

GREATER GOLDEN HILL PLANNING COMMITTEE

February 11, 2015

6:30 PM

Balboa Park Golf Course Clubhouse, 2600 Golf Course Drive

www.sandiego.gov/planning/community/cpg

Please see agenda on website listed above for any attached information

Call to Order **6:30

Additions and/or Deletions to Agenda

Approval of Minutes

Governmental Reports

Community Police Officer – Kevin Vasquez {619.674.7268 or
kvasquez@pd.sandiego.gov}

39th Senate District – Joyce Temporal {619.645.3133 or joyce.temporal@sen.ca.gov}

53rd Congressional District – Lee Steuer {619.280.5353 or lee.Steuer@mail.house.gov}

Council District 3 – Molly Chase {619.236.6633 or mchase@sandiego.gov}

City Planner – Bernard Turgeon {619.533.6575 or bturgeon@sandiego.gov}

Chair, Vice Chair, and CPC Report(s)

Non Agenda Public Comment

Action Items

- **Golf Course Drive Walkway:** Howard Greenstein & Robin Shifflet, Park Planning. Discuss creation of a CIP project for design and construction of Golf Course Drive
- **Bylaw Revisions:** Supplemental Information Attached

Information Items

- **Nominations for March Election**

Sub-Committee Updates

Historic* – David Swarens {loscalifornios@aol.com}

Adjournment

*If you are interested in attending the Historic meeting please email the appropriate committee to confirm meeting and agenda.

**All times are estimated – Action Items may also be taken before Information Items.

The City of San Diego distributes agendas via email and can also provide agendas in alternative formats as well as a sign language or oral interpreter for the meeting with advance notice. To request these services, please contact the City at 619.236.6479 or sdplanninggroups@sandiego.gov

Greater Golden Hill Planning Committee Bylaws

Amended 9/27/07

~~Bylaws Shell Date: 6/1/07~~

Draft 1/20/15

Formatted: Centered

ARTICLE I Name

- Section 1. The official name of this organization is the Greater Golden Hill Planning Committee.
- Section 2. All activities of this organization shall be conducted in its official name.
- Section 3. The community planning area boundaries for the Greater Golden Hill Planning Committee are the boundaries of the Greater Golden Hill community, as shown on Exhibit "A."
- Section 4. Meetings of the Greater Golden Hill Planning Committee shall be held within these boundaries, except that when the Greater Golden Hill Planning Committee does not have a meeting facility within its boundary that is accessible to all members of the public, they may meet at the closest meeting facility.
- Section 5. The official positions and opinions of the Greater Golden Hill Planning Committee shall not be established or determined by any organization other than the planning committee, nor by any individual member of the planning committee other than one authorized to do so by the planning committee.
- Section 6. Membership in the Greater Golden Hill Planning Committee shall be open to all residents, property owners, business owners, and people employed within the boundaries defined in Section 3 above.

ARTICLE II Purpose of Community Planning Committee and General Provisions

- Section 1. The Greater Golden Hill Planning Committee 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 Greater Golden Hill community boundaries. The planning committee also advises on other land use matters as requested by the City or other governmental agency as detailed in Council Policy 600-24, Article II: Purpose of Community Planning Groups and General Provisions.
- Section 2. In reviewing individual development projects, the Greater Golden Hill Planning Committee should focus such review on conformance with the

Land Development Code, and 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 committee recommendation should be submitted to the City no earlier than when the City has provided the committee the appropriate review document(s), including the project Assessment Letter and Community Response Form, and 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 committee may choose to rehear the project and may choose to provide a subsequent formal recommendation to the City.

Section 3. All activities of the Greater Golden Hill Planning Committee 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. In addition, meeting facilities must be accessible to disabled persons.

Section 4. The Greater Golden Hill Planning Committee 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 a planning committee when endorsing candidates for public office. The planning committee may take a position on a ballot measure.

Section 5. ~~Pursuant to the provisions of City Council Policy 600-5,~~ The Greater Golden Hill Planning Committee'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 during the review period identified in Article 2, Section 2 on development projects shall result in the forfeiture of rights to represent the Greater Golden Hill community for such a specific purpose. Such a determination resulting in the forfeiture of rights to represent the community for this purpose shall be made only by the City Council upon the recommendation of the Mayor's Office.

Section 6. The Greater Golden Hill Planning Committee operates under the authority of the Ralph M. Brown Act which requires that meetings of the planning committee are open and accessible to the public. In addition, Council Policy 600-24 "Standard Operating Procedures and Responsibilities of Recognized Community Planning Group's" and these bylaws govern the operations of the planning committee. Several provisions of these bylaws constitute Brown Act requirements as outlined in the Policy.

Amendments to Council Policy 600-24 will apply to the Greater Golden Hill Planning Committee, as well as to all other community planning groups, even if individual groups' bylaws are not required to be amended with parallel language.

In addition, the Administrative Guidelines provide explanations of the Policy's minimum standard operating procedures and responsibilities of this planning committee. ~~The latest version of Robert's Rules of Order Newly Revised~~ is used when the Policy, the Administrative Guidelines, and these bylaws do not address an area of concern or interest.

