



## Administrative Procedure 6740 Citizens' Oversight Committee

Reference: *Education Code Sections 15278, 15280, 15282;*

### Purpose

The Citizens' Oversight Committee is established to inform the public about the expenditure of bond revenues; to review and report on the proper expenditure of taxpayers' money for school construction; and to advise the public as to the District's compliance with the Proposition 39 requirements as contained in the California Constitution.

### Activities

The Citizens' Oversight Committee shall:

- Receive copies of the annual, independent performance audit
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are properly expended;
- Receive and review copies of any deferred maintenance proposals or plans developed by the colleges and/or District; and
- Review efforts by the colleges and/or District to maximize bond revenues by implementing cost-saving measures.

### Membership

The Citizens' Oversight Committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than two (2) consecutive terms. Members of the committee shall serve without compensation.

The committee shall be comprised of at least:

- One (1) member active in a business organization representing the business community located within the District;
- One (1) member active in a senior citizen's organization;
- One (1) member active in a bona fide taxpayer's organization;
- One (1) student member both currently enrolled at the West Hills Community College District and active in a college group. The student may serve up to six (6) months after his or her graduation;
- One (1) member active in the support and organization of the District

No employee, official, vendor, contractor, or consultant of the West Hills Community College District shall be appointed to the committee.

Assistance

The District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Public Meetings

Meetings of the committee shall be open to the public and notice shall be provided in accordance with the provisions of open meetings laws (Brown Act). Members of the public attending committee meetings shall have an opportunity to address the committee.

Reports

At least once each year, the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an internet website maintained by the District. Reports by the committee shall also be presented to the Board of Trustees of the West Hills Community College District at a regularly scheduled meeting.

Board approval date: 10/24/06