

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

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The following is an excerpt from Council Policy 600-24 (adopted Sept. 2022) related to "diverse interests":

D. Community Representation.

The Council intends that voting members of recognized CPGs, to the greatest extent possible, be representative of the entire community within that CPG's boundaries. Recognized CPG voting members must be elected by and elected from members of the community within that CPG's boundaries. To be recognized as a CPG, and to maintain recognition, the organization must demonstrate to the City that it fairly represents all members of the community and is accessible to all members of the community within that CPG's boundaries.

The City will only recognize a CPG with a minimum of 10 voting members. The City recommends no more than 20 voting members to allow for effective operations. However, the Council may recognize a CPG with more than 20 voting members if the larger membership is necessary to give better representation to a community.

In addition, for the purpose of ensuring better representation of unique interests, a CPG may create separate "appointed seats." Where appointed seats are created, a CPG's operating procedures must specify the rights and duties of those appointed voting members, such as whether the appointed voting members may vote and count toward a quorum of the group. Elected CPG voting members, plus those appointed voting members who the CPGs authorize to vote, together constitute the "voting members" of the CPG.

To be recognized, a CPG must ensure that voting members meet the following minimum qualifications to serve: the voting member must be at least 18 years of age, unless the CPG has an appointed youth representative, and must be affiliated with the community as a: (1) property owner, who is an individual identified as the sole or partial owner of record, or their designee, of a real property (either developed or undeveloped), within the community planning area; (2) resident, who is an individual whose primary address of residence is an address in the community planning area; or (3) local business person, who is a local business owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate. Only one representative of a particular business establishment may hold a seat on the CPG at one time. The City encourages CPGs to designate seats for each community affiliation listed above so that all community interests in this paragraph are represented.

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Eligibility (and demonstration of eligibility) to vote may be further defined in the CPG's operating procedures. Once eligibility to vote in an election is established, an individual remains eligible until he or she does not meet the eligibility requirements.

A voting member of a CPG must maintain eligibility during the entire term of service. A CPG must include in its operating procedures for removal of voting members for failure to maintain eligibility, which should provide affected voting members with fair notice and require ineligibility determinations to be supported by documentation.

The City may, and each recognized CPG must, gather certain demographic data of existing and new CPG voting members and the community at large, at the time of elections or other regular periods, to measure inclusion and diversity on the CPG. The CPG shall compare this data with the demographics of the community at large as may be available from the City or other agencies, such as <https://datasurfer.sandag.org/> and submit to the City as part of its annual report. Participation in any survey of demographic data will be voluntary and must be conducted in a manner to ensure the privacy of responses and respondents. The CPG may not request this information as part of an application with personal identifying information.

The demographic data gathered should include age range, nature of relationship to community (homeowner, renter, or business owner), duration of relationship to community, ethnicity, race, gender, professional background or expertise, and length of service or involvement with the CPG. The City may assist with outreach efforts to broaden the scope of diversity and inclusion in participation on CPGs.

The following is an excerpt taken from the Terms and Conditions attachment to Council Policy 600-24 related to "diverse interests":

3. Community Participation and Representation

3.1 Membership

The CPG will ensure that voting members of recognized CPGs, to the greatest extent possible, represent the entire community and community interests, including homeowners, renters, individuals with and without school age children, and diverse age groups.

The CPG and its voting members should routinely seek robust community participation in the CPG planning and implementation process to serve the best long-term interest of the community at large. The CPG shall submit a detailed written Community Participation and Representation Plan to the City Council along with its application for recognition (see Exhibit A).

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3.2 Community Outreach

The CPG and its voting members shall routinely seek community participation in the CPG planning and implementation process to serve the best long-term interest of the community at large.

3.3 Collection of Membership Data

To measure community representation, the CPG shall gather demographic data of existing and new CPG voting members at the time of elections or other regular periods to measure inclusion and diversity on the CPG. This data should be submitted to the City along with the annual rosters required by Section 2.5. Participation in this type of survey will be voluntary and will be conducted in a manner to ensure the privacy of responses and respondents.

4. CPG Composition

4.1 Number of Voting Members

The CPG will have no fewer than 10 and no more than 20 voting members, respectively, representing the various community interests set forth in these Terms and Conditions. The Council may recognize a CPG with more than 20 voting members if the larger membership is necessary to give better representation to a community.

4.2 Voting Member Eligibility

The CPG will ensure that voting members meet the following minimum qualifications throughout their entire term of service:

4.2.1 Minimum Age

Voting members will be a minimum of 18 years of age unless the CPG has an appointed youth representative.

4.2.2 Minimum Attendance Requirements

The CPG shall take attendance to ensure that each voting member attends at least two-thirds of the CPG's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. No attendance requirements for voting member attendance prior to their election or appointment as a voting member are allowed.

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4.3 Community Representation

The CPG will ensure that voting members be affiliated with the community as either a: (1) property owner, who is an individual identified as the sole or partial owner of record, or their employee, of a real property (either developed or undeveloped), within the community planning area; (2) resident, who is an individual whose primary address of residence is an address in the community planning area; or (3) local business person, who is a local business or non-profit owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate or other official document.

4.3.1 Appointed Seats

To ensure representation of unique stakeholder interests in the community planning area, the CPG may create appointed non-voting seats. These appointed non-voting seats must be described in the CPG bylaws.