Section 7. The Greater Golden Hill Planning Committee may propose amendments to these bylaws by ~~two-thirds majority~~ vote of the ~~voting-elected~~ members of the planning committee. Proposed amendments shall be submitted to the offices of the Mayor and City Attorney for review and approval. Any proposed amendments that are inconsistent with Council Policy 600-24 shall not be approved by the Mayor and City Attorney and shall be forwarded to the City Council President who shall docket the matter for Council consideration. Bylaw amendments are not valid until approved by the City.

ARTICLE III Community Planning Committee Organizations

Section 1. The Greater Golden Hill Planning Committee shall consist of 16 elected members to represent the community. These members of the planning committee shall constitute the officially recognized community planning committee for the purpose of these bylaws and Council Policy 600-24.

Section 2. Council Policy 600-24 requires that elected members of the Greater Golden Hill Planning Committee shall, to the extent possible, be representative of the various geographic sections of the community and diversified community interests.

On the Greater Golden Hill Planning Committee elected seats are filled by any eligible member identified below. There is no further restriction on the distribution of the seats among interests in the community, ~~though an equal distribution of the members from the two City Council districts representing Greater Golden Hill shall be desired.~~

Planning committee 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 or not-for-profit owner, operator, or designee at a non-residential real property address in the community planning area: only one representative of a particular

establishment may hold a seat on the community planning group at one time.

An individual may become an eligible member of the community by attending two meetings of the Greater Golden Hill Planning Committee and demonstrating qualifications to be an eligible member of the community to the planning committee Membership and Elections Subcommittee prior to the March election or at the time of voting.

Once eligibility to vote is established, an individual remains an eligible member of the community until a determination is made that the individual does not meet the planning committee's criteria and formal action is taken by the planning committee. However, the Greater Golden Hill Planning Committee shall require proof of eligibility during elections.

Section 3. Members of the Greater Golden Hill Planning Committee shall be elected to serve for fixed terms of two years serving a twenty-four month period from April through March with expiration dates during alternate years to provide continuity within the committee.

No person may serve on the planning committee for more than ~~four~~ four consecutive terms, not including partial terms.

The four-term limit refers to total maximum consecutive terms of service time, not to individual seats held.

After a one-year break in service as a planning committee member, an individual who had served for four consecutive terms shall again be eligible for election to the planning committee.

The planning committee will actively seek new members to the extent feasible. If not enough new members are found to fill all vacant seats the planning committee may retain some members who have already served for four consecutive terms to continue on the planning committee without a break in service. Refer to Council Policy 600-24 Article III, Section 4 for further clarification.

Section 4. A member of the Greater Golden Hill Planning Committee must retain eligibility during the entire term of service.

Section 5. A member of the Greater Golden Hill Planning Committee found to be out of compliance with the provisions of Council Policy 600-24 or the planning committee's adopted bylaws risks loss of defense and indemnification [legal protection and representation] pursuant to Ordinance No. O-~~17086~~19883 NS, and any future amendments thereto.

Section 6. Some provisions of these bylaws constitute requirements under the Brown Act, as outlined in Council Policy 600-24. A member of the Greater Golden Hill Planning Committee who participates in a meeting of the planning committee where actions are alleged to have been in violation of the Brown Act may be subject to civil or criminal consequences.

ARTICLE IV Vacancies

Section 1. The Greater Golden Hill Planning Committee shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning committee's Membership and Elections Committee Chair reporting the third consecutive absence or fourth absence in the twelve (12) month period of April through March each year, of a member(s) from the planning committee's regular meetings.

A vacancy may also exist following a vote of the community planning group as described in Article III, Section 5 of Council Policy 600-24 related to ineligibility, or following conclusion of a member-removal process conducted under Article IX of the Policy, or due to adopted bylaws violations.

Section 2. Vacancies that may occur on the Greater Golden Hill Planning Committee ~~shall~~ should 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 Greater Golden Hill Planning Committee shall fill vacancies at the time the vacancies are declared. Vacancies shall be filled by selection by planning committee members at the time the vacancies are declared.

Section 3. When the Greater Golden Hill Planning Committee is unable to fill a vacancy within 120 days, as specified above, and the planning committee has more than twelve members, a search for a new member should continue, however either the seat may remain vacant until the next planning committee election, or these bylaws may be amended to permit decreased membership to a minimum of twelve members. If a vacancy remains for more than 60 days from the time a vacancy is declared, and there are less than twelve elected planning committee members in good standing, the planning committee shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning committee membership has not reached ~~12~~ twelve members, the planning committee will be deemed inactive until it has attained at least twelve members in good standing.

ARTICLE V Elections

Section 1. General elections of Greater Golden Hill Planning Committee members shall be held during the month of March in accordance with the adopted elections procedures found in this Article~~Exhibit B of these bylaws~~.

The Greater Golden Hill Planning Committee's general elections shall be held annually.

The deadline to qualify for candidacy in the March general election shall be prior to the February noticed regular or special meeting of the full planning committee membership preceding the election. The planning committee's Election subcommittee shall be established no later than January and shall begin soliciting eligible community members to become candidates. In February, the Election subcommittee shall present to the planning committee 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 March election, an eligible member of the community [see Article III, Section 2] must have documented attendance at two meetings of the Greater Golden Hill Planning Committee's last twelve (12) meetings prior to the February regular meeting preceding the election.

