

**[CPG NAME] Bylaws**  
**Amended *[insert date]***

***SHELL REVISION 8-21-06***

**ARTICLE I Name**

- Section 1. The official name of this organization is the *[insert CPG name]*.
- Section 2. All activities of this organization shall be conducted in its official name.
- Section 3. The community planning area boundaries for the *[insert CPG name]* are the boundaries of the *[insert community name]* community, as shown on Exhibit "A".
- Section 4. The official positions and opinions of the *[insert CPG name]* shall not be established or determined by any organization other than the planning group, nor by any individual member of the planning group other than one authorized to do so by the planning group.

**ARTICLE II Purpose of Community Planning Group and General Provisions**

- Section 1. The *[insert CPG name]* has been formed and recognized by the City Council to make recommendations to the City Council, Planning Commission, City staff, and other governmental agencies on land use matters, specifically concerning the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to the *[insert community name]* community boundaries. The planning group also advises on other land use matters as requested by the City or other governmental agency.
- Section 2. In reviewing individual development projects, the *[insert CPG name]* should focus such review on conformance with the adopted community plan and/or the General Plan. Preliminary comments on projects may be submitted to the City during the project review process. Whenever possible, the formal planning group recommendation should be submitted no later than the end of the public review period offered by the environmental review process. Upon receipt of plans for projects with substantive revisions, the planning group may choose to rehear the project, and may choose to provide a subsequent formal recommendation to the City.
- Section 3. All activities of the *[insert CPG name]* shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, age, creed or national origin, or sexual orientation, or physical or mental disability.
- Section 4. The *[insert CPG name]* shall not take part in, officially or unofficially, or lend its influence in, the election of any candidate for political office. Elected members

shall not identify affiliation with the planning group when endorsing candidates for public office. The planning group may take a position on a ballot measure.

Section 5. Pursuant to the provisions of City Council Policy 600-5, the *[insert CPG name]*'s failure to respond to the City's request for input on the preparation of, adoption of, implementation of, or amendment to, the General Plan or a community, precise, or specific plan, or failure to review and reply to the City in a timely manner on development projects shall result in the forfeiture of rights to represent the *[insert community name]* community for these purposes. Such a determination resulting in the forfeiture of rights to represent the community for these purposes shall be made only by the City Council upon the recommendation of the Planning Department.

Section 6. The *[insert CPG name]* operates under the authority of Council Policy 600-24. The council policy and these bylaws govern the operations of the planning group. In addition, the Administrative Guidelines provide explanations of Council Policy 600-24's minimum standard operating procedures and responsibilities of this planning group. *Robert's Rules of Order Newly Revised* is used when the council policy, the Administrative Guidelines, and these bylaws do not address an area of concern or interest.

### **ARTICLE III Community Planning Group Organizations**

Section 1. The *[insert CPG name]* shall consist of: **CHOOSE ONE OPTION: insert a specific number between 12-20** elected members to represent the community. These members of the planning group shall constitute the officially recognized community planning group for the purpose of these bylaws and Council Policy 600-24 "Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups".

Section 2. Council Policy 600-24 requires that elected members of the *[insert CPG name]* shall, to the extent possible, be representative of the various geographic sections of the community and diversified community interests.

On the *[insert CPG name]* elected seats are filled: **CHOOSE ONE OPTION: (A.)** by any eligible member identified below. There is no further restriction on the distribution of seats among interests in the community; or **(B.)** by distribution of seats among the following interests that represent community: \_\_\_ seats for property owners; \_\_\_ seats for residents; and \_\_\_ seats for business representatives. [go on to describe any further segmentation of these overall categories]; or **(C.)** by a geographic distribution of seats among [census tracts or neighborhoods or other geographic subdivisions] as follows: \_\_\_ seats for [area]; \_\_\_ seats for [area]; etc. [go on to describe any further segmentation of these geographic seats]

Planning group members shall be elected by and from eligible members of the community. To be an eligible community member an individual must be at least

18 years of age, and shall 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, or
- (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.

An individual may become an eligible member of the community by: CHOOSE ONE OPTION: (A.) attending [insert one, two or three] meeting/s of the [insert CPG name] and submitting a membership application to the planning group Secretary demonstrating qualifications to be an eligible member of the community prior to the March election; or (B.) demonstrating qualifications to be an eligible member of the community to the planning group Secretary or Election Committee prior to the March election or at the time of voting.

