

MARIN WILDFIRE PREVENTION AUTHORITY

COMMUNITY OVERSIGHT COMMITTEE BYLAWS

Revised: August 26, 2026

ARTICLE I - NAME

In accordance with the Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority (hereinafter “Marin Wildfire”), and the Measure C Marin County Tax Ordinance No. 3716 (together, the “Founding Documents”) this Committee shall be designated the Marin Wildfire Prevention Authority Community Oversight Committee (hereinafter “Committee”).

ARTICLE II - PURPOSE

Consistent with the Founding Documents, the purpose of the Committee is to oversee the work of Marin Wildfire. Specifically, as provided in Section 13 of the Tax Ordinance, the Committee’s duties shall include reviewing Marin Wildfire’s spending on an annual basis following the report from Marin Wildfire’s Treasurer. The Committee shall also provide feedback to Marin Wildfire’s Board of Directors. As specified in Section 8 of the Amended And Restated Joint Exercise of Powers Agreement for Marin Wildfire (hereinafter the “JPA Agreement”), after reviewing Marin Wildfire’s previous year’s work program and financial audit, the Committee shall write and adopt a report to provide feedback to Marin Wildfire’s Board of Directors and to the public describing the extent to which the funds have been spent consistent with the Measure C parcel tax provisions. The committee can submit its report in advance of the publishing of the financial audit, subject to the Committee revising its report if the financial audit results in any material adjustments to the financial data.

ARTICLE III - ORGANIZATION

Consistent with Section 8 of the JPA Agreement, Committee members will be residents who are neither elected officials of any government entity, nor public employees of any member of Marin Wildfire. Service on the Committee will be restricted to individuals who reside in Marin County. Committee members will be required to submit a statement of financial disclosure prior to joining the Committee and participation will be restricted to individuals without economic interest in any of Marin Wildfire’s projects.

The Committee shall consist of up to eleven members as follows:

1. Five participants, each residing in one of these five general geographical areas:
West Marin, Novato, San Rafael, Central Marin, and Southern Marin.
2. One participant from a taxpayer organization of Marin County.
3. One participant from an environmental organization of Marin County.
4. One participant from a Firewise community or similar fire prevention organization.
5. One participant from a non-partisan community-based organization.
6. One nonvoting youth member (age 14-18) for a one-year term rotating between the five general geographical areas, when possible.
7. At the request of the Committee, the Board of Directors may appoint an “ad hoc” member for a two-year term, renewable by the board where needed to fully staff the Committee.

Committee members shall be approved by Marin Wildfire and shall have no authority separate or apart from the duties specified in these Bylaws.

Each member of the Committee shall serve for a term of three years. Each term shall commence on January 1 and end on December 31st of the third year. No member shall be eligible to serve for more than two consecutive terms. If a member is replacing a member who has resigned or been removed from membership, the initial term of that member shall be for the remainder of the term of the member who has been replaced. Such partial terms shall not count against the two-term limit. This mechanism preserves the staggered terms that propagate the Committee’s institutional knowledge.

ARTICLE IV - MEMBERS’ RESPONSIBILITIES

Members shall:

1. attend Committee meetings;
2. serve on subcommittees of the Committee;
3. conduct an annual review of the report from Marin Wildfire’s Treasurer;
4. review the previous year’s work-plan and financial audit, and supporting documentation as needed;
5. observe public meetings of Marin Wildfire’s Board of Directors, Operations Committee, and each of these bodies’ standing subcommittees as assigned by the Committee;
6. participate in the preparation and adoption of a report to provide feedback to Marin Wildfire’s Board of Directors and to the public on the spending of Measure C parcel tax funds and the previous year’s work programs to evaluate consistency with the tax measure;
7. perform such other duties as may be directed by action of the Committee consistent with the Founding Documents.

ARTICLE V - CONDUCT OF MEMBERS

No member of the Committee shall act as the official spokesperson of the Committee unless specifically authorized by the Committee.

ARTICLE VI - MEETINGS AND MINUTES

All proceedings of the Committee shall be conducted according to the rules contained in the most recent edition of *Rosenberg's Rules of Order* when these do not conflict with these Bylaws.

Regular meetings shall occur as needed and often enough to complete the Committee's tasks. Special meetings shall be called as needed. All meetings of the Committee shall be in accordance with the Ralph M. Brown Act, California Government Code Sections 54950, et seq.

Minutes of the adjourned, regular, and special meetings of the Committee shall be kept and said minutes shall be made available to committee members upon posting to the next meeting agenda.

Minutes of the adjourned, regular, and special meetings of the Committee are a part of the public record and shall be posted to the Marin Wildfire website in a timely manner following final approval by the Committee.

The time, date, and location of any subcommittee meeting shall be determined by the members of such subcommittee.

ARTICLE VII - OFFICERS

The Committee shall elect a Chair and a Vice Chair. These officers shall serve a one-year term beginning January 1. The duties of the Chair shall be to preside over meetings, create subcommittees, and coordinate the content of meeting agendas with staff. Any member of the Committee can make requests to add items to meeting agendas, oversee the creation and publication of the Committee's report, present the Committee's report to the Board of Directors, and coordinate onboarding of new members.

The duties of the Vice Chair shall be to perform the duties of the Chair in the absence of the Chair.

ARTICLE VIII - SUBCOMMITTEES

In accordance with the provisions of the Brown Act (Gov. Code §§54950 et seq.), the Committee may form subcommittees as needed and appoint members to serve on any such subcommittees, as appointed by the Chair.

ARTICLE IX - CONDUCT OF BUSINESS

A majority of the members shall constitute a quorum of the Committee. In the event of a meeting of the Committee with less than a quorum, the members present may hold discussions of relevant issues but shall have no formal powers apart from the power to adjourn the meeting. For purposes of conducting business, the majority of those present are authorized to act on behalf of the Committee. Where a quorum is present, actions of the Committee shall be approved by a majority vote of the members present with one exception: any action to amend these Bylaws requires a majority vote of the voting members of the full Committee.

ARTICLE X - GOVERNING PROVISIONS; SEVERABILITY

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Committee, and the provisions of the Founding Documents, are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) or the Founding Documents and any provision of these Bylaws, the applicable law(s) and Founding Documents shall control and such Bylaws provision(s) shall be considered null and void; provided, however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

ARTICLE XI - EFFECTIVE DATE AND AMENDMENTS

These Bylaws shall be effective upon their approval by a majority vote of the voting members of the full Committee. Any member of the Committee may propose amendments to the Bylaws.