Section 2. The Greater Golden Hill Planning Committee shall make a good faith effort to utilize means appropriate to publicize the planning committee's eligibility requirements for candidacy and the upcoming elections.

In the election process, the planning committee shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for four consecutive terms to leave the committee for at least one year.

The Greater Golden Hill Planning Committee holds its annual election~~—at the March regular meeting~~. [be sure it is concurrent with, not AT the meeting]

The Greater Golden Hill Planning Committee will require proof of identity of those eligible community members who are seeking to vote in the election. The planning committee shall reasonably ensure that voting is only by eligible members of the community.

The ballot presented to eligible community members to vote will clearly identify how many candidates can be selected and which candidates, if any, must receive a 2/3 majority of the vote due to service beyond four consecutive terms of service.

The Greater Golden Hill Planning Committee planning committee's policy related to write-in candidates is that 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.

Section 3. Voting to elect new community planning group members 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.

Section 4. The Greater Golden Hill Planning Committee's election becomes final after announcing the election results at the conclusion of the noticed, regular March monthly planning committee meeting. The Chair is responsible for preparing, certifying and forwarding the election report to the City. New 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 committee 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.

Section 5. This Section contains all additional Elections policies and procedures of the Greater Golden Hill Planning Committee: [add the ones not already addressed in the article.]

ARTICLE VI Community Planning Committee and Planning Committee Member Duties

Section 1. It is the duty of the Greater Golden Hill Planning Committee to cooperatively work with the City throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto for inclusion in a General or Community Plan.

It is the duty of all planning committee members to conduct official business of the planning committee in a public setting. It is recognized that the officers of the planning committee may oversee administrative business of the planning committee, such as the assembling of the draft agenda, in preparation for public discussions. However, all substantive discussions about agenda items or possible committee positions on agenda items shall occur at the noticed planning committee meetings.

It is the duty of a planning committee as a whole, and of each individual member, to refrain from conduct that is detrimental to the planning committee or its purposes under Council Policy 600-24. No member shall

be permitted to disturb the public meeting so as to disrupt the public process as set forth on the planning committee's agenda.

Section 2. **(a) Meeting Procedures**

It shall be the duty of each member of the Greater Golden Hill Planning Committee to attend all regularly scheduled planning committee meetings.

(i) REGULAR AGENDA POSTING - At least 72 hours before a regular meeting, the agenda containing a brief general description of each agenda item shall be posted. The brief general description of each agenda item need not exceed 20 words per item unless the item is complex. The agenda shall also provide notice of the date, time and location of the meeting. The agenda shall be posted in a place freely accessible to the general public and shall include information on how a request for accessible accommodation may be made.

The listing of the agenda item shall include the intended action of the planning committee regarding that item [e.g., information item, action item].

The agenda shall be offered to the City for posting on the City's website. [do you have a website? If so add: 'and should be posted on the Greater Golden Hill Planning Committee's website at least 72 hours in advance of the meeting?'

(ii) PUBLIC COMMENT- Any interested member of the public may comment on agenda items during regular or special planning committee meetings. In addition, each agenda for a regular planning committee meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but are within the scope of authority of the planning committee. Planning committee members may make brief announcements or reports to the planning committee on their own activities under the public comment section of the agenda. The planning committee may adopt time limits for public comment to ensure operational efficiencies.

(iii) ADJOURNMENTS AND CONTINUANCES – If the Greater Golden Hill Planning Committee does not convene a regularly scheduled meeting, there shall be a copy of the "Notice of Adjournment" of the meeting posted on or near the door of the place where the adjourned meeting was to be held within 24 hours after the time the meeting was to be held.

If a meeting is adjourned because less than a quorum was present, a new regular meeting agenda must be prepared. If a meeting is adjourned because no members of the planning committee were present, the

subsequent meeting, if not a regular meeting, must be noticed as if a special meeting.

(iv) CONTINUED ITEMS - If an item is continued from a prior regular meeting to a subsequent meeting more than 5 days from the original meeting, a new agenda must be prepared as if a regular meeting; otherwise the original meeting agenda is adequate.

(v) CONSENT AGENDA - For items to be considered for a "Consent Agenda" all of the following are required:

1. A subcommittee of the planning committee has discussed the item at a noticed subcommittee meeting,
2. All interested members of the public were given an opportunity to address the subcommittee, and
3. The item has not substantially changed since the subcommittee's consideration.

The comments of the subcommittee and those made by interested members of the public should be reflected in the minutes of the subcommittee. Any interested member of the public may comment on a consent agenda item. Any interested member of the public may take a consent agenda item off the consent agenda by request.

(vi) QUORUM AND PUBLIC ATTENDANCE - A quorum, defined as a majority of non-vacant seats of a planning committee, must be present in order to conduct business, to vote on projects, and to take actions at regular or special planning committee meetings.

No member of the public shall be required, as a condition of attendance at any meeting of the planning committee, to register or provide any other information. Any attendance list or request for information shall clearly state that completion of such information is voluntary. No member of the public may be charged a fee for admittance.

