

PROPOSITION 47 LOCAL ADVISORY COMMITTEE BYLAWS

ARTICLE I: NAME AND PURPOSE

Section 1. Name

The official name of this body shall be the Fort Bragg Proposition 47 Local Advisory Committee ("LAC").

Section 2. Purpose

The purpose of the LAC is to advise on the planning, implementation, oversight, and evaluation of Proposition 47-funded programs. Passed by California voters in 2014, Proposition 47 reclassified certain nonviolent offenses from felonies to misdemeanors, with the goal of reducing incarceration and redirecting the resulting state savings into prevention and rehabilitation services. The LAC is committed to ensuring that such programs effectively address mental health challenges, substance use disorders, and reduce recidivism in the community by investing in community-based services and supports. The LAC provides a forum for community engagement, transparency, and accountability in the use of Prop 47 funds.

ARTICLE II: AUTHORITY

The LAC is established under the authority of the Fort Bragg Police Department governing body and operates in accordance with the requirements of the California Board of State and Community Corrections (BSCC) Proposition 47 grant program. These bylaws govern the structure and function of the LAC.

ARTICLE III: MEMBERSHIP

Section 1. Composition

Membership shall be comprised of a diverse representation of stakeholders, including but not limited to:

- Local government representatives (e.g., city council, mayor's office)
- Behavioral health and public health agencies
- Law enforcement and criminal justice agencies
- Education and youth services
- Community-based organizations
- Faith-based organizations
- Individuals with lived experience in the criminal justice system or with substance use disorders
- Advocacy groups
- Members of the general public

Section 2. Appointment and Terms

Members shall be appointed by the Fort Bragg Police Department and the Care Response Unit (CRU) Team. Community representatives are selected through an open application process to ensure diverse and inclusive participation. Terms of service shall be the length of the Prop 47 Cohort 4 funding cycle (ending June 30, 2028), with the possibility of reappointment for additional terms.

Section 3. Number of Members

The LAC shall consist of no greater than 14 voting members.

Section 4. Resignation and Removal

A member may resign at any time by written notice. A member may be removed by majority vote of the LAC for reasons including, but not limited to, conflict of interest violations, conduct detrimental to the purpose of the committee, or failure to attend 2 meetings in a row without prior approval.

Section 5. New Member Approval

Vacancies on the committee may be filled upon recommendation by the CRU team or by any current standing member of the committee. The names of prospective appointees shall be placed on the agenda for the next regularly scheduled committee meeting and made available to the public in accordance with applicable notice requirements. Appointments shall be subject to approval by a 50% majority vote of the full committee membership.

ARTICLE IV: OFFICERS

Section 1. Officers

The officers of the LAC shall include a Chairperson and a Vice-Chairperson.

Section 2. Duties

- **Chairperson:** The Chairperson will be a Representative of the Fort Bragg Police Department, and will preside over all meetings, set agendas in collaboration with staff, and serve as the official spokesperson.
- **Vice-Chairperson:** The Vice-Chairperson will be a Representative of the City of Fort Bragg and will assist the Chairperson and preside in their absence.
- **Members:** Actively participate in meetings and subcommittees. Provide input on program planning and evaluation. Engage with the community to gather feedback and disseminate information.

ARTICLE V: MEETINGS

Section 1. Frequency

The LAC shall meet quarterly, ~~on the third Wednesday of~~ during the last month of the quarter, ~~on a day~~ determined by the Chair and agreed upon by the Committee. Special meetings may be convened as needed.

Section 2. Rescheduling

If a regularly scheduled quarterly meeting must be rescheduled, the Chair may set a new meeting date within the same quarter, with the concurrence of the Committee. Notice of the revised date shall be provided to all members as far in advance as practicable. All rescheduled meetings shall comply with the notice and agenda posting requirements of the Brown Act.

