Oakland Municipal Code Chapter 2.20
- m) Brown Act shall mean the State of California's open meeting laws (Government Code sections 54950 et seq)

Article I | Establishment and Governing Law

- 1. Name: Oakland Children's Initiative Oversight Commission
- 2. The Oakland Children's Initiative (Measure AA) is a 2018 Charter Amendment passed by the citizens of Oakland to deepen our early investment in children and support them through college graduation, by dramatically expanding access to high quality preschool and providing college access, mentorship, and scholarship support services for students to obtain 4-year or 2-year college or technical degrees. It will leverage annual revenue to dramatically expand access

to and the quality of preschool, as well as significantly increase college enrollment and college graduation rates. Approximately $\frac{2}{3}$ of the funds raised by Measure AA will support early childhood education and approximately $\frac{1}{3}$ of the funds will support college access and persistence support.

3. The Measure establishes the Children's Initiative Citizens' Oversight Commission to be appointed by the Mayor and confirmed by City Council to provide oversight, accountability, and analysis for the distribution of funds and execution of programming.
4. The Commission shall comply with all applicable laws, including, but not limited to, the City of Oakland Charter, the Establishing Ordinance, the Oakland Sunshine Ordinance (Ordinance 11957 C.M.S., adopted January 14, 1997), the Ralph M. Brown Act (Government Code sections 54950 et seq.), the Political Reform Act of 1974 (Government Code sections 81000 et seq.), the Public Records Act (Government Code sections 6250 et seq.), and the Oakland Conflict of Interest Code (Ordinance 11979 C.M.S., as amended). If any conflict exists between any of the foregoing laws and these bylaws, the applicable law shall control over the bylaws.

Article II | DUTIES AND FUNCTIONS

The functions and duties of the Commission shall be:

1. Approve subsequent five-year Guidelines for the Early Education and Oakland Promise Funds after the expiration of the initial five-year Guidelines, which are set forth in Sections 1606 and 1609 of the Act;
2. Review the analysis and recommendations of the accountability officer for the selection of Implementation Partners, approve or reject the recommendation for the selection of Implementation Partners for the Early Education and Oakland Promise Funds, ensure that the selection is consistent with the Act, and once approved, submit the final selection to the Oakland City Council for its adoption without amendment;
3. After considering the recommendation of the accountability officer, approve any extensions of the term of an Implementation Partner, by a majority vote, or any termination of an Implementation Partner for reasons as specified in Sections 1605 and 1608, by a two-thirds ($\frac{2}{3}$) vote, if extension or termination would further the purposes of the Act;
4. Review and approve the results of annual independent financial audits of each of the Funds;
5. Review the performance appraisals of the implementation of the Early Education and Oakland Promise programs presented by the accountability officer;
6. Review the external evaluations of the implementation of the Early Education and Oakland Promise programs presented by the accountability officer;
7. Perform such other functions and duties as may be prescribed by the City Administrator;

8. Meet at least four (4) times per fiscal year;
9. Undertake other duties that may be assigned to the Commission by ordinance adopted by the City Council;
10. As provided under the Brown Act and Sunshine Ordinance, conduct meetings, and use other public forums to collect and receive public input on the subject matter content;
11. Hold annual working retreats and in-service trainings to strengthen the capacity of its members and associates with all aspects of the work; and
12. Utilize equity-based measures, adopted by the Commission, to make decisions that assure programs and policies are grounded, reliable, and authentic and utilizing data and evidence-based results.

Article III | MEMBERSHIP AND APPOINTMENT PROCESS

1. Number of Commission Members: The Citizens' Oversight Commission shall be composed of nine (9) to fifteen (15) members.
2. Appointment Process: Members of the Citizens' Oversight Commission shall be appointed by the Mayor and confirmed by the Council pursuant to Section 601 of the Charter. The Mayor shall request recommendations from members of the City Council and the Oakland Unified School District Board of Education and Superintendent at least fourteen (14) days prior to submitting any appointments for confirmation.
3. Composition of the Commission: The composition of the Commission should be reflective of the diversity of Oakland and shall include the following members:
 - a. At least one (1) member with professional expertise in early childhood education policy;
 - b. At least one (1) member with professional expertise in, or who is a provider of, early childhood care or education;
 - c. At least one (1) member with at least two (2) years of experience teaching in early childhood education;
 - d. At least one (1) member with at least two (2) years of experience teaching TK-12, or who has professional expertise in TK-12 education or college access;
 - e. At least one (1) member with professional expertise in college completion, college or university leadership, or support for traditionally underrepresented college students;