Once the eligibility to vote is established, an individual remains an eligible member of the community until a determination is made that the individual does not retain eligibility in accordance with Article III, Section 4 below.

Section 3. Members of [insert CPG name] shall be elected to serve for fixed terms of: CHOOSE ONE OPTION: (A.) 2 years; or (B.) 3 years; or (C.) 4 years with expiration dates during alternate years to provide continuity.

No person may serve on the planning group for more than: CHOOSE ONE OPTION: (A.) eight; or (B.) nine consecutive years.

The: CHOOSE ONE OPTION: (A.) eight; or (B.) nine year limit refers to total maximum consecutive years of service time, not to individual seats held.

After a one-year break in service as a planning group member, an individual who had served for: CHOOSE ONE OPTION: (A.) eight; or (B.) nine consecutive years shall again be eligible for election to the planning group.

The planning group will actively seek new members to the extent feasible. If not enough new members are found to fill all vacant seats the planning group may retain some members who have already served for: CHOOSE ONE OPTION: (A.) eight; or (B.) nine consecutive years to continue on the planning group without a break in service. Refer to Council Policy 600-24 Article III, Section 4 for further clarification.

Section 4. A member of the [insert CPG name] must retain eligibility during the entire term of service.

A planning group member may be removed from the planning group, upon a majority vote of the planning group, if, during a regularly scheduled public meeting, the Secretary presents documentation to the planning group, and has notified the member in question, that the member is no longer eligible to serve.

Ineligibility may be due to not meeting the membership qualifications found in Article III, Section 2 or Article IV, Section 1 of these bylaws.

Section 5. Alleged Violations Against an Individual Planning Group Member. In cases of alleged violations of the *[insert CPG name]* bylaws or Council Policy 600-24 by a planning group member, the planning group shall conduct an investigation consistent with the Administrative Guidelines and these bylaws.

A complaint that an individual member of a planning group violated one or more provisions of the planning group's bylaws or Council Policy 600-24 may be submitted to the planning group chair by any individual, including another planning group member. The complaint should be filed within 90 days of the alleged violation.

If, after a thorough investigation, the planning group determines that the individual member has violated a provision of these bylaws or Council Policy 600-24, the planning group shall, where feasible, seek a remedy that corrects the violation and allows the member to remain as a member of the planning group.

If corrective action or measures are not feasible, the planning group may remove a member by a two-thirds vote of the planning group.

The vote to remove the group member shall occur at a regularly scheduled public meeting subject to the procedures outlined in the Administrative Guidelines and these bylaws.

A planning group member found to be out of compliance with the provisions of these bylaws or Council Policy 600-24 risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-17086 NS.

Investigation procedures for elected member violations are outlined below:

Any action by the *[insert CPG name]* to discipline or remove a member must occur at a scheduled planning group meeting and be advertised on the agenda as an action item. Due to the significant nature of removing an elected member, and to ensure a fair and public process, the procedures for investigating a violation of a member are listed below:

Documenting a violation:

- A complaint that a violation of bylaws of Council Policy 600-24 has occurred will be presented to the planning group chair. If the complaint is

about the chair, it may be presented to any other officer of the planning group.

- The complaint should be detailed enough to provide a description of, and timeframe within which, the alleged violation was committed and who was responsible for the violation.
- The complaint should provide a citation of the bylaws or Council Policy 600-24 provisions of which the action is claimed to violate. If the complaint is from someone other than another planning group member, the chair [or other officer] may assist in providing appropriate citations to assist the complainant.
- The chair will confer with the planning group officers [exception: if an officer is the subject of the grievance or has a business or personal relationship with the alleged violator] regarding the complaint.
- The chair shall create a written record of the complaint and alleged violation to share with the alleged violator.

Procedures for administering and acting on investigating a violation: While the authority for this process rests with this planning group, City staff may be contacted for assistance at any point in the process.

