

Community Planners Committee

City Planning and Community Investment • City of San Diego • 202 C Street, 5th Floor, San Diego, CA 92101
SDPlanningGroups@sandiego.gov

BYLAWS of the COMMUNITY PLANNERS COMMITTEE April 22, 2008

ARTICLE I NAME

- Section 1 The name of this organization is the Community Planners Committee (CPC), a council of designated representatives of officially recognized Community Planning Groups (CPGs).
- Section 2 All activities of this organization shall be performed in the name of the Community Planners Committee, hereinafter referred to as CPC.

ARTICLE II PURPOSE

- Section 1 The purpose of this organization shall be:
- a. To serve as a citizen advisory committee to the City Planning & Community Investment Department, the Planning Commission, the Mayor and City Council on those City-wide public actions involving updating, amending and implementing the General Plan of the City of San Diego in accordance with the State Planning and Zoning Law.
 - b. To serve as an advisory committee to the City Council and Council-recognized citizen planning and development organizations and to promote solutions to matters of mutual concerns shared among the communities of San Diego.
 - c. To advise the Mayor on City-wide programs related to facilities development and financing, and to federal, state or local funds disbursement.

ARTICLE III LIMITATIONS OF ACTIVITY

- Section 1 In its activities, the CPC shall be nonpartisan, non-sectarian, and shall not discriminate against any person on account of race, color, creed, national origin, age, sex, sexual orientation, physical handicap, or economic status.



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Activities of the CPC shall be conducted in general conformance with the provisions of Council Policy 600-9, Council Policy 600-24 and the Ralph M. Brown Act.

Section 2 The CPC shall take no part officially or unofficially, nor shall it lend its influence, in the election of any candidate for political office.

CPC members shall not identify their affiliation with CPC or any CPG when endorsing political candidates or ballot measures.

Section 3 Nothing in these bylaws shall be construed to limit the right of the individual members of CPC from taking a position on an issue raised at a CPC meeting whether or not they have first secured specific authority from their CPG to take such action. On any issue on which the CPG has already taken an official position, it shall be mandatory for the CPC member to vote in accordance with that position.

Section 4. The CPC should not engage in discussion of issues pertaining solely to a specific CPG.

ARTICLE IV MEMBERSHIP

Section 1 The membership of CPC shall be composed of the chairs of each participating CPG officially recognized by the City Council. However, by specific action, some other member may be selected as the officially designated representative to CPC with the same voting rights and privileges as the chair. This member must be in a category recognized in Council Policy 600-24, Article III Section 3 (elected member). Designation of the representative shall be forwarded in writing to the staff representative to CPC prior to the granting of voting rights and member attendance.

Section 2 Each officially recognized participating CPG should also officially designate one alternate, who, in the absence of the designated representative, shall be authorized to act in the place of the representative for the purpose of voting, establishing a quorum and recording attendance. This alternate must be in a category recognized in Council Policy 600-24, Article III, Section 3 (elected member). Designation of the alternate shall be forwarded in writing to the staff representative to CPC prior to the granting of voting rights and member attendance.

Section 3 Any change in representative or alternate shall be forwarded in writing to the staff representative to CPC prior to the granting of voting rights and member attendance.



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Section 4 In compliance with Section 1, 2 and 3 of this Article, a CPG shall advise the Chair of CPC of its intent to participate at regularly scheduled CPC meetings and shall be considered participating upon recognition by the Chair at the second consecutive meeting attended by that CPG's representative or alternate.

Section 5 CPGs are required to maintain participating status in CPC by regular attendance at noticed regular meetings and at special meetings arranged in accordance with Article VII. Participating status will be revoked upon recordation of three (3) consecutive absences of a participating CPG's representative and alternate at regular or special CPC meetings.

The Secretary shall ensure a CPG at risk of revocation is notified upon recordation of a second consecutive absence. A formal notice of revocation shall be sent to a CPG chair when the criteria above is recorded.

Section 6 CPC participating status shall be restored to officially-recognized non-participating CPGs upon recordation of attendance at two (2) consecutive CPC meetings by the designated representative or alternate. During the first meeting, the representative or alternate may participate in CPC discussions but will have no voting privileges. Full voting privileges will be restored at the start of the second consecutive meeting attended by the CPG's representative or alternate.

ARTICLE V OFFICERS

Section 1 The officers of the CPC shall be a Chair, a Vice-Chair, a Secretary and such other officers as the membership may deem necessary to carry out the work of the organization.

Section 2 Officers must meet the criteria in Article IV, Section 1.