- f. At least one (1) member with experience in budgeting, auditing, finance, or early asset building;
 - g. At least one (1) member of a union or labor advocacy group who is employed by the City of Oakland Head Start, the Oakland Unified School District, or a participating early care and education provider;
 - h. At least one (1) homeowner who is subject to the parcel tax imposed by Section 5 of the Act;
 - i. At least one (1) parent, who presently has, or has had within five (5) years from the time of appointment, a child of preschool age who attended a preschool program benefiting from public subsidy, or who was on a waitlist for such a program; and
 - j. At least one (1) member who is, or who within five (5) years from the time of appointment was, enrolled in an Oakland public school, or who has graduated from an Oakland public school and enrolled in college within five (5) years from the time of appointment, or who is the first in their immediate family to graduate from College.
4. Residency and Affiliation: A majority of the members of the Commission shall be residents of Oakland. The members in paragraphs (7) through (10) must be residents of Oakland. The members set forth in paragraphs (1) through (6) must reside and/or work in Oakland. At least one (1) member in paragraphs (1) or (2) must be an employee of the Oakland Unified School District. One member may satisfy more than one of the requirements set forth in paragraphs (1) through (10) of subdivision (b).
5. Conflict of Interest: All Commissioners warrants and represents that they, any immediate family member, or business associate, has no financial interest in and will not obtain benefit from any program, project, organization, agency, or other entity that is seeking or will seek funding approval from the Commission. Financial interest or benefit includes, without limitation, salaries, consultant fees, commissions, gifts, gratuities, favors, sales income, rental payments, investment income or other business income. A Commissioner shall immediately notify the City Administrator or designee and the Chairpersons of any real or possible conflict of interest between membership on the Commission and work or other involvement with entities funded or served by the Oakland Children’s Initiative.

ARTICLE IV - OFFICERS

- 1. Election of Officers
 - a. Election of Chair and Vice Chair: The Commission will vote at its first meeting commencing the month of **October** on agenda item for the nomination of the Chair and Vice Chair. The Officers shall be elected by a motion, with a second and a majority vote of the members of the Commission.
- 2. Chair Duties
 - The Chairperson shall perform the following duties:

- a. Preside at regular and special session meetings of the Commission in alternate with the Vice Chair and are ex-Officio members of all standing Sub-committees
 - b. The Chair may call a special meeting of the Commission
 - c. The Chair may create ad hoc committees to perform such advisory functions as determined and may appoint and remove Commissioners from such committees
 - d. Represent the Commission in meetings and/or communications with local officials and the public as necessary
3. Vice Chair Duties
The Vice Chairperson shall alternate presiding over regular and special meetings of the Commission, assist the Chair as directed, and shall assume all the obligations and authority of the Chair in absence or recusal of the Chair.
4. Removal of Chair
Removal of the Chairperson shall be made by a motion, with a second and a majority vote of the members of the Commission.
5. Officers' Terms of Office
Each Chairperson shall serve a one year (1) term or an unexpired term ending in August. Chairpersons shall not serve more than two (2) consecutive terms.
6. Sub-committee Chairpersons
The Sub-committee Chairpersons shall perform the duties and responsibilities that may be delegated by the Chairpersons, and carry out the assignments traditionally assigned to that Sub-committee.

Article V | TERM, COMPENSATION, VACANCY AND REMOVAL

1. Term: A member shall serve no more than four (4) full, consecutive terms. A member may be removed for cause pursuant to Section 601 of the Charter, or for the failure to attend three (3) consecutive meetings of the Citizens' Oversight Commission or more than fifty percent (50%) of the meetings in a twelve-month period. For the initial nine (9) appointments only, one-third (1/3) of the members shall be appointed to serve for four (4) years, one-third (1/3) shall be appointed to serve for three (3) years, and one-third (1/3) shall be appointed to serve for two (2) years. Subsequently, all terms shall be for three (3) years.
2. Compensation: Members shall serve without compensation, provided that members may request and receive reimbursement for actual transportation and child care expenses, not to exceed five hundred dollars (\$500) annually.

3. Vacancy: A Commissioner voluntarily resigning from the Commission shall immediately submit written notice to the Chair and City staff of the effective date of their separation. City staff shall inform the appointing authority of the special vacancy to perform all tasks necessary to fill the vacancy.
4. Removal: A member may be removed for cause pursuant to Section 601 of the Charter, or for the failure to attend three (3) consecutive meetings of the Citizens' Oversight Commission or more than fifty percent (50%) of the meetings in a twelve-month period.