- Once the information about an alleged violation is completed in writing, the chair, with assistance from the planning group officers, will meet and talk with the planning group member against whom the violation is alleged. The allegations will be presented and the planning group member shall be given opportunity for rebuttal.
- If the chair, with assistance from the planning group officers, determines that no violation has actually occurred, the chair may record this in the written record of the complaint.
- If the chair, with assistance from the planning group officers, determines that a violation has occurred but the situation can be remedied either by action of the planning group or by the planning group member, then the chair will outline the necessary actions to achieve the remedy.
- If the chair, with assistance from the planning group officers, determines that the situation cannot be remedied and that the interests of the community and *[insert CPG name]* would best be served by the removal of the planning group member, then the chair shall set the matter for discussion at the next planning group meeting. The planning group member who committed the violation shall be given adequate notice about the meeting discussion, and will be given the opportunity to resign prior to docketing the matter for a planning group discussion.

Presenting a violation to the planning group:

- The matter of removing a seated planning group member will be placed on the planning group's agenda as a potential action item. Supporting materials from the chair or from the offending planning group member

will be made available to the elected planning group members prior to the meeting.

- The matter will be discussed at the planning group's regular meeting with opportunity given to the planning group member who committed the violation to present their case and/or rebut documentation gathered by the chair with the assistance of the planning group officers. The member may also request a continuance of the item to gather more information to present to the planning group.
- At the end of the discussion, the planning group may, by a 2/3 vote, choose to remove the member.

Recourse for expelled member:

- There is no appeal available to an elected planning group member removed by a 2/3 vote of their recognized community planning group.
- The planning group member's seat shall be immediately declared vacant and subject to provisions of Article IV.
- The removal of a planning group member by a 2/3 vote of their recognized community planning group will not prohibit the member from running for a planning group seat in future scheduled elections.

Alleged Violations Against [insert CPG name] as a Whole. In the case of an alleged violation of the planning group's bylaws or of Council Policy 600-24 by the planning group as a whole or multiple members of the planning group, the violation shall be forwarded in writing to the City for investigation by Planning and the City Attorney. The City will engage in a dialogue with the planning group, determining the validity of the complaint, and seeking resolution of the issue or dispute. The [insert CPG name] will work with the City toward a solution and the planning group recognizes that, in accordance with Council Policy 600-24, the City may consult with the Community Planners Committee. If violations are determined to be severe and unresolvable and the planning group is to be found out of compliance with Council Policy 600-24, City staff may recommend forfeiture of recognized status and the planning group risks loss of indemnification and representation pursuant to Ordinance No. O-17086NS.

## **ARTICLE IV Vacancies**

Section 1. The [insert CPG name] shall find that a vacancy exists upon receipt of a resignation in writing from a member, or upon receipt of a written report from the planning group's secretary reporting the third consecutive absence or fourth absence in the 12-month period of April through March each year, of a member(s) from the planning group's regular meetings.

Section 2. Vacancies that may occur on [insert CPG name] shall be filled not later than 120 days following the date of the determination of the vacancy. The term of office of any member filling a vacancy shall be for the balance of the vacated term.

The *[insert CPG name]* shall fill a vacancy by: CHOOSE ONE OPTION: (A.) selection by planning group members at the time the vacancy is declared. [provide detail and timeframe]; or (B.) an advertised election pursuant to Article V. [provide detail and timeframe]

If, at any time when there are two or more vacant seats on the planning group, the planning group shall conduct an election for the vacancies in accordance with Article V below.

Section 3. When *[insert CPG name]* is unable to fill a vacancy within the 120 days, as specified above, and the planning group has more than twelve members, either the seat may remain vacant until the next planning group election, or these bylaws may be amended to permit decreased membership to a minimum of 12 members. If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than 12 elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the Planning staff. If, after 60 additional days, the elected planning group membership has not reached 12 members, the planning group will be deemed inactive until there are at least 12 members in good standing.

## **ARTICLE V Elections**

Section 1. Election Policies. Elections of *[insert CPG name]* members shall be held during the month of March in accordance with the elections procedures found in Exhibit \_\_\_ of these bylaws.

Planning group elections shall be held: CHOOSE ONE OPTION: (A.) annually; or (B.) every two years; or (C.) every three years.

The deadline to qualify for candidacy in the March election shall be at the conclusion of the regular January planning group meeting. The planning group's Election subcommittee shall be established in January and shall begin soliciting eligible community members to become candidates. In February, the Election subcommittee shall present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. A candidate forum may be advertised and held at the February meeting.