Section 3 Officers shall be elected by ballot cast by the CPGs accorded voting rights.

Section 4 In case of officer vacancy occurring between elections, the vacancy shall be filled by a special election to be held as provided for Article IX, Section 3. In the interim between the time of the vacancy and the special election, the regular succession will be Vice-Chair to Chair, and Secretary to Vice-Chair. The Chair may appoint a temporary Secretary.



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ARTICLE VI DUTIES OF OFFICERS

Section 1 CHAIR

The chair shall be the principal officer of the CPC and shall have general supervision and direction of business and affairs of this organization. It shall be the duty of the chair to:

- a. bring all pertinent proposed ordinance and Council Policy changes before CPC for input.
- b. represent CPC's positions before Planning Commission and Council, as directed by CPC.
- c. delegate duties as needed. The chair shall be an ex-officio member of all CPC subcommittees.

Section 2 VICE-CHAIR

In the absence of the Chair, the Vice-Chair shall exercise all the powers of the Chair. The Vice-Chair shall be an ex-officio member of all CPC subcommittees.

Section 3 SECRETARY

The Secretary shall maintain, or cause to be maintained, the CPC attendance records, be the officer responsible for parliamentary interpretations in accordance with Article XII, and carry out any other duties assigned by the chair.

Section 4 Each officer shall have such powers and perform such duties as normally pertain to that office, except as otherwise provided by these bylaws or resolution of the organization.

ARTICLE VII MEETINGS

Section 1 Regular monthly meetings shall be held at a location within the City of San Diego. CPC shall establish a regular monthly meeting date. A majority of the representatives or alternates present at a CPC meeting may vote to cancel the following month's meeting.

Notice of the time and place of any regular or special meeting shall be given each member either personally, by mail or by electronic media (e.g., by e-mail or



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posted to the City's website) at least 72 hours prior to such meeting. In the absence of a written notice, the Chair shall affirm that a reasonable effort has been made to contact all CPC participating organizations.

CPC meetings shall be conducted in accordance with Council Policy 600-24, Article VI, Section 2, subsection (a) as follows:

- iii. Adjournments and Continuances
- iv. Continued Items
- vi. Quorum and Public Attendance
- ix. Collective Concurrence
- x. Special Meetings
- xi. Emergency Meetings
- xii. Right to Record
- xiii. Disorderly Conduct

Section 2 A special meeting of the CPC may be called by any of the following:

- a. a majority of participating CPGs present at any meeting.
- b. the Chair.
- c. a petition or polling supported by at least 30 percent of the participating CPGs. Polling may be conducted by electronic media (e.g., e-mail).

An agenda for a special meeting shall be prepared and posted at least 72 hours before the special meeting. Each CPC representative and designated alternate member shall receive notice of the meeting at least 72 hours before the time of the meeting as specified in the notice. Notice shall be delivered to each local newspaper of general circulation and radio or television station requesting notice at least 72 hours before the time of the meeting. The notice shall identify the business to be transacted or discussed at the meeting. No other business shall be considered at this meeting. Public testimony on agenda items must be allowed; however, the non-agenda public comment period may be waived.

Section 3 A quorum shall consist of a majority of the participating CPGs for the transaction of business.

Section 4 Before a vote is taken there shall be a staff report or other presentation, clarifying questions responded to, the public has been permitted to comment, a motion has been placed on the table, and discussion on the motion has taken place.

Section 5 Motions and resolutions presented to CPC for a vote should be written out to the



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satisfaction of the Chair in order to ensure the minutes are accurately recorded. The maker of a motion should prepare a written copy of the motion and give this to the attending City Staff immediately after the vote.

- Section 6 All decisions by CPC shall be by majority vote of the participating CPG representatives or alternates. Non-participating CPGs shall be permitted to contribute to the discussion but they shall not be permitted to vote.
- Section 7 All votes taken by CPC on matters before the body shall be conducted by open vote except as otherwise provided in these Bylaws. Each vote cast by every voting member shall be recorded in the official records of the CPC.
- Section 8 Every act taken or decision made in accordance with these bylaws shall be considered as the act or decision of the organization. Any action of the CPC shall not be construed as imposing limitations on the individual planning groups.

