



Rancho Bernardo Community Planning Board
 PO Box 270831, San Diego, CA 92198
www.rbplanningboard.com

September 2012 AGENDA
 Thursday September 20, 2012 @ 7:00 PM
 RB Swim & Tennis Club Club 21 Room

<u>2012 - 2013 RB PLANNING BOARD</u>									
P = present		A = absent				ARC = arrived after roll call			
Lou Dell'Angela		Bob Gretel		John Kowalski		Peter Tereschuck			
Teri Denlinger		Scott Hall		Mike Lutz		Vicki Touchstone			
Joe Dirks		Richard House		Alissa Messiah		Estelle Wolf			
Jeannie Foulkrod		Dick Katz		Wolfie Pores					
Fred Gahm		Robin Kaufman		Matt Stockton					Total Seated

ITEM #1 **CALL TO ORDER – REGULAR MEETING**
 Roll Call

ITEM #2 **NON-AGENDA PUBLIC COMMENT**
 For issues not on the agenda but within the jurisdiction of the Rancho Bernardo Community Planning Board. Submit requests to speak by completing a Speakers Slip prior to the start of the meeting. There can be no discussion or action, other than a referral. Anyone who would like to be considered for appointment to the Board must first sign in. Three minutes per speaker.

ITEM #3 **MODIFICATIONS TO AGENDA / ADOPT DRAFT AGENDA** **VOTING ITEM**

ITEM #4 **COUNCILMEMBER CARL DEMAIO LIAISON REPORT**
 Tiffany Vinson, District 5 representative, to report

ITEM #5 **COUNTY SUPERVISOR REPORT**
 Steve Hadley, Legislative Aide

ITEM #6 **CHAIR REMARKS**

ITEM #7 **ADMINISTRATIVE MATTERS** **VOTING ITEMS**

- Review and approve June & July 2012 minutes
- Review and approve Treasurer's report

ITEM # 8 **COMMITTEE REPORTS**

• Bylaws Ad hoc	Teri Denlinger
• Development Review	Richard House
• Publicity & Election	Wolfie Pores
• Regional Issues	Peter Tereschuck
• Traffic & Transportation	Dick Katz

ITEM #9 **LIAISON REPORTS**

• Industrial Representative	Jeannie Foulkrod
• Community Council	Robin Kaufman
• San Dieguito River Park	John Kowalski
• Community Planners Committee [CPC]	Teri Denlinger/Estelle Wolf
• RB MAD	Dick Katz
• San Pasqual/Lake Hodges Planning Group	John Kowalski
• SANDAG/COMPACT	Richard House
• Miramar Community Leaders Forum	Jeff Frederick (non-member liaison)

ITEM #10	<u>HOUSING ELEMENT FOR GENERAL PLAN</u> Teri to present.	<u>VOTING ITEM</u>
ITEM #11	<u>BYLAW REVISION REVIEW</u> Teri to present	<u>VOTING ITEM</u>
ITEM #12	<u>COMMITTEE MEMBERSHIP</u> <ul style="list-style-type: none"> • Review present committee membership • Residents wishing to join Board committees 	<u>INFO ITEM</u>
ITEM #13	<u>CIP UPDATE</u> Teri to provide an update of process and expectations	<u>INFO ITEM</u>
ITEM #14	<u>WEBSITE REFRESH</u> Appoint ad-hoc committee for recommended changes to web site	<u>VOTING ITEM</u>
ITEM #15	<u>OLD BUSINESS</u>	
ITEM #16	<u>NEW BUSINESS</u>	

ADJOURMENT:

NEXT BOARD MEETING:

Thursday October 18, 2012 @ 7:00 PM
RB Swim & Tennis Club – Club 21 Rm.

COMMITTEE MEETINGS:

Administrative Committee

Monday, 10 days prior to Board meeting
October 8, 2012 @ 6:00 PM
Bernardo Heights Community Center

Publicity & Election Committee

To Be Announced

Development Review Committee

First Tuesday of month
October 9, 2012 @ 5:30 PM
RB Swim & Tennis Club – Club 21 Rm.

