



BYLAWS OF THE KERN COALITION GOVERNANCE COUNCIL



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Article I NAME AND PURPOSE

Section 1. Name: The name of the organization shall be the Kern Coalition Governance Council, hereinafter referred to as the "Council."

Section 2. Purpose: The Council is established to review and select project proposals under the Kern Coalition, ensuring adherence to the California Jobs First metrics, seed regional economies that are equitable, climate-forward, and provide high-quality jobs that are desirable to communities

Article II MEMBERSHIP

Section 1. Membership: The Council will be made up of a minimum of seventeen (17) elected representatives. The representatives were seated by public vote or appointment. The Council is comprised of representation from each subregion in the following counts:

- Central Subregion - 5 members
- East Subregion - 3 members
- North Subregion - 3 members
- South Subregion - 3 members
- West Subregion - 3 members

Section 2. Eligibility: Council membership is open to representatives from organizations and stakeholders who have a vested interest in promoting CA Jobs First objectives and the communities they represent. Each representative must continue to live, actively volunteer, and/or work in the subregion that they represent. Each member must notify the Kern Coalition within 10 business days in the event of a change in their qualifying status to ensure the member can accurately represent their respective subregion.



Each member will be required to sign and adhere to the Governance Council Code of Conduct Agreement, once adopted.

The organizations and stakeholder groups desired to be included on the Council are community/faith-based organizations, government, industry, labor, workforce development, and other stakeholder groups identified through community engagement. Including, but not limited to those marginalized groups not currently represented.

Section 3. Vacancies: The Council may declare vacant the office of a member if a member resigns or is removed from the Council. In the event of a vacancy, public applications will be published for candidates for a minimum of 30 days. The Council will appoint a new council member from eligible applications 30 days from posting closing.

Section 4. Responsibilities: Members are expected to attend and actively participate in properly noticed and calendared Council meetings, contribute to the review and selection process of project proposals, act in the best interest of the Kern Coalition's objectives, and ultimately decide which projects get funded. All participants shall adhere to the Governance Council Code of Conduct.

Section 5. Violations of Code of Conduct: In the event that a council member violates the Governance Council Code of Conduct Agreement, the Governance Council may remove them and declare their office vacant as provided in Article II Section 3 "Vacancies".

Section 6. Officers: The Council shall appoint, by vote in a general meeting, a Chair and Vice Chair of the Council for a term of one (1) year.

Section 7. Chair Responsibilities:

- a. The Chair shall preside over all regularly scheduled and special meetings.
- b. The Chair may call properly noticed and calendared special meetings if necessary. (i.e. business that must be acted on before the next regular scheduled meeting)
- c. The Chair shall coordinate with the CA Jobs First Coordinator/Director appointed by KCCD in developing the meeting agendas and recordkeeping for the Council.
- d. The Chair will coordinate with the CA Jobs First Coordinator/Director appointed by KCCD to address Council member attendance, communication, or other concerns that arise.
- e. The Chair shall coordinate the designation and communication of ad hoc committees and the Council as a whole.



- f. The Council Chair shall provide regular updates to the CA Jobs First Coordinator/Director appointed by KCCD, detailing the status of project proposal reviews, selected projects, and the utilization of allocated funds.

Section 8. Vice Chair Responsibilities:

- a. The Vice-Chair shall assume the responsibilities of the Chair in their absence.

Article III
GOVERNANCE AND DECISION-MAKING

Section 1. Quorum: A quorum for conducting Council business shall be a majority (50% plus 1) with a minimum of 1 member of each subregion being present for a quorum of the Council members then in office. Meetings will be governed by the Chair, and Vice Chair if Chair is not present, and every action will be taken by a first and second by council members, and then discussion. Decisions and recommendations by the Council shall be made by a simple majority of the voting members present at a meeting, provided a quorum is present.

Section 2. Conflicts of Interest: Members with an actual or potential conflict of interest in a particular project proposal shall disclose such conflict and recuse themselves from the decision-making process related to that proposal. Members may provide comments during public input and engagement to the same extent as other members of the public, regardless of any potential conflict. Failure to disclose can result in suspension or removal from the Council as provided in Article II Section 3 “Vacancies”.

Section 3. Voting: Each Council member shall have one (1) vote and must be present to vote. Voting by proxy is not permitted.

Article IV
MEETINGS

Section 1. Regular Meetings: The Council shall hold properly calendared regular meetings at least monthly, with additional meetings scheduled as necessary to fulfill its duties.

Section 2. Notice: For REGULARLY SCHEDULED MEETINGS, notice of a properly calendared meeting will be given to all council members at a minimum of 10 business days in advance of the meeting. Notice of Special Meetings must be distributed to all council members at least 3 business days in advance of a Special Meeting.



