

Clairemont Community Planning Group
Ad-Hoc Committee to Revise CCPG Bylaws
Third Meeting
March 15 2015

Committee members present: Jeff Barfield, Susan Mournian, Michael Puente
Meeting Called to Order at 3:30pm by Jeff Barfield

Previously, the committee had reviewed the proposed new bylaws shell and sent our preferred revisions to Betsy McCullough, our contact at DSD. Betsy, returned a revised bylaws shell to us however, we found errors and new text added by Betsy.

First, the name of this organization is the Clairemont Community Planning Group, not the Clairemont Mesa Planning Group. Betsy, please correct.

Article IV Section 2

Question: Vacancies. New text: "Two of more concurrent vacancies shall be filled by a vote of all eligible members of the community by secret written ballot."

Discussion: Does this mean a new election? Can we appoint a new member? We don't want more than one election per year.

Recommendation: Besty, please clarify.

Article V Section 1,

Question: Elections. Exhibit "E"

Discussion: Betsy stated their was no Exhibit "E". Exhibit "E" is attached to our current bylaws

Recommendation: Besty, please see our current bylaws for Exhibit "E".

Article V Section 1,

Question: Elections. Candidates must had attended two meetings prior to the February meeting.

Discussion: We might have to disqualify some new candidates that attended their second meeting in February 2015.

Recommendation: Jeff will notify election committee.

Article V Section 2,

Question: Election not part of the March meeting.

Discussion: Per Betsy, we need to make clear the election is not an agenda item.

Recommendation: Betsy, please add statement "The CCPG election is held the day of and prior to the regular March meeting."

Article V Section 5

Question: Voting procedures.

Discussion: Exhibit "E" is part of our current bylaws.

Recommendation: Betsy, please change section 5 to read: "Exhibit E contains all voting procedures including: voting times, voting location, voting eligibility, candidate eligibility, promotion of elections, counting votes, ballots and reporting election results to the Chair." Please remove all other text in section 5.

Article VI Section 2, Subsection (a) (i)

Question: Public notice of agenda.

Discussion: Posting of the meeting agenda to the City's website and/or town council's website. We are obligated to post to the City's website. Can we add a statement that we will also post the Clairemont Town Council's website?

Recommendation: Jeff will ask Betsy

Article VI Section 2, (i) - (iii)

Question: Subcommittees

Discussion: Should we add any? Should subcommittee meetings be noticed? Should ad hoc subcommittee meetings be noticed? What should be length of service? What are the duties? How many members should subcommittees have?

Recommendation: Betsy, please add Rules Committee. Please change Traffic and Transportation to Traffic, Transportation and Mobility. Please add "standing subcommittees shall be publicly noticed." Please add "ad hoc committees may be publicly noticed." Please add "subcommittee service shall be for one year." Please add "subcommittees will have a minimum membership of 3 and a maximum of 5." Jeff will compose short description of subcommittee duties.

Article VI Section 2, (iii)

Question: Ordinance O-19883 Indemnification

Discussion: This resolution / ordinance recites the City's indemnification for Planning Groups. This information was very difficult to find. Susan proposed we include this as an exhibit to our bylaws

Recommendation: Betsy, please include Ordinance O-19883 Indemnification as an exhibit to our bylaws.

Article VI Section 6,

Question: COW training and indemnification

Discussion: Must members re-take the COW after an absence.

Recommendation: Jeff will ask Betsy.

Article VII Section 1,

Question: Officer's length of service.

Discussion: The committee decided officers would service for one year, not two as stated in new bylaws shell.

Recommendation: Betsy, please change length of officer's service to "officers shall serve for one year."

Article VII Section 2,

Question: Duties of the Chairperson

Discussion: We would like updates to chairperson's responsibilities.

Recommendation: Betsy, please add "prepare and notice the agenda" to Chairperson's duties. Also add "shall be the primary point of contact."

Article VII Section 2,

Question: Appeals of discretionary decisions

Discussion: Per Jeff, we have as little as 10 days to appeal a decision by planning commission. However, this information is not in the bylaws.

Recommendation: Jeff will compose a short passage to emphasis urgency of appeals.

Article VII Section 3,

Question: Duties of Vice Chairperson

Discussion: Vice Chair duties include organizing and staffing elections, counting and tallying ballots.

Recommendation: Betsy, please add “organizing and staffing elections, counting and tallying ballots” to Vice Chair's duties.

Article VII Section 3,

Question: Duties of members.

Discussion: We would like a new exhibit to outline responsibilities of members.

Recommendation: Jeff will compose a new exhibit to outline responsibilities of members.

Article VIII Section 1, Subsection (c)

Question: Conduct of meetings.

Discussion: What constitutes a quorum? Public comment? Presentations?

Recommendation: We will use our current “Exhibit C.”

Article VIII Section 1, Subsection (e)

Question: Elections

Discussion: Exhibit is attached to current bylaws

Recommendation: Betsy, please see current bylaws.

Meeting Adjourned.