Regional Issues Committee

First Tuesday of month.
October 9, 2012 @ 7:00 PM
RB Swim & Tennis Club – Club 21 Rm.

Traffic & Transportation Committee

Last Monday of month
September 24, 2012 @ 7 PM.
Westwood Club – Adult Lounge

**Check web site @ rbplanningboard.com to confirm dates and times of all meetings*



Rancho Bernardo Community Planning Board
PO Box 270831, San Diego, CA 92198
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August 23, 2012

Councilman Carl DeMaio
City of San Diego
202 "C" Street, M.S. 10A
San Diego, CA 92101

SUBJECT: Rancho Bernardo Community Planning Board Action – San Diego Regional Chamber of Commerce’s Jobs, Housing, and Neighborhoods Act Proposal

Dear Councilman DeMaio:

This letter is provided in response to the San Diego Regional Chamber of Commerce’s proposed “top to bottom” reform of the City’s infrastructure planning and funding processes. The Rancho Bernardo Community Planning Board first became aware of this proposal in May when Andrew Poat, representing the Chamber, presented the proposal to the Community Planners Committee. The Planning Board subsequently reviewed the proposal at our July 2012 meeting, and as a result of our discussion, approved a motion to forward the Planning Board’s questions and concerns to your office for consideration and response.

Presented below are the questions and concerns raised about this proposal at our July meeting.

- 1) *One of the components of the proposal is “Planning and needs assessment driven by community planning best-practices.”*

How can this be accomplished in the timeframe presented in the Chamber’s proposal (by 2013) when the approved community plans for many communities are very much out-of-date? Without an adequate assessment of the existing needs for each community, it is not possible to develop a meaningful assessment of existing community needs, let alone evaluate the needs for accommodating “smart growth” (i.e., new high density development) in existing communities.

- 2) *Citizen committees to select project priorities.*

The Community Planning Groups should have a lead role in the development of project priorities. As currently proposed by the Chamber, the members of the citizen committees would be selected by the Mayor. At a minimum, the selection of committee members should be the responsibility of the individual Council Offices to ensure equitable representation of the various communities within the District.

On its face, the Chamber’s current proposal does not appear to be a community-based process; rather it represents a top-down analysis of needs at the Council District level or above.

3) *City reforms*

Additional information about these reforms should be provided to the planning groups prior to Council consideration of this proposal, so we can better understand what they will encompass and how they could affect individual communities. For example, how will the proposed CEQA (California Environmental Quality Act) reforms affect a community's ability to be fully engaged in future redevelopment proposals, and how will these reforms affect requirements for developers to adequately mitigate the impacts of their developments on existing communities?

The questions and comments presented above represent the Planning Board's initial response to the Chamber's proposal. It is likely that we will have additional comments as more information about the proposal becomes available. We would appreciate your assistance in ensuring that the City's community planning groups are given adequate time to review and comment on this proposal well in advance of this item being docketed for Council action.

Thank you for your attention to this matter. We look forward to any additional information you can provide about this proposal and the anticipated hearing schedule for Council consideration.

Sincerely,



Teri Denlinger, Chair
Rancho Bernardo Community Planning Board



Rancho Bernardo Community Planning Board (RBCPB)

Recommended Bylaws Changes

Updated August 28, 2012

ARTICLE I Name

- Section 1. The official name of this organization is the Rancho Bernardo Community Planning Board, hereafter referred to in these bylaws as RBCPB, RB Planning Board, or Planning Board.
- Section 2. All activities of this organization shall be conducted in its official name.
- Section 3. The community planning area boundaries for the RB Planning Board are the boundaries of the Rancho Bernardo community, as shown on Exhibit "A".
- Section 4. Meetings of the RBCPB shall be held within these boundaries, except that when the RBCPB 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 RBCPB shall not be established or determined by any organization other than the Planning Board, nor by any individual member other than one authorized to do so by the Planning Board.