Section 3. Meeting Documentation: The CA Jobs First Coordinator/Director appointed by KCCD shall take attendance and minutes at all Council Meetings and distribute minutes via email to all Council Members following the conclusion of the meeting within 5 business days. Minutes shall contain all agenda business, summarized discussions, motions, and votes. All Council meetings and correspondence shall be maintained by the Conveners and available to the council members to review. The CA Jobs First Coordinator/Director appointed by KCCD shall provide meeting minutes for the Governance Council review and approval at the next scheduled business meeting.

Section 4. Open Meetings: Council meetings where Project Proposals will be evaluated shall be open to the public, and the Council shall provide opportunities for public input and engagement, as appropriate.

Section 5. Closed Meetings: The Council may hold closed meetings to conduct business pertaining to the Council and its structure.

Section 6. Meetings by Telecommunications: Any meeting of the Council may be held by telephone conference or similar communication equipment, as long as all council members participating in the meeting can communicate concurrently with one another. All council members shall be deemed to be present at such a meeting and count towards quorum.

Section 7. Attendance: All council members are expected to attend properly calendared and noticed council meetings. All council members must communicate any absences to the Chair or the CA Jobs First Coordinator/Director appointed by KCCD. Attendance will be taken at all Council meetings and will be recorded in the minutes. The Chair or the CA Jobs First Coordinator/Director appointed by KCCD will reach out to all non-attending council members and report back to the Council through the meeting minutes. In the event that a non-attending council member has no contact with the CA Jobs First Coordinator/Director appointed by KCCD, Chair, or Vice Chair for 14 calendar days or more, the Council will provide a final notice of lack of attendance.

If the council member has no contact for 14 calendar days from the final notice of lack of attendance, the Council may declare the office of the member vacant as provided in Article II Section 3 "Vacancies". The member may request reconsideration of the Council's decision to vacate the office within 30 days.



In the event a council member fails to attend 3 consecutive properly calendared and noticed meetings the Council may declare the office of the member vacant as provided in Article II Section 3 “Vacancies” after review and consideration between the members of the Council.

Section 8. Translated Materials: All written materials will be translated into English and Spanish, as well as any other languages needed for proper public input and understanding. Any translated materials will be made available at the same time as the original documents.

Article V

PROPOSAL REVIEW AND SELECTION PROCESS

Section 1. Project Proposals: The Council shall establish guidelines for submitting project proposals, including the format, content, and deadlines.

Section 2. Evaluation Criteria: The Council shall develop and maintain a set of criteria based on the California Jobs First metrics to evaluate and score project proposals, ensuring alignment with the objectives of the Kern Coalition.

Section 3. Review Process: The Council shall review and assess all submitted project proposals based on the established criteria with support provided by technical assistance providers and may request additional information from applicants as necessary.

Section 4. Selection: The Council shall select project proposals for funding based on the evaluation scores and available resources, ensuring equity, inclusion, transparency, and fairness in the decision-making process.

Section 5. Allocation: The Council shall create a shared set of guidelines for equitable and inclusive fund allocations based on the California Jobs First metrics. The council shall determine the allocation of funds for accepted project proposals in accordance with the shared set of guidelines.

Article VI

TRANSPARENCY AND ACCOUNTABILITY

Section 1. Transparency: The Council shall operate with transparency and accountability, ensuring that relevant information, decisions, and reports are made available to the public within 14 days with technical assistance provided by KCCD.



Article VII

AMENDMENT OF BYLAWS

Section 1. Amendment Process: These bylaws may be amended by a two-thirds majority vote of the Council members currently in office, provided that the decision is made in a meeting that was calendared and properly noticed.

Section 2. Notice: Council members shall be provided with notice of proposed amendments, along with the text of the proposed changes, at least 30 calendar days in advance of the meeting.

Article VIII

DISSOLUTION

Section 1. Dissolution Process: In the event of the dissolution of the Kern Coalition, the Council shall work with the CA Jobs First Coordinator/Director appointed by KCCD to ensure an orderly disposition of its records and the fulfillment of any remaining obligations.

Article IX

RATIFICATION

Section 1. Ratification: These bylaws shall be ratified and become effective upon approval by a two-thirds majority vote of the Council members currently in office.

Section 2. Implementation: Upon ratification, these bylaws shall govern the operations and decisions of the Kern Coalition Governance Council until such time as they are amended or revised according to the provisions outlined herein.

These bylaws of the California Kern Coalition Governance Council are hereby adopted and ratified on September 30, 2024.