In order to be a candidate in the election, an eligible member of the community [see Article III, Section 2] must have documented attendance at three of the planning group's last 12 meetings prior to the February regular planning group meeting preceding the election.

The *[insert CPG name]* shall make a good faith effort to utilize means appropriate to publicize the planning group's eligibility requirements for candidacy and the

upcoming elections.

In the election process, the planning group shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for: **CHOOSE ONE OPTION: (A.) eight; (B.) nine** consecutive years to leave the group for at least one year.

Section 2. Voting Policies. All voting policies are established with the goal of assuring fair access to the election process and to avoid voting improprieties.

The *[insert CPG name here]* holds its election: **CHOOSE ONE OPTION: (A.) at the March regular meeting. [provide details]; or (B.) at a special meeting in March. [provide details]; or (C.) at multiple locations the day of the regular March meeting [provide details]; or (D.) at multiple locations prior to the regular March meeting. [provide details]; or (E.) on multiple days prior to the regular March meeting. [provide details]; or (F.) utilizing a combination of mail-in ballots and voting at the regular March meeting. [provide details]**

The planning group will require proof of identity of those eligible community members who are seeking to vote in the election.

The ballot presented to eligible community members to vote will clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates various categories of eligible community members can vote for and which candidates, if any, must receive a 2/3 majority of the vote due to service beyond eight or nine consecutive years of service.

The planning group's policy related to write-in candidates is that: **CHOOSE ONE OPTION: (A.) write-in candidates are not allowed; or (B.) write-in candidates are allowed.** If it is later determined that the write-in candidate is ineligible, any vote cast for an ineligible write-in candidate is an invalid vote and will not be counted.

Voting shall be by secret written ballot. Proxy voting for elections is not allowed under any circumstances. Development and promotion of "slates" of candidates is contrary to the intent of Council Policy 600-24 and is not allowed.

Article VIII, Section 6 contains all voting procedures, including: **CHOOSE ALL THAT APPLY: voting time/s; voting location/s; voting eligibility; candidate eligibility; election committee establishment and responsibilities; promotion of elections; counting votes [majority, plurality, etc.]; ballots; write-in candidates; poll location/s; mail-in ballots [if applicable]; managing polls and counting ballots; reporting election results to the Chair; and, election challenge criteria and procedures.**

Section 3. An election becomes final after announcing the election results: **CHOOSE ONE**



OPTION: (A.) at the conclusion of the noticed, regular March monthly planning group meeting; or (B.) at a noticed, special meeting of the planning group prior to the start of the regular April monthly meeting. The Chair is responsible for preparing, certifying, and forwarding the election report to the Planning Department. New planning group members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April planning group meeting.

Any challenge to the election results must be filed with the chair of the Elections Subcommittee in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue.

## **ARTICLE VI Community Planning Group and Planning Group Member Duties**

Section 1. It is the duty of the *[insert CPG name]* to cooperatively work with the Planning Department and/or appropriate staff throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision for inclusion in a general or community plan.

It is the duty of the planning group as a whole, and of each individual member, to refrain from conduct that is detrimental to the planning group or its purposes under Council Policy 600-24. No planning group member shall be permitted to disturb the public meeting so as to disrupt the public process as set forth on the planning group agenda.

Section 2. Regular Meetings. The *[insert CPG name]* holds regularly scheduled meetings on: **CHOOSE OPTION: insert regular meeting date and time.** It is the duty of each planning group member to attend all regularly scheduled planning group meetings. See Article IV, Section 1 for regular meeting absences that cause a planning group member's seat to be declared vacant.

Standing Subcommittees and Other Subcommittees. Pursuant to the purpose of the *[insert CPG name]* as identified in Article II, Section 1, the planning group has established: **CHOOSE ONE OPTION: (A.) no standing subcommittees but will create, as needed, a subcommittee to address a particular planning or operational matter [such as the Elections Subcommittee]; or (B.) the following standing subcommittees [provide list including: number of members; duties; duration of subcommittee].**

Any subcommittee established by the planning group shall contain a majority of members who are elected members of the planning group. In addition, the chair of any subcommittee shall be an elected member of the planning group.