ARTICLE II Purpose of the RBCPB and General Provisions

- Section 1. The RBCPB 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 Rancho Bernardo 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 RBCPB 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 RBCPB 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.

Updated August 28, 2012

- Section 4. The RBCPB 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 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 RBCPB'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 Rancho Bernardo 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 Mayor's Office.
- Section 6. The RBCPB operates under the authority of the Ralph M. Brown Act which requires that meetings of the planning group are open and accessible to the public. In addition, Council Policy 600-24 "Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups" and these bylaws govern the operations of the planning group. Several provisions of these bylaws constitute Brown Act requirements as outlined in the Policy. In addition, the Administrative Guidelines provide explanations of the Policy's minimum standard operating procedures and responsibilities of this planning group. *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 RBCPB may propose amendments to these bylaws by a majority vote of present and voting members. Proposed amendments shall be submitted to Development Services, as well as the offices of the Mayor and City Attorney for review and approval. 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 : RBCPB Organization/Composition

Section 1. Elected members, members appointed at-large, and one appointed Business representative shall comprise the officially recognized 17-member RBCPB for the purpose of these bylaws and Council Policy 600-24.

Elected members shall serve fixed terms of two (2) years, with expiration dates during alternate years to provide continuity. All appointed members shall serve for a term of one (1) year. Appointed, at-large members shall have the same voting rights as all RBCPB elected members. Except for a one-year term, all other provisions of these bylaws apply to appointed members

The RBCPB shall, whenever possible, consist of the following:

- **Two (2) elected members from each of the RBCPB's seven (7) districts**
- **Two (2) appointed at-large members from any location within the boundaries of Rancho Bernardo**
- **One (1) appointed member to represent the Rancho Bernardo Business Community**

Updated August 28, 2012

No person may serve for more than eight consecutive years. The eight-year limit refers to total maximum consecutive years of service time, not to individual seats held.

The Planning Board will actively seek new members to the extent feasible during each election. If not enough new members are found to fill vacant seats, the Planning Board **may recruit at-large members who do not represent a specific geographic district**, or members who have already served for eight consecutive years to continue on the Planning Board without a break in service.

To accurately phase in the new Planning Board structure, those members – both elected and appointed – who are up for election during the next election cycle will place their names on the ballot should they choose to run. If there are three candidates for two current seats, those candidates with the highest number of votes will become members of the RBCPB. The same process will be repeated during the following election, until the new board structure is in place

NOTE: Refer to EXHIBIT B: ELECTION PROCEDURES for all details regarding the RBCPB election process

ARTICLE IV Vacancies

- Section 1. The RBCPB shall find that a vacancy exists upon the following:
- Receipt of a resignation in writing from one of its members and provided to the RBCPB secretary.
 - Upon receipt of a written report from the RBCPB secretary reporting the third consecutive absence or fourth absence in the 12-month period from April through March by a member from the RBCPB's regular meetings.
 - Upon the removal from the RBCPB of a member by a two thirds vote of present and voting RBCPB members for violation(s) of any or all RBCPB governing documents.

Section 2.

The RBCPB shall attempt to fill vacancies at the time a vacancy is declared. Vacancies may be filled within 120 days, whenever possible, 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.

Vacancies shall be posted on the RBCPB web site and a public location up to 72 hours prior to the next regularly scheduled meeting. Eligible community members will be requested to present themselves for consideration. Appointees will be seated at the following month's meeting. Vacancies not filled within 120 days each year may be referred to the Publicity and Election Committee for community outreach.

- Section 3. If a vacancy remains for more than 60 days from the time the vacancy is declared, and there are less than twelve (12) RBCPB members in good standing, the RBCPB shall provide a written report to the City, detailing the efforts made to fill the vacancy. If, after 60 additional days, the total RBCPB membership has not reached twelve (12) members, the RBCPB will be deemed inactive until it has attained at least 12 members in good standing.