Article VI | COMMENCEMENT OF DUTIES AND TRAINING

1. Oath of Office: Acceptance of the Oath of Public Office constitutes a Commission member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Oakland and all pertinent state and federal laws.
2. Required Training: Members of the Commission shall be provided and shall attend training on the following:
 - a. Basic principles of Roberts Rules of Order and meeting procedures;
 - b. The legal requirements of California's Political Reform Act (Cal. Gov. Code section 81000, et seq.), Oakland's Conflict of Interest Code (Oakland Municipal Code, Ch. 3.16), Oakland's Government Ethics Act (Oakland Municipal Code Section Ch. 2.25), Brown Act, Oakland's Sunshine Ordinance, and California Public Records Act (Cal. Gov. Code section 6250, et seq.); and
 - c. Bias and equity from the Department of Race and Equity.

Article VII | TRANSITIONAL PROVISIONS

1. The terms of office and provisions of this ordinance shall begin following the appointment and confirmation of members to the Commission.
2. These bylaws shall become effective immediately on final adoption if it receives affirmative votes by a majority of members present.

ARTICLE VIII | COMMITTEES AND WORKING GROUPS

1. The Commission may, by majority vote, establish working groups and committees of its members. The Commission may delegate to the Chair the authority to designate and appoint the members of the committees and the chairs of such committees (which members shall total no more than three including the chair).
 - a. Each committee shall be advisory to the Commission. It shall investigate and formulate recommendations as assigned by the Commission in accordance with these bylaws, Brown Act, Sunshine Ordinance, and/or rules applicable to the matter of study in relevant context. In the course of its investigation and formulation of recommendations to the Commission, each committee shall consult with the Accountability Officer and, to the extent necessary, relevant City Departments and the Office of the City Attorney.
 - b. Each committee shall report to the Commission at a regular or special meeting a summary of all matters considered and its findings and recommendations thereon.
 - c. Each committee, where appropriate, shall seek equitable participation of community, families, and individuals which best reflect the demographics (i.e. race, ethnicity, language, and cultures) of those who will be served. This participation may come in the form of adult education built into the program(s), initiatives projects, and/or activities such as community-based forums and classes which provide credentials, certificates, etc. needed to improve diversity by gender, ethnicity, life experience, language, and cultural inclusion.

ARTICLE IX | MEETINGS

1. Meeting Schedule, Location and Duration: Except as otherwise determined by the Commission, regular meetings shall be held at 4:00 p.m. on the fourth Thursday of the month in the City Council Chambers of City Hall, One Frank H. Ogawa Plaza, 3rd Floor, Oakland, California 94612, unless otherwise voted on by Commission. Meetings shall conclude no later than 6:00 p.m., unless extended by majority vote of the Commissioners in attendance. Commission and committee meetings shall be held virtually while Shelter-In-Place orders are active. Special meetings may be scheduled at the discretion of the Chair or by majority vote of the Commissioners in attendance at a meeting.
2. Parliamentary Procedures: The business of the Commission shall be conducted, so far as it is practical, in accordance with parliamentary rules as contained in Roberts Rules of Order, except as modified by these rules and in accordance with the Brown Act and Sunshine Ordinance. The Accountability Officer, or such other person as designated by the presiding officer with the affirmative vote of a majority of the Commissioners present, shall serve as the official parliamentarian for meetings of the Commission.

3. Quorum and Meeting Cancellation: A majority of the appointed members of the Commission shall constitute a quorum, but in no case shall a quorum be fewer than five (5) members. A quorum shall be noted prior to the conduct of any official business at the meeting. In the event that a quorum is not established within thirty (30) minutes of the noticed start time of the meeting, the Chairperson, in her or his discretion, shall cancel the meeting without any official action being taken at the meeting without a quorum.
4. Absence of Quorum: In the absence of a quorum, no information may be presented, and no discussion of Agenda items or any official action may be taken by the Commissioners.
5. Motions: If any Commissioner makes a motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by a Commissioner.
6. Commissioner Comments: The Chair shall recognize a Commissioner before the commissioner addresses the body. No Commissioner shall speak for more than ten (10) minutes on any matter without the consent of the Chair or a majority of the Commissioners in attendance.
7. Voting: Each member of the Commission shall have one vote. A motion shall be passed or defeated by a simple majority of those members present and voting at a meeting where a quorum has been established.
8. Speaking Time During Open Forum: Speaking time shall be consistently and uniformly applied consistent with the requirements of the Brown Act (Gov't. Code §§ 54950 et seq.). Open Forum shall be listed at the beginning of the Agenda. The public shall be provided 2 minutes to address the Commission under Open Forum. The Chair or presiding officer may adjust the speaking time for Open Forum; however, the public shall be provided at minimum one (1) minute to address the Commission.
9. Speaking Time Limits on Agenda Items: The public shall be provided 2 minutes to address the Commission on each Agenda item. The Chair or presiding officer may adjust the speaking time for Agenda Items; however, the public shall be provided at minimum one (1) minute to address the Commission.
10. Speaker Cards: Persons wishing to address the Commission must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.
11. Ceding Time: Subject to the discretion of the presiding officer, a speaker may be allowed to extend their speaking time on Agenda items if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. At the Chair or presiding officer's discretion, a speaker may be allotted more than five (5) minutes based on ceded time. The recipient speaker must submit the ceding speakers' speaking cards, and the ceding speakers must be present at the time the recipient speaker speaks. Ceding time shall not be awarded for teleconference meetings.

