



THE CITY OF SAN DIEGO

MEMORANDUM

DATE: April 19, 2006

TO: Community Planners Committee

FROM: Betsy McCullough, Acting Planning Director, Planning Department

SUBJECT: Pending Revisions to Administrative Guidelines

At the March CPC meeting, several motions were made to amend the main motion of accepting the revised draft Administrative Guidelines. These guidelines were forwarded to CPC for consideration by the CPC 600-24 subcommittee and staff.

The CPC lost a quorum at the end of the meeting prior to a final motion being acted upon. Below please find the pending changes to several sections for your use at the April meeting. You can use #1 and #2 below with the previous version of the Administrative Guidelines that were attached to the March CPC agenda and are posted on the Planning Department website.

The pending changes are indicated in bold italics with the strikeout/underline in the document and are as follows:

1. Section 3.4, 2nd paragraph in Calculating a Vote, appearing on page 29, related to whether to count abstentions in a vote:

*Similarly, ~~Conversely~~, abstentions are **not** included in the calculation of a majority vote. ~~For example, if 18 members are present and four abstain, a majority vote would be ten [the same calculation as if every member was eligible to vote on the item].~~*

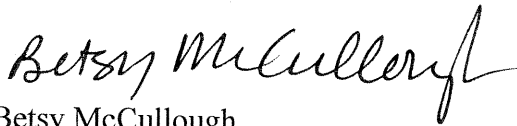
2. Section 3.4, 3rd paragraph in Voting Rights of the Chair, appearing on page 31, related to the chair's ability to make or break a tie:

*In light of Robert's Rules of Order Newly Revised, p Planning groups should decide ~~which~~ upon a model that is most effective in leading planning group discussions to successful votes: ~~works best for them~~: one where the chair both debates and votes; or, one where the chair debates but does not vote except to **make or** break a tie; or, one where the*

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chair neither debates nor votes. *These options vary from Robert's Rules of Order by removing the option for the chair to create a tie. Purposefully creating a tie vote, and therefore delaying or prohibiting a legitimate planning group vote from being forwarded to the City is contrary to Council Policy 600-24's intent to receive land use advice from a planning group.* It is important that whatever model a planning group chooses, it should be clearly understood by everyone, memorialized in the planning group bylaws or in an adopted rule, and consistently followed. *In those models where the chair participates, he/she should not dominate the discussion and the chair should not make a motion on the item before the planning group.*

When CPC adjourned its business, there was a motion on the floor to approve the Administrative Guidelines as amended, and a recommendation for there to be a review by staff and by CPC during the 1st quarter of 2007.



Betsy McCullough
Acting Planning Director

BM/jm