When the RBCPB is unable to fill a vacancy within 120 days, as specified above, and the RBCPB's membership is comprised of more than twelve (12) members, the seat may remain vacant until the next election.

ARTICLE V: Elections (refer to EXHIBIT B: ELECTION PROCEDURES)

ARTICLE VI RBCPB Member Duties

Section 1. It is the duty of the RBCPB 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.

RBCPB members shall conduct official business in a public setting. It is recognized that the RBCPB Executive Board may oversee administrative business without holding an official meeting. However, all substantive discussions about agenda items or possible group positions on agenda items shall occur at noticed meetings.

It is the duty of the RBCPB as a whole, and of each individual member, to refrain from conduct that is detrimental to members 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 RBCPB's agenda. Refer to Article VI, Section 2, xiii (Disorderly Conduct) for additional references to improper behavior.

Section 2. MEETING PROCEDURES

It shall be the duty of each member of the RBCPB to attend all RBCPB meetings.

(a) **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 on** the RBCPB web site (if applicable) and whenever possible in a location freely accessible to the general public. The description of each agenda item need not exceed 20 words per item unless the item is complex. Agenda items shall include the intended action of the RBCPB regarding each item [e.g., information item, action item]. The agenda shall also provide notice of the date, time, and location of the meeting.

(b) **PUBLIC COMMENT:** Any interested member of the public may comment on agenda items during regular or special RBCPB meetings. Members of the public are to complete a speaker's slip and hand it to the Chair prior to any agenda-related comments. Public comments at the beginning of the meeting are for items not on the agenda but are within the scope of authority of the RBCPB. Members may make brief announcements or reports to the RBCPB on their own activities under the public comment section of the agenda. A time limit of 3 minutes is established for public comments. However, it is at the discretion of the RBCPB to adopt different time restrictions to ensure operational efficiencies.

(c) **ADJOURNMENTS AND CONTINUANCES:** If the RBCPB does not convene a regularly scheduled meeting, there shall be a copy of a "Notice of Adjournment" of the meeting posted on the RBCPB web site and on or near the meeting location, whenever possible, within 24 hours of the adjourned meeting. 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 RBCPB were present, the subsequent meeting, if not a regular meeting, must be noticed as a special meeting.

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(d) 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.

(e) CONSENT AGENDA: For items to be considered for a “Consent Agenda”, all of the following are required:

- (1) A subcommittee of the RBCPB 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.

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 and may request that a consent agenda item be removed from the agenda.

Section 3. QUORUM AND PUBLIC ATTENDANCE:

A quorum, defined as a majority of non-vacant seats of a planning group, must be present in order to conduct business, to vote on projects, and to take actions at regular or special meetings.

No member of the public shall be required, as a condition of attendance at any meeting of the RBCPB, 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.

Section 4. DEVELOPMENT PROJECT REVIEW:

The RBCPB may not, as a condition of placing an item on the agenda, require applicants to submit additional information and materials beyond that which the applicant has been required to submit as part of the City’s project review application process.

When reviewing development projects, the RBCPB shall allow participation of affected property owners, residents and business establishments within proximity to the proposed development. The RBCPB shall directly inform the project applicant or representative in advance each time that such review will take place and provide the applicant with an opportunity to present the project.

Section 5. ACTION ON AGENDA ITEMS:

An item not noticed on the agenda may be added with a two-thirds vote of present and voting members if the need for action came to the attention of the RBCPB subsequent to the agenda being posted. Also, a request to change the sequence of an agenda item requires a two-thirds vote of those members present and voting.

The RBCPB Chair fully participates in discussions and may vote on all action items.

The RBCPB shall not engage in, nor allow, secret ballot or proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as by telephone or by email are also prohibited.

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

(a) **COLLECTIVE CONCURRENCE:** Any attempt to develop a collective concurrence of the members of the RBCPB as to action to be taken on an item by members of the RBCPB, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices including email correspondence, is prohibited, other than at a properly noticed public meeting.