Procedures of subcommittees are found in Article VIII, Section 4.

Subcommittee recommendations must be brought forth to the full elected planning group for formal vote at a noticed public meeting. In no case may a subcommittee recommendation be forwarded to the City as the formal recommendation of the planning board.

Meeting Conduct. All meetings of the planning group, including subcommittees, other committees, or special or emergency meetings as described in Administrative Guidelines Section 3.2, shall be open to the public and shall be conducted in accordance with *Robert's Rules of Order Newly Revised*. **OPTION:** any exceptions to this provision must be listed here and it must be clearly explained what is subject to the exception and why the exception is necessary.

A quorum, defined as a majority of non-vacant seats of the planning group, must be present in order to conduct business and/or to vote on projects or to take actions at regularly scheduled meetings. A report of attendance and a copy of approved minutes, which include the votes taken on each matter acted upon for each meeting, shall be retained by the planning group and shall be available for public inspection. A copy of the approved minutes shall be submitted to the Planning Department within fourteen (14) days after approval.

Actions on specific projects should include the vote of the planning group, should indicate whether or not the applicant appeared before the planning group, and what type of notification was provided to the applicant requesting his/her appearance at the planning group meeting.

Section 3. The *[insert CPG name]* will conduct its official business in a public setting. Officers of the planning group may oversee administrative business such as the assembling of the draft agenda in preparation for public discussions. However, all substantive discussions about agenda items or possible group positions on agenda items shall occur at noticed planning group meetings.

The planning group will not attempt to develop a collective concurrence of the members of the planning group as to the action to be taken on an item other than at a properly noticed public meeting, either by direct communication, personal intermediaries, serial meetings, or technological devices.

Section 4. Any member of the *[insert CPG name]* with a direct economic interest in any project that comes before the planning group or any subcommittee must disclose the economic interest, and must recuse from voting and not participate in any manner as a member of the planning group for that item on the agenda. Section 3.5 of the Administrative Guidelines is this planning group's reference for determining direct economic interest.

Section 5. In limited circumstances, *[insert CPG name]* members may abstain from either voting on an action item, or from participating and voting on an action item. The member must state, for the record, the reason for the abstention.

This planning group's chair: CHOOSE ONE OPTION: (A.) fully participates in planning group discussions and votes on all action items; or (B.) participates in discussions but does not vote except to make or break a tie; or (C.) does not participate in discussions or vote on action items.

- Section 6. The *[insert CPG name]* shall not engage in, or allow, proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as telephoning or emailing a vote, are also prohibited.
- Section 7. The *[insert CPG name]* shall periodically seek community-wide understanding of and participation in the planning and implementation process. Due consideration shall be given to all responsible community attitudes as these are deemed to be in the best long-range interest of the community at large. When reviewing development projects, the planning group will allow participation of affected property owners, residents and business establishments within proximity to the proposed development. The project applicant or representative shall be informed each time that a review will take place, and the applicant or representative will be provided with an opportunity to present the project. Any interested member of the public shall be given an opportunity to comment on a project during a planning group meeting. At the start of each item, the chair will identify how much time can be allocated to public comment based on the number of items before the planning group for action.
- Section 8. No dues are required to be a member of the *[insert CPG name]* or to participate at planning group meetings. All contributions must be voluntarily made, and no official planning group correspondence may be withheld based on any individual's desire to not make a voluntary contribution. The planning group may develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the planning group to promote understanding and participation in the planning process.
- Section 9. The *[insert CPG name]* maintains a current, up-to-date roster of the names, terms, and category/qualifications of elected planning group members. The current roster, as well as any updates, is forwarded to the Planning Department. The planning group also submits to the Planning Department, by the end of March each year, an annual report of accomplishments for the past calendar year and anticipated objectives for the coming year.
- Section 10. Each elected *[insert CPG name]* member is required to attend an orientation training session administered by the Planning Department as part of planning group and individual member indemnification pursuant to Ordinance No. O-17086 NS. Newly seated planning group members must complete a basic orientation training session within 12 months of being elected or appointed to the planning group or the member will become ineligible to serve.