(vii) DEVELOPMENT PROJECT REVIEW - The Greater Golden Hill Planning Committee may not, as a condition of placing an item on the agenda, require applicants to submit additional information and materials beyond which the applicant has been required to submit as part of the City's project review application process. Copies of all materials submitted by the applicant to the City shall be provided to the committee at the time of review.

It is the responsibility of the project applicant who wishes review of a project to contact the Land-use Subcommittee in advance of a scheduled subcommittee meeting with enough notice to provide proper notice to the community the regular meeting agenda.

When reviewing development projects, the planning committee shall allow participation of affected property owners, residents and business establishments within proximity to the proposed development.

(viii) ACTION ON AGENDA ITEMS - An item not noticed on the agenda may be added if either two-thirds of the voting members of the community planning group~~entire elected membership~~, or every member if less than two-thirds of the voting members of the group 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 planning committee subsequent to the agenda being posted.

A two-thirds vote of the voting members of the community planning group is required to remove an elected member in accordance with Article IX.

Removing a member due to ineligibility in accordance with Article III, Section 2 requires a majority vote of the voting members of the community planning group for the purpose of ratifying the findings presented by the Secretary to the group.

Amendments to adopted bylaws require a two-thirds vote of the voting members of the Great Golden Hill Planning Committee.

A vote to approve a community plan update or a community plan amendment requires a majority vote of the voting members of the community planning group.

All other community planning group actions, including subcommittee votes, only require a simple majority of the voting members of the community planning group in attendance when a quorum is present.

The Greater Golden Hill Planning Committee planning committee's chair fully participates in planning committee discussions and votes on all action items.

The planning committee shall not engage in, or allow, secret ballot or proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as by telephone or by e-mail are also prohibited.

Votes taken on agenda items shall reflect the positions taken by the elected or appointed positions on the planning committee identified in Article III, Section 1 of Council Policy 600-24.

(ix) COLLECTIVE CONCURRENCE - Any attempt to develop a collective concurrence of the members of the Greater Golden Hill Planning Committee as to action to be taken on an item by members of the

planning committee, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited, other than at a properly noticed public meeting.

(x) SPECIAL MEETINGS - The chair of the Greater Golden Hill Planning Committee, or a majority of planning committee members, may call a special meeting. An agenda for a special meeting shall be specified as such, and shall be prepared and posted at least 24 hours before a special meeting. Each member of the planning committee shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files with the planning committee secretary a written waiver of notice at, or prior to the time of, the meeting. Written notice shall be delivered to each local newspaper of general circulation and radio or television station requesting notice in writing at least 24 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.

[\(xi\) EMERGENCY MEETINGS – Emergency meetings, requiring no public notice, are called for matters related to public health and safety. These matters are outside of the purview of the Greater Golden Hill Planning Committee and are prohibited under these bylaws.](#)

(xii) RIGHT TO RECORD - Any person attending a meeting of the Greater Golden Hill Planning Committee must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the planning committee that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

(xiii) DISORDERLY CONDUCT - In the event that any planning committee meeting is willfully interrupted by a person or committee of persons, so as to make the orderly conduct of the meeting infeasible, the planning committee may first cause removal of the individual or individuals. If that is unsuccessful then the planning committee may order the meeting room cleared and continue in session on scheduled agenda items without an audience, except that representatives of the media shall be allowed to remain. The planning committee may also readmit an individual or individuals who were not responsible for the disruption.

(b) Subcommittees

The Greater Golden Hill Planning Committee may establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular planning committee meetings.

(i) STANDING SUBCOMMITTEES - Pursuant to the purpose of the Greater Golden Hill Planning Committee as identified in Article II, Section 1, the planning committee has established the following standing subcommittees:

Airport Noise
Code Compliance
Historic
Land-use
Membership and Elections
Parks
Transportation

Subcommittees will determine their regular meeting schedule and have it published in each regular meeting's agenda. Changes to the published meeting schedule will be noticed as required elsewhere in these bylaws.

(ii) AD HOC SUBCOMMITTEES - Ad hoc subcommittees may be established for finite period of time to review more focused issue areas and shall be disbanded following their review.

(iii) SUBCOMMITTEE COMPOSITION – Subcommittees shall contain a majority of members who are members of the planning committee.

Non-members, who are duly appointed by a planning committee to serve on a subcommittee, may be indemnified by the City in accordance with Ordinance No. O-~~17086~~19883 NS, and any future amendments thereto, provided they satisfy any and all requirements of the Administrative Guidelines.

(iv) RECOMMENDATIONS – Subcommittee recommendations must be brought forth to the full planning committee for formal vote at a noticed public meeting. In no case may a committee or subcommittee recommendation be forwarded directly to the City as the formal recommendation of the planning committee without a formal vote of the full planning committee.

(c) Abstentions and Recusals

(i) RECUSALS - Any member of the Greater Golden Hill Planning Committee with a direct economic interest in any project that comes before the planning committee or its subcommittees must disclose to the planning committee that economic interest, and must recuse from voting and not participate in any manner as a member of the planning committee for that item on the agenda.

(ii) ABSTENTIONS – In limited circumstances, planning committee 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.