(b) **SPECIAL MEETINGS:** The RBCPB Chair, or a majority of RBCPB members, may call a special meeting. An agenda for a special meeting shall be specified as such, and shall be prepared and posted on the RBCPB web site and the meeting location, whenever possible, at least 24 hours before a special meeting. Each member of the RBCPB 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 RBCPB secretary a written waiver of notice at, or prior to the time of, the meeting. Written notice shall be delivered to local media of general circulation or a 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.

(c) **EMERGENCY MEETINGS:** Emergency meetings, requiring no public notice, are called for matters related to public health and safety. These matters are outside the purview of the RBCPB and are prohibited under these bylaws.

(d) **RIGHT TO RECORD:** The RBCPB is not required to audio tape or video tape 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.

Any person attending a meeting of the RBCPB must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the RBCPB that the recording cannot continue due to noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting. If a member of the public or the RBCPB uses a video or audio recording as part of an investigation, the recording(s) referenced shall be made available to the RBCPB Chair or the public as part of the investigation. If an RBCPB member records (video or audio) a Board meeting, any member of the Board may request a copy of the meeting recording and the Board member who recorded the meeting shall provide a copy of all requested recordings.

(e) **DISORDERLY CONDUCT:** Residents and RBCPB members shall be allowed to state their positions in an atmosphere free of disruption.

RBCPB members shall speak only when recognized by the RBCPB chairperson. In the event any RBCPB meeting is willfully interrupted by a person or group of persons making offensive, insulting, or slanderous remarks, or by conducting him or herself in a boisterous manner, they shall be warned and then ordered to leave the meeting should further disruptions occur. Representatives of the media shall be allowed to remain, and the RBCPB may also readmit an individual or individuals who were not responsible for the disruption.

Should sufficient warnings by the Chair be ignored, the Chair may halt all comment and debate, and has the right to adjourn the meeting.

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Section 6. SUBCOMMITTEES

The RBCPB may establish standing and ad hoc subcommittees when its operation contributes to more effective discussions at regular RBCPB meetings. All subcommittee and ad-hoc committee Chairs shall be appointed by the Chair of the RBCPB and confirmed by the RBCPB membership. Subcommittee durations are for a period of one (1) year (April to March). The RBCPB and/or the committee chair, at their discretion, may establish additional rules for committee meeting procedures.

(a) SUBCOMMITTEE COMPOSITION:

All committees of the RBCPB shall be comprised of a majority of RBCPB members and shall be chaired by an RBCPB member. **If the committee Chair so orders, committee members must abide by the same absentee rules that apply for regular meetings of the board, stipulating that no member may miss 3 meetings in succession or 4 meetings between April and March of the current election year.**

All resident committee members, who are not members of the RBCPB but who are duly appointed by the RBCPB to serve on a subcommittee, must be indemnified by the City in accordance with Ordinance No. O-17086 NS, and any future amendments thereto, provided they satisfy any and all requirements of the Administrative Guidelines. Non-Board members must also attend a Community Orientation Workshop (COW) presented by the City.

(b) STANDING SUBCOMMITTEES:

Pursuant to the purpose of the RBCPB as identified in Article II, Section 1, the RBCPB has established the following standing subcommittees:

- Development Review Committee: Reviews and comments upon any projects that may be submitted to the city for development or significant modification
- Publicity & Election Committee: Coordinates and ensures effective publicity of the RBCPB and its committees' activities. Oversees the annual community elections.
- Regional Issues Committee: Addresses issues outside of Rancho Bernardo that may have an effect on the community as well as matters that are beyond the scope of any one committee (e.g. Community Plan, City General Plan)
- Traffic Committee: Examines and comments on concerns about traffic flow and other related issues. Works with the City to assist with maintaining safety on RB streets.

(c) AD HOC SUBCOMMITTEES:

Ad hoc subcommittees may be established for finite period of time to review more focused issues and shall be disbanded following their review.