ARTICLE VIII AGENDAS

- Section 1 CPC members or any citizen of the City of San Diego may propose items for meeting agendas. Items submitted by CPC participating organizations to the Chair no later than fifteen (15) days in advance of the meeting shall be added by right to the published agenda. Items submitted later than this deadline maybe added at the meeting by a consent of a majority of CPC participating organizations present at the meeting. It shall be the responsibility of the Chair to give items priority on the agenda which have deadlines for public input.
- Section 2 CPC agendas shall be prepared in accordance with Council Policy 600-24, Article VI, Section 2, subsection (a) as follows:
- i. Regular Meeting Agenda Posting
 - ii. Public Comment
 - v. Consent Agenda
 - viii. Action on Agenda Items

CPC agendas shall be prepared in accordance with Council Policy 600-24, Article VI, Section 2, subsection (d) as follows:

- i. Agenda by Mail
- ii. Agenda at Meeting
- iii. Minutes



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iv. Records Retention

- Section 3 Agenda modifications shall require a majority vote of the members present. The Chair or person requesting the modification shall state the reason. A motion to approve the modified agenda shall be non-debatable. In accordance with Brown Act section 54954.2(b)(2), an item not noticed on the agenda may be added if either two-thirds of the entire elected membership, or every member if less than two-thirds are present, determine by a vote that there is a need to take an immediate action, but only if the need for action came to the attention of the CPC subsequent to the agenda being posted.
- Section 4 Agendas shall clearly identify Action items and Information items, and an anticipated start time for each item.
- Section 5 No action item shall be considered unless backup information has been previously provided to all participating CPC members at least 72 hours in advance. This rule may be waived by a majority vote of the members present.

ARTICLE IX NOMINATIONS AND ELECTIONS

- Section 1 At the April meeting, the Chair shall appoint a Nominating Committee of representatives or alternates. The Nominating Committee shall solicit candidates for CPC office in the intervening month, and then submit a ballot of declared eligible candidates for all offices at the May meeting. Nominations may also be made from the floor at any time prior to the election for that office.
- Section 2 The election of officers for CPC shall take place at the May meeting by written ballot. Newly elected CPC officers shall be seated as the last scheduled agenda item of the CPC's May agenda.
- Section 3 Any seats unfilled after the May election cycle shall be declared vacant, and the vacancy procedure of Section 4 shall be followed to fill the seat in June by special election (or subsequently in later months as may be required).
- Section 4 In the event that a special election must be held to fill an officer vacancy occurring between elections, a Nominating Committee shall be appointed at one meeting. The Nominating Committee shall solicit candidates for the vacant CPC office during the intervening month, and then the Nominating Committee shall present a ballot of candidates at the next meeting. The vacancy special election shall occur as a scheduled agenda item at that same meeting. Nominations may be



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made from the floor at any time prior to the special election. New officers elected to fill a vacancy are seated immediately upon confirmation of the special election results.

ARTICLE X SUBCOMMITTEES

Section 1 The Chair shall have the power to appoint and charge subcommittees as necessary to carry on the purpose and business of the CPC.

Section 2 The Chair of any subcommittees shall be appointed from the participating organizations of the CPC. Additional members may include any citizen of the City of San Diego, as recommended by the CPC Chair, and subject to approval of the participating organizations. CPC representatives or alternates shall constitute a majority of any CPC subcommittee.

ARTICLE XI AMENDMENTS

Section 1 These bylaws may be repealed, amended, or new bylaws may be adopted by a majority vote at any duly noticed meeting of the CPC, providing a notice of the meeting, together with the proposed bylaws changes, have been forwarded to all representatives at least two weeks prior to the meeting. Nothing shall preclude CPC from considering and approving additional changes to the bylaws at any such noticed meeting.

ARTICLE XII PARLIAMENTARY REFERENCE

Section 1 The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary reference for all matters not specified by these Bylaws.

Section 2 CPC Resolution 002 dated January 27, 1981 and CPC Resolution 158 dated April 28, 1987 are repealed.

Section 3. References herein to Council Policies and the "Brown Act" refer to those in effect as of the date of adoption of these Amended and Restated Bylaws. Insofar as the provisions of these Bylaws conflict with subsequent amendments or changes to those Policies or Statutes following the adoption of these Bylaws, the Policies and/or Statutes as amended shall take precedence until such time as these Bylaws are revised to reflect those amendments or changes.



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ADOPTED BY UNANIMOUS VOTE APRIL 26, 1977
(Amended by Unanimous Vote April 24, 1984)
(Amended by Unanimous Vote June 28, 1988)
(Amended by Unanimous Vote July 24, 1990)
(Amended by Unanimous Vote June 23, 1992)
(Amended by Unanimous Vote January 29, 2008)
(Amended by Unanimous Vote March 29, 2008)
(amended by a Vote of 17-3-2 April 22, 2008)



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