(d) Meeting Documents and Records

(i) AGENDA BY MAIL - Requests to mail copies of a regular agenda, and any accompanying material, shall be granted. Such materials shall be mailed when the agenda is posted, or upon distribution to a majority of the members of the community planning committee, whichever occurs first. A request to receive agendas and materials may be made for each calendar year and such request is valid for that entire year, but must be renewed by January 1 of the following year. A cost-recovery fee may be charged for the cost of providing this service.

(ii) AGENDA AT MEETING - Any written documentation, prepared or provided by City staff, applicants, or planning committee members that is distributed at the planning committee meeting, shall be made available upon request for public inspection without delay. If such material is distributed at the planning committee meeting, then it shall be made available upon request at the meeting. If such material is prepared by someone other than City staff, applicants, or planning committee members, or is received from a member of the public during public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the meeting. A cost-recovery fee may be charge for the cost of reproducing any the materials requested by an individual or individuals.

(iii) MINUTES – For each planning committee meeting, a report of Greater Golden Hill Planning Committee member attendance and a copy of approved minutes shall be retained by the planning committee, and shall be available for public inspection. A copy of the draft minutes should be made available for public inspection as soon as possible but no later than the group's next regularly scheduled meeting. [do you have a website? If so post approved minutes within 14 days of their approval.] The minutes of each planning committee meeting shall include the votes taken on each action item and reflect the names for, against and abstaining when the vote is not unanimous. Recusals shall also be recorded. Minutes should record speakers and public testimony, and whether each project applicant (whose project was subject to planning committee action) appeared before the planning committee. If an applicant did not appear before the planning committee then the meeting minutes must indicate the date when and type of notification (e.g. electronic, telephonic, facsimile) provided to the applicant requesting his or her appearance at the planning committee meeting. A copy of the approved minutes shall be submitted to the City within 14 days after approval by the planning committee.

The Greater Golden Hill Planning Committee is not required to audio or videotape meetings but if recordings are made, they are subject to a public request to inspect without charge. A cost-recovery fee may be charged for copies of recordings.

(iv) RECORDS RETENTION – Greater Golden Hill Planning Committee records must be retained for public review. ~~City staff will establish a records retention schedule and method for collection and storage of materials that will be utilized by all planning committees. Community planning group records are meeting agendas and any other writings that are distributed to at least a majority of the group members in connection with a matter subject to consideration at an open meeting of the group. Community planning group records do not include writings that are required to be submitted to the City in accordance with Council Policy 600-24 to substantiate and document the Greater Golden Hill Planning Committee operation and compliance. The planning committee also receives materials that do not qualify as records. The Administrative Guidelines discuss categories of material that are City records, community planning group records, and non-records.~~

Section 3. It shall be the duty of the Greater Golden Hill Planning Committee and its members to periodically seek community-wide understanding of and participation in the planning and implementation process as specified in Article II, Section 1. The planning committee shall give due consideration to all responsible community attitudes insofar as these are deemed to be in the best long-range interest of the community at large.

Section 4. It shall be the duty of the Greater Golden Hill Planning Committee to maintain a current, up-to-date roster of the names, terms, and category/qualifications of planning committee members in its possession, and to forward the current roster, as well as any updates, to the City. The planning group must also submit to the City an annual report of accomplishments for the past 12 months and anticipated objectives for the coming year related to Article I, Section 1 above. Rosters and annual reports constitute disclosable records under the Brown Act.

Section 5. The Greater Golden Hill Planning Committee may develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the planning committee to promote understanding and participation in the planning process. However, no membership dues shall be required and no fee may be charged as a condition of attendance at any planning committee meeting. All contributions must be voluntarily made, and no official planning committee correspondence may be withheld based on any individual's desire to not make a voluntary contribution.

Section 6. Each elected Greater Golden Hill Planning Committee member is required to attend an orientation training session administered by the City as part of planning committee and individual member indemnification pursuant to Ordinance No. O-~~17086~~19883 NS, and any future amendments thereto. If it is not possible for a new member to attend the training session as required, or if a new member is seated through a special election or in a month other than March, then the member shall successfully complete the online orientation training.

As required by O-19883 NS, nNewly seated planning committee members must complete a basic orientation training session within ~~12 months~~60 days of being elected or appointed to a planning committee or the member will be ineligible to serve. The basic orientation training session will be scheduled within 60 days of the last day of March each year to meet this ordinance requirement.

ARTICLE VII Planning Committee Officers

Section 1. The officers of the Greater Golden Hill Planning Committee shall be elected from and by the members of the planning committee. Said officers shall consist of a Chairperson, Vice Chairperson and Recording Secretary. The length of an officer's term shall be one year, except that no person may serve in the same planning committee office for more than four consecutive terms. 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 a recognized community planning committee and shall preside over all planning committee and community wide meetings organized by the planning committee. The Chairperson shall also be responsible for setting regular meeting agendas, being the primary point of contact for the committee, and for committee correspondence.

Appeals of discretionary decisions to the City shall be made by the Chairperson or, if necessary because of direct economic interest or absence, by a designee identified to appeal that particular action on behalf of the planning group.

Section 3. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. In addition, the Vice Chairperson shall be responsible for identification of those planning committee members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons. In the absence of the Chairperson, the Vice Chairperson shall assign these duties to another committee member.