Ad Hoc subcommittees recognized by the RBCPB include, but are not limited to, the following:

- RB Alive Committee: Coordinates booth and theme for annual event
- Bylaws Committee: Reviews RBCPB bylaws and recommends changes to RBCPB members and the City
- Hats Off To Volunteers Committee: Recommends one RBCPB member to be recognized at the RB Hats Off annual event.
- Nominating Committee: Identifies interested candidates for the election of RBCPB officers

(d) RECOMMENDATIONS:

Subcommittee recommendations must be brought before the RBCPB for a majority 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 without a vote of the present and seated members.

Section 7. ABSTENTIONS AND RECUSALS

- (a) 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 RBCPB, 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.
- (b) AGENDA AT MEETING: Any written or recorded (audio/visual) documentation, prepared or provided by City staff, applicants, or RBCPB members that is distributed at the RBCPB meeting, could be made available upon request for public and/or RBCPB inspection without delay. If material is prepared by someone other than City staff, applicants, or RBCPB members, or is received from a member of the public during public testimony on an agenda item, the material shall be made available for public and/or RBCPB inspection at the conclusion of the meeting. A cost recovery fee may be charged for the cost of reproducing any materials requested by an individual or individuals.

Section 8. MINUTES:

For each RBCPB meeting, a report of the RBCPB member attendance and a copy of approved minutes shall be retained by the RBCPB for **five years**, and shall be available for public inspection. The minutes of each RBCPB meeting shall include the votes taken on each action item and reflect the names against and abstaining when the vote is not unanimous. Recusals shall also be recorded. Minutes should also include a brief comment about speakers and public testimony, and whether each project applicant (whose project was subject to RBCPB action) appeared before members.

If an applicant did not appear before the RBCPB, 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 meeting. If an applicant did not appear before the RBCPB, then the meeting minutes must indicate as such.

A copy of the approved minutes shall be submitted to the City within 14 days after approval by RBCPB.

- (a) RECORDS RETENTION: RBCPB records shall be retained for **five years** for public review by the RBCPB.

Section 9: COMMUNITY OUTREACH

It shall be the duty of the RBCPB 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 RBCPB shall give due consideration to all responsible community input insofar as these are deemed to be in the best long-range interest of the community at-large.

Section 10: MEMBER ROSTER:

It shall be the duty of the RBCPB to maintain a current roster of names, terms, and category/qualifications of RBCPB members in its possession, and to forward the current roster, as well as any updates, to the City. The RBCPB should also submit to the City, by the end of March each year, an annual report of accomplishments for the past calendar year and anticipated objectives for the coming year. Rosters and annual reports constitute records under the Brown Act.

Section 11. FINANCIAL CONTRIBUTIONS:

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

Section 12. MEMBER COMMITTEE SERVICE & REQUIRED WORKSHOP:

All elected and appointed RBCPB members are required to serve on at least one RBCPB standing committee.

Elected RBCPB members are required to attend a Community Orientation Workshop (COW) orientation training session administered by the City as part of RBCPB and individual member indemnification pursuant to Ordinance No. O-17086 NS, and any future amendments thereto. Newly seated planning group members must complete the orientation training within 60 days of being elected or appointed to the RBCPB, or the member will be ineligible to serve. Members have the option of taking the electronic COW at any time, or attending a training session when offered.

ARTICLE VII RBCPB Officers:

Section 1. NOMINATING COMMITTEE

(this should remain under this section rather than elections, as it appears in the shell)

The RBCPB shall appoint an Ad Hoc Nominating Committee consisting of RBCPB members who shall be responsible for soliciting candidates interested in serving as RBCPB officers. A list of officer candidates will be brought before RBCPB members after the new members are seated at the regularly scheduled April meeting or the first Board meeting following the March election. Should the committee be unable to identify prospective officer candidates, committee members may contact individual members to determine their level of interest in serving in officer positions.