12. Addressing the Commission: Speakers shall not use profanity or hate speech of any kind. Commissioners of the public should address their questions or remarks to the Chair or presiding officer. Other members and City staff will respond to questions only when requested to do so by the Chair. Commissioners and City staff shall refrain from entering into any debates or discussion with speakers during public comment.
13. Audience Conduct: The public has the right to criticize policies, procedures, actions or omissions of the Commission or City staff. The public should not vocally oppose statements made by anyone while they speak. The public may not display signs that impede the ability of the public or Commission to see or participate in the meeting or that endanger any meeting participants.
14. Removal of a Disruptive Person: The Chair or presiding officer may remove any person who commits the following acts after being warned of the following unacceptable actions:
 - a. Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Commission's Rules of Procedures;
 - b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
 - c. Disobedience of any lawful order of the Chair, which shall include, but not be limited to, an order to be seated.
15. Disclosure Requirements by Commissioners: Members of the commission shall report to the Ethics commission in accordance with the Lobbyist reporting procedures, contacts with persons seeking to influence the decision-making authority of the Commission. This shall include verbal and written communications directed to and received by members of this commission.
16. Commissioner Absences: If any Commissioner cannot attend a meeting, the Commissioner shall notify the Chair and City staff of their absence prior to the start of the meeting. Commissioners submitting adequate prior notice (at least 1 hour) as determined by the Chair or presiding officer shall be noted as an excused absence for purposes of the meeting minutes. Commissioners that do not submit prior notice will be noted as absent for purposes of the meeting minutes. A member may be removed for cause pursuant to Section 601 of the Charter, or for the failure to attend three (3) consecutive meetings of the Citizens' Oversight Commission or more than fifty percent (50%) of the meetings in a twelve-month period. The Chair will facilitate the process of removal subject to the Municipal Code and City Charter Section 601.

ARTICLE X | AGENDA REQUIREMENTS

1. Agenda Preparation: The agenda is prepared through the joint effort of the Chairperson and staff, with appropriate legal review. At the outset of a meeting, the Commission may remove items from the posted agenda, but may not add items to the posted agenda or otherwise modify it. Nothing in this Article VII shall change the requirements for agenda

noticing and modification to the agenda as required by the Brown Act, Sunshine Ordinance, or other applicable law.

2. Notice and Conduct of Meetings: Agendas of all meetings requiring public notice shall be posted in the City Clerk's Office and on an exterior bulletin board accessible 24 hours a day. Notice of regular meetings shall be posted at least seventy-two hours before the meeting. Notice for Special Meetings shall be posted at least 48 hours before the meeting. Action may only be taken on items for which notice was provided in compliance with the Sunshine Ordinance and the Brown Act.

ARTICLE XI | PLANNING AND OVERSIGHT STAFF

1. City Administrator: The City Administrator or designee shall provide clerical assistance and administrative support and technical assistance to the Commission, and the City Administrator or designee shall be present at the Commission meeting, as set forth in enabling legislation providing for the operations of the Commission.
2. Custodian of Records: Pursuant to section 2.20.240 of the Sunshine Ordinance, the Commission shall maintain a public records file that is accessible to the public during normal business hours. The City Clerk shall maintain the repository and serve as the official custodian public records, which shall be maintained in the manner consistent with records kept by the City Clerk on behalf of all other standing Commissions. City staff designated as the liaison of the Children’s Initiative Citizens’ Oversight Commission shall act as Secretary to the Commission. The Secretary shall prepare and issue meeting notices, post and distribute meeting agendas and materials, facilitate public access to the meetings, prepare the records of the Commission, record all votes, prepare minutes, and file records of the meetings with the City Clerk.

ARTICLE XII | AMENDMENT OF BYLAWS

1. The Commission may adopt bylaws amendments at any regular meeting of the Commission by vote of two-thirds of the members present at which a quorum exists; provided such proposed amendments are circulated in writing to all Commission members at least ten (10) calendar days prior to such meeting, and three (3) calendar days' public notice shall be posted.

Date Approved: October 27, 2022