- Section 4. Recording Secretary. The Secretary shall be responsible for recording the planning committee's and shall assure that planning committee members and members of the public have access to this information. The Recording Secretary may take on these responsibilities or may identify individuals to assist in these duties.
- Section 5. The Chairperson shall be a recognized community planning committee's representative to the Community Planners Committee (CPC). However, by majority vote of the planning committee, a planning committee member other than the chair may be selected as the official 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 committee'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 Greater Golden Hill Planning Committee officers and representatives to the CPC shall promptly disseminate to all elected planning committee members pertinent information that is received by the planning committee regarding its official business.

ARTICLE VIII Planning Committee Policies and Procedures

- Section 1. The Greater Golden Hill Planning Committee bylaws incorporate policies and procedures directed by Article 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. 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.

ARTICLE IX Rights and Liabilities of Recognized Community Planning Committees

- Section 1. Indemnification and Representation. The Greater Golden Hill Planning Committee and its duly elected or appointed members have a right to representation by the City Attorney and a right to indemnification by the City under Ordinance O-~~17086~~19883 NS, and any future amendments thereto, if the claim or action against them resulted from their obligation to advise and assist the City and its agencies with land use matters as specified in Council Policy 600-24, Article II, Section 1; their conduct was in conformance with this Policy-~~600-24~~ and these bylaws; and all findings specified in the ordinance can be made.
- Section 2. Brown Act Remedies. The Greater Golden Hill Planning Committee and its duly elected members may be subject to both Council Policy 600-24 violations as described in Section 3 below and penalties provided for in the Brown Act. The Brown Act includes criminal penalties and civil

remedies. Both individual members of the planning committee, as well as the planning committee itself, may be subject to civil remedies. Under certain circumstances, individual planning committee members may face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, and where the member intended to deprive the public of information to which the member knows or has reason to know the public is entitled. Alleged violations will be reviewed and evaluated on a case-by-case basis.

Section 3. Council Policy 600-24 Violations and Remedies.

(a) Alleged Violations by a Member of the Greater Golden Hill Planning Committee

In cases of alleged violations of the Greater Golden Hill Planning Committee bylaws or Council Policy 600-24 by a planning committee member, the planning committee may conduct an investigation consistent with the Administrative Guidelines and these bylaws.

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

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

If corrective action or measures are not feasible, the ~~planning~~ committee may remove a member by a two-thirds vote of the voting members of the planning committee. The vote to remove the committee member shall occur at a regularly scheduled public meeting subject to the procedures outlined in the Administrative Guidelines and these bylaws.

If the planning committee member is found to be out of compliance with the provisions of these bylaws or Council Policy 600-24, the planning committee risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-~~17086~~19883 NS, and any future amendments thereto.

Investigation procedures for elected member violations are outlined below:

Any action by the Greater Golden Hill Planning Committee to discipline or remove a member must occur at a scheduled planning committee 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 committee chair. If the complaint is about the chair, it may be presented to any other officer of the planning committee.
- 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 committee member, the chair [or other officer] may assist in providing appropriate citations to assist the complainant.
- The chair will confer with the planning committee 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 committee, 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 committee officers, will meet and talk with the planning committee member against whom the violation is alleged. The allegations will be presented and the planning committee member shall be given opportunity for rebuttal.
- If the chair, with assistance from the planning committee 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 committee officers, determines that a violation has occurred but the situation can be remedied either by action of the planning committee or by the planning committee member, then the chair will outline the necessary actions to achieve the remedy.
- If the chair, with assistance from the planning committee officers, determines that the situation cannot be remedied and that the interests of the community and Greater Golden Hill Planning

Committee would best be served by the removal of the planning committee member, then the chair shall set the matter for discussion at the next planning committee meeting. The planning committee 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 committee discussion.

Presenting a violation to the planning committee:

- The matter of removing a seated planning committee member will be placed on the planning committee's agenda as a potential action item. Supporting materials from the chair or from the offending planning committee member will be made available to the elected planning committee members prior to the meeting.
- The matter will be discussed at the planning committee's regular meeting with opportunity given to the planning committee member who committed the violation to present their case and/or rebut documentation gathered by the chair with the assistance of the planning committee officers. The member may also request a continuance of the item to gather more information to present to the planning committee.
- At the end of the discussion, the planning committee may, by a 2/3 vote, choose to remove the member.

Recourse for expelled member:

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

(b) Alleged Violations Against the Greater Golden Hill Planning Committee as a Whole

In the case of an alleged violation of the planning committee's bylaws or of Council Policy 600-24 by the planning committee as a whole or multiple members of the planning committee, the violation shall be forwarded in writing to the City. The Mayor's Office will engage in a dialogue with the planning committee, determining the validity of the complaint, and seeking resolution of the issue or dispute. The Greater

Golden Hill Planning Committee will work with the City toward a solution and the planning committee recognizes that, in accordance with Council Policy 600-24, the City may consult with the Community Planners Committee.

If a violation against the planning committee as a whole is proven and there is a failure of the planning committee to take corrective action, the planning committee will forfeit its rights to represent its community as a community planning committee recognized under Council Policy 600-24. Such a determination resulting in the forfeiture of a seated committee's rights to represent its community shall be based on a recommendation by the Mayor's Office to the City Council. A planning committee shall not forfeit its recognized status until there is an action by the City Council to remove the status. The City Council may also prescribe conditions under which official recognition will be reinstated.