**ARTICLE VII**      **Planning Group Officers**

- Section 1.      The officers of the *[insert CPG name]* shall be elected from and by the elected members of the planning group. Officers shall be a Chairperson, Vice Chairperson and Secretary. **OPTION: insert any other officer as defined by the planning group.** The length of an officer's term shall be: **OPTION: insert duration of term,** except that no person may serve in the same planning group office for more than eight or nine consecutive years. After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.
- Section 2.      Chairperson. The Chairperson shall be the principal officer of the planning group and shall preside over all planning group and communitywide meetings organized by the planning group. **OPTION: insert any further duties as defined by planning group.** Example duties would be setting the agenda, point of contact for development applicants, etc.
- Section 3.      Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. **OPTION: insert any further duties as defined by the planning group.**
- Section 4.      Secretary. The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions (including identification of those planning group members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons), and shall assure that planning group members and members of the public have access to this information. The Secretary may take on these responsibilities or may identify individuals to assist in these duties. **OPTION: insert any further duties as defined by the planning group.**
- Section 5.      The Chairperson shall be the recognized community planning group's representative to the Community Planners Committee (CPC). However, by vote of the planning group, a planning group member other than the chair may be selected as the officially designated representative to CPC with the same voting rights and privileges as the chair. Designation of a member other than the chair for either representative, as well as for the planning group's alternate, to CPC shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.
- Section 6.      The *[insert CPG name]* officers and representatives to the CPC shall promptly disseminate to all elected planning group members any pertinent information that is received by the planning group regarding its official business.

**ARTICLE VIII**      **Planning Group Policies and Procedures**

Section 1. The *[insert CPG name]* bylaws incorporate policies and procedures directed by Articles I through VII of Council Policy 600-24. These bylaws also contain some policies and procedures recommended in Article VIII of Council Policy 600-24. This bylaws Article lists additional procedures which are found in Exhibits attached to the bylaws.

Any procedures found in exhibits have the same effect as if they were incorporated directly into Articles I through VII of the bylaws. They are separated into exhibits for ease of understanding.

Listed procedures are grouped by category as follows: Community Participation; Planning Group Composition; Conduct of Meetings; Member and Planning Group Responsibilities; and Elections.

Section 2. Community Participation.

The following are the *[insert CPG name]* procedures regarding community participation:

OPTION: Detail any community participation procedures the planning group has.

OPTION: List actions or state intent of planning group to grow interest in planning group activities and to encourage diversity.

NOTE: If it is necessary, separate procedures can be adopted by the planning group for topics in this Section.

Section 3. Planning Group Composition.

The following are the *[insert CPG name]* procedures pursuant to Article III, Section 2 regarding planning group composition:

OPTION: If planning group anticipates conversion of seats from one category to another, detail here.

OPTION: If any seats are appointed [rather than elected], discuss appointment process here.

OPTION: Refer to form used for determining eligible community member

Section 4. Conduct of Meetings.

The following are the *[insert CPG name]* procedures regarding conduct of planning group meetings:

OPTION: Discuss efforts by the planning group to notice meeting agendas.

OPTION: Discuss meeting operation, including public comment [when on the agenda and how much time], how consent items are handled, maintaining a civil meeting environment, how the public/audience participates in discussion items on the agenda; order of items on the agenda.

OPTION: Discuss specifics of subcommittee membership and operation.

OPTION: Discuss operation of the planning group's development review subcommittee operations.

OPTION: Discuss the Elections Subcommittee.

OPTION: Discuss any detail about the chair's voting or non-voting option that isn't discussed in Article VI, Section 5.

Section 5. Member and Planning Group Responsibilities.

The following are the *[insert CPG name]* procedures regarding member and planning group responsibilities:

OPTION: Discuss how the planning group's positions may be represented to the City on planning issues that are not project review recommendations.

OPTION: Discuss internal bylaws amendment process, prior to submittal to the City staff.

OPTION: Discuss when procedures might be developed.

OPTION: Discuss any voluntary financial contributions, including purpose and use.

OPTION: Discuss any regular participation on other committees or with other organizations.

Section 6. Elections. The Elections Handbook, which is an attachment to the Administrative Guidelines, provides general guidance for planning group elections. The following are procedures pertaining to the elections provisions of these bylaws:

OPTION: Specifically detail procedures for ALL policies listed in Article V, Sections 1 and 2 related to planning group elections and voting.