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Section **23**. Ad Hoc and Special Meetings

The Chair of the LAC may convene a special meeting. Written notice must be served at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

Section **34**. Notice and Public Access and Brown Act Requirements

All meetings shall be conducted in accordance with the Brown Act. Notice of meetings and agendas shall be posted publicly at least 72 hours in advance.

Section **45**. Quorum

A quorum shall consist of a simple majority of the current-voting members. No official business may be conducted without a quorum. Decisions on new members or amendments to the bylaws shall be made by majority vote of members present, provided a quorum is met. If a quorum is not present, the Chair may adjourn and reschedule the meeting or proceed with informational discussions only, with no formal actions taken.

Section **56**. Voting

Each LAC member has one vote. Authorized designees may vote on behalf of a member only in the absence of the principal member and if they have been identified by the member in written correspondence addressed to the Chair and LAC members. Action may be taken by a majority vote of those present and by not less than a majority of the quorum.

Section **67**. Reporting

The LAC shall oversee and contribute to the preparation of all required Proposition 47 reports to the California Board of State and Community Corrections (BSCC). This includes ensuring transparency and community input in the development of progress reports, data collection, and outcome evaluation.

Section **78**. Report Schedule

Reports will be created by Captain Thomas O'Neal and the Care Response Unit (CRU) and will be provided to the LAC. Reports must be submitted in accordance with the BSCC's prescribed timeline, which includes:

- Quarterly Progress Reports: Due at the end of each quarter, detailing implementation progress, budget expenditures, challenges, and qualitative and quantitative data.
- Annual Outcome Reports: Summarizing overall program impact, participant outcomes, and effectiveness of funded services.
- Final Grant Report: Due at the end of the grant cycle, encompassing comprehensive performance data, lessons learned, and sustainability plans.

Section **89**. Public Availability

All reports submitted to the BSCC shall be made available to the public on the City of Fort Bragg website, and their submission will be acknowledged in LAC meetings.

All committee meetings shall be open to the public. Members of the public are welcome to attend, ask questions, and provide input during designated public comment periods in accordance with the committee's meeting procedures.

ARTICLE VI: SUBCOMMITTEES

Subcommittee members shall be drawn from the LAC membership and may include non-members with relevant expertise. Each subcommittee shall have a designated chair approved by the LAC.

ARTICLE VII: CONFLICT OF INTEREST

Members shall disclose any actual or potential conflicts of interest and abstain from voting or participating in discussions where a conflict exists. All members shall comply with applicable ethics and conflict of interest laws and regulations.

ARTICLE VIII: ATTENDANCE REQUIREMENTS

Members are expected to attend all scheduled meetings. Participation is essential to fulfilling the advisory responsibilities of the LAC. Failure to attend 2 meetings in a row without prior approval will result in removal from the committee.

ARTICLE XI: COMMUNITY ENGAGEMENT AND TRANSPARENCY

Section 1. Community Input

The LAC shall provide opportunities for community feedback, including at least one community listening session annually, to gather public input on the effectiveness of Proposition 47-funded initiatives.

Section 2. Public Reporting

Summaries of public input and committee responses shall be posted on the City of Fort Bragg website and made available upon request.

Section 3. Accessibility

Meetings and materials shall be made accessible to individuals with disabilities and, when possible, include language access resources.

ARTICLE XIV: EVALUATION AND SELF-ASSESSMENT

Section 1. Annual Review

The LAC shall conduct an annual self-assessment to evaluate member participation, committee effectiveness, community impact, and progress toward program goals.

Section 2. Findings Report

A summary of the self-assessment findings shall be presented during the first meeting of the following calendar year and included in the public record.

Article XV: Adoption and Amendments

Section 1. Amendments

Proposed amendments to the bylaws shall be included on the agenda of the next regularly scheduled committee meeting and shall be subject to a vote by the committee. Adoption of any amendment shall require approval by a 50% majority of the full committee membership.

Section 2. Adoption

These bylaws shall become effective upon adoption by the LAC.