If the planning committee is found to be out of compliance with the provisions of this Policy not subject to the Brown Act or its adopted bylaws risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-~~17086~~19883 NS, and any future amendments thereto.

Exhibit A: Greater Golden Hill Planning Committee Boundary Map

~~Exhibit B: Greater Golden Hill Planning Committee Elections Handbook~~

NOTES:

I found several sections where your bylaws did not contain required paragraphs or statements from the bylaws shell so I incorporated them.

Don't refer to the Elections Handbook anymore – it is out of date. Be sure that Article V addresses all the election topics contained in provided list – add them into Section 5 if not addressed

Be sure to phrase the time of the election to not be AT the monthly cpg meeting because, if so, it cannot be conducted by secret ballot per the Brown Act.

Do you have a website? If so include statement about it having agendas posted to it 72 hours in advance and include statement that approved minutes will be posted to it within 14 days after approval.

I've been telling cpgs that if they want to they can come up with an abbreviation for their group's name to use throughout – not required! A number do – it's your choice

ELECTIONS POLICIES & PROCEDURES REVISIONS TO YOUR BYLAWS – 2015

All community planning groups are being asked to remove references to the “Elections Handbook” which was prepared in 2004 and attached to the Administrative Guidelines at that time. The Handbook contains advice & information that is incorrect based on some significant changes to Council Policy 600-24 in 2007 & 2014 including: removal of references to “general membership”; new applicability of the Brown Act; and, availability of a Bylaws Shell that provides structure for many topics that the Handbook just suggested bylaws include.

Article V, in possible combination with Article VIII, should provide all the election guidance required by your CPG. The Administrative Guidelines are now the advisory source. The Elections Handbook was reviewed and several issues identified as important were added into the Administrative Guidelines discussions in Article V.

Below is a checklist compiled from Council Policy 600-24, the Bylaws Shell, and the Administrative Guidelines which identifies all the topics that should be addressed in your bylaws in either Article V or VIII.

- Setting election date/s and time/s and location, including poll closing time
- Identifying the election as [possibly] concurrent with, BUT NOT AT, your regular March meeting
- Clarifying that an election concurrent with a cpg meeting is separate from the meeting in order to allow secret written ballots
- Methods of promoting the upcoming election
- Managing the process: establishing an Election Committee, management of poll location/s, detail handling of voting and if there are multiple voting locations; allowing mail-in ballots?
- Candidate eligibility: verification of eligibility; requiring a candidate statement?; determining eligibility of write-in candidates if anticipated
- Dealing with candidate’s absence from scheduled candidates’ forum
- Poll management: verification of vote eligibility advertised and handled at the polls; prohibiting electioneering at time of voting;
- Ballot control: assuring proper categorization according to seats; how many seats available; write-in candidate availability; tie-breaking procedure; using plurality to declare winner?
- Counting ballots – when, by whom, how to account for a candidate beyond 8/9 years; write-in candidate determination when counting
- Holding of the election ballots post-election; maintaining the confidentiality of secret written ballots
- Reporting results to the chair; identifying next steps if a seat remains unfilled
- Election challenge criteria and procedures – see draft revisions of Administrative Guidelines Article V, Section 4 on next page; your bylaws can reference this process, or include it if preferred.
- Installation of new members

EXCERPT FROM DRAFT ADMINISTRATIVE GUIDELINES

ARTICLE V Elections

Section 1. Election Timing & Procedures

Article V addresses planning group election procedures. The planning group must make the election process fair, open, objective, and accessible, to the entire community of eligible voters. Council Policy 600-24 establishes a few mandatory election requirements but charges each planning group with the responsibility of adopting specific election procedures. Community planning groups may find the most recent edition of Roberts Rules of Order useful to develop election procedures that will give the entire community confidence in planning group elections. Such confidence is more likely to result in trust, acceptance and in fewer election challenges. Also, consulting with other community planning groups with successful election procedures is recommended.

General elections for all community planning groups are held during the month of March every year or every other year. Community planning groups should seek enough new candidates to exceed the number of seats open for election. Community planning group bylaws shall establish a minimum number of meetings required to have attended in order to be a candidate for election as outlined in the Bylaws shell. However, candidates must have attended a minimum of one of the group's last 12 meetings prior to the February noticed regular or special meeting of the full planning group. Each community planning group's bylaws must specify the number of meetings a potential candidate is required to attend: it is an OPTION presented in the bylaws shell. Some groups have indicated issues with an individual signing into the meeting for purposes of establishing attendance and then leaving without staying for the business of the meeting. It is up to individual groups to determine if their bylaws/election procedures qualify the length of time someone must remain at the meeting in order to have it qualify toward the required number of meetings, e.g.: for the voting items of the meeting; or for the time of the meeting as identified on the agenda. Identifying the requirement proactively removes potential disagreements later about whether an individual was at the meeting 'long enough'.

Community planning groups are asked to adopt specific election procedures and place them in their bylaws: groups should address the following election procedures in writing prior to the election in a format available to all group members, potential candidates, and the public.

- Verification of candidate eligibility prior to printing a ballot
- Creating a ballot with all candidates appropriately represented
- Handling of write-in candidates, if applicable, including how to verify eligibility for a write-in candidate's name on a submitted ballot
- Handling of a candidate's absence from a scheduled candidates' forum
- Location(s) of polls, including managing multiple concurrent polling locations, if allowed
- Clarifying that the election is NOT AT but may be CONCURRENT WITH the group's regular March meeting
- Management of the polls
- Verification of voter eligibility (i.e. driver's license, utility bill)
- Ballot construction & content
- Setting election date(s)
- Setting voting time(s)
- Mail-in ballot procedures, if applicable
- Closing the polls
- Counting the ballots, including when, by whom, and how to account for a candidate continuing beyond eight or nine consecutive years of service

Clarifying whether a plurality voting system is being used, or if a majority is required for a seat to have a declared winner

Ballot record keeping

Tie-breaking procedures

Election challenge procedures

Timing of installation of newly elected members

Maintaining confidentiality of secret written ballots

Prohibition of electioneering (actively trying to convince voters to vote for a specific candidate at the time of the election)

Next steps if a seat remains unfilled due to lack of, or ineligibility of, a candidate, or as a result of a successful election challenge

When a community planning group plans to provide the opportunity to vote on more than one date in March, these procedures must be outlined in their adopted bylaws. If the community planning group wants to use this option and it is not in the adopted bylaws then the voting procedures for such an election must be submitted to the offices of the Mayor and City Attorney, respectively, for review and approval at least 45 days in advance of the first day of voting.

Section 2. Publicizing Elections

Community planning groups must demonstrate a good faith effort to publicize planning group elections and candidate eligibility requirements. They may use their own websites, posting notices at libraries, grocery stores, and other community meeting places as well as sending emails and placing a notice in the community newspaper. In addition, the City uses TV24 and the City's website to publicize the planning group election season.

A chairperson can raise the visibility of being a planning group member by indicating the role of the group and its members at the start of each meeting. The chair can provide a brief statement about the duties of the group and what kinds of actions the group may be taking. The chair can mention the group operates under its own bylaws which are consistent with the overarching Council Policy 600-24. Some chairs do this regularly, but it can be done particularly in the months leading up to the election to add to the group's advertising efforts.

Section 3. Voting by Secret Ballot

Voting in a separately-scheduled election by secret ballot is allowed even though voting by community planning group members to fill a vacancy at a noticed group meeting (as discussed in Article IV, Section 1) must be public. An election that is held separately from a Brown Act-noticed meeting does not constitute a "meeting" of a community planning group and is therefore not subject to the public meeting requirements. A community planning group vote at a meeting of the group, including but not limited to electing officers or filling a vacancy, if done by written ballot, must be publicly reported according to the Brown Act Section 54953(c)(2), including who voted for, against, or abstained. If a vote is conducted verbally, it should be recorded in the minutes.

Council Policy 600-24 states that if voting follows or precedes a regular meeting of the planning group that ballots must be available for a specified period at the election.

A proxy is the authority given by one person to another to vote in his/her stead. Per Roberts Rules of Orders, proxy voting is incompatible with the essential characteristics of a deliberative assembly in which membership is individual, personal, and non-transferable. In this section, CP 600-24 states that proxy voting in elections is not allowed under any circumstances. (Note that this is a deviation from rules of a non-profit organization. If a community planning group is also a non-profit, and the group members are also members of the non-profit board, then voting for the community planning group members must follow CP 600-24 and not the non-profit criteria for selecting new board members.)

Section 4. Finalizing Election Results

An election becomes final after announcing the election results at a noticed community planning group meeting unless explicitly stated otherwise in the group's bylaws. Time must be allowed for voting to be concluded, votes counted, results announced, and for a challenge to be submitted to the Election Subcommittee. The ability and criteria to challenge the election must be stated as part of the publicity for the election. This allows for the seating of new community planning group members in April as required by CP 600-24. The most straightforward way to display your challenge process is to write the process clearly in your bylaws and reference that section in your election publicity.

A recommended sequence to reflect in Election Procedures that a community planning group is asked to put into Section 5 of this Article in their bylaws would be:

- Conduct the voting and convene (or reconvene) the group meeting
- Election Subcommittee members, or other identified group members, count the ballots; confirm the eligibility of any write-in candidates who attract enough votes to put them into a position to potentially win the seat
- The Election Subcommittee (or group) chair announces the results of the election. Also announced is the 24-hour period allocated for the Elections Subcommittee to receive a challenge to the election
- If no challenge is received then the results become final and will be certified by the community planning group chair and forwarded to the City. New members are seated for the group's April regular meeting
- If a challenge is received, the Elections Subcommittee immediately discusses the challenge to determine if there is any substance provided by the individual filing the challenge and whether: either there is no substance to the challenge and the election results can be certified, new members can be seated in April and a ratification vote of the Subcommittee's findings can be placed on the April agenda for a majority vote of the voting members of the community planning group; OR whether there is substance to the challenge and the group officers should discuss with the Subcommittee the appropriate resolution, including declaring a seat vacant and determining how to fill it, or declaring a new election is needed.