Should the committee be unable to identify prospective officer candidates, committee members may contact individual Board members to determine their level of interest in serving as a Board officer.

No candidate shall run for more than one officer position. All rules adopted by the Nominating Committee shall be observed by the RBCPB and its members. Each subsequent committee may make procedural changes, which must be approved by the Board with a two-thirds vote of seated and present members.

Updated August 28, 2012

At the discretion of the committee, the voting process may be by written ballot. For the ballot to be valid, it must be signed by the voter. Votes shall be counted by at least two (2) non-committee RBCPB Board members and results will be immediately announced to the RBCPB membership.

Section 2. RBCPB OFFICER COMPOSITION:

Officers of the RBCPB shall be elected from and by the members of the RBCPB. Said officers shall consist of Chairperson, Vice Chairperson, Secretary, and Treasurer. The length of an officer's term shall be for a one-year (1) duration, except that no person may serve as an officer for more than eight consecutive years. After a period of one year in which that person did not serve as an officer, the individual shall again be eligible to serve as an officer of the RBCPB.

- (a) Chairperson: The Chairperson shall be the principal officer of the recognized RBCPB and shall preside over all RBCPB and community-wide meetings organized by the RBCPB. The Chairperson is the point of contact for all RBCPB actions and when necessary will assign responsibility to an appropriate subcommittee.

The Chairperson shall be the recognized RBCPB representative to the Community Planners Committee (CPC). However, by vote of the RBCPB, a member may be elected as the alternate representative to CPC with the same voting rights and privileges as the Chair. Designation of a member to serve as an alternate representative to CPC shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.

- (b) Vice Chairperson: The Vice Chairperson shall assist the Chair with matters of the bylaws, City Council Policy, and the City's Administrative Guidelines. The Vice Chair is also responsible for compiling the monthly meeting agenda as well as obtaining all incoming mail addressed to the RBCPB, which shall be distributed to the appropriate individual(s). The Vice Chair, along with the Chair, may establish additional responsibilities for the Vice Chair during the individual's term.

Should the Chairperson be unable to serve due to illness or by resignation from office, the Vice Chairperson shall automatically serve as the RBCPB Chair and perform all duties and responsibilities as the Chair for the remainder of the term. **Should the Vice Chair decline acceptance of the Chair position, the Board will appoint a Chair, by majority vote of seated and present members, to complete the former Chairperson's term.**

- (c) Secretary: The Secretary shall be responsible for RBCPB correspondence and attendance records, roll call, minutes, and actions [including identification of those members who abstain or recuse on an action item, and the reasons], and shall ensure the information is accessible to all RBCPB members and the public. The Secretary may take on these responsibilities or may identify individuals to assist in these duties.

If, in the opinion of the RBCPB, two (2) Secretaries are required, [per Article VII Section 1.] the division of the duties between the Secretaries shall be determined by the RBCPB Chair.

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- (d) Treasurer: The duties of Treasurer include holding deposited funds, paying funds on behalf of the RBCPB, to be signed by the Treasurer, Chair, or Vice Chair. The Treasurer will provide a monthly statement of available funds. When applicable, the Treasurer will present an annual report, especially if the Board is seeking available grant funds. In this case, the funds of the Board could be audited and certified to the report's accuracy.

Section 3. CPC

RBCPB officers and representatives to the CPC shall promptly disseminate to all elected members pertinent information that is received by the RBCPB regarding its official business.

Section 4. RBCPB EXECUTIVE BOARD

The RBCPB Executive Board is comprised of RBCPB officers as identified above, as well as committee chairs. The RBCPB Chair will preside over meetings of the Executive Board and will lead Board discussions and actions.

It shall be the responsibility of the RBCPB Executive Board to confer and establish the RBCPB meeting agenda, with input from all RBCPB members should the Executive Board desire. No scheduled Executive Board meeting is required to establish a meeting agenda and Board meetings need not be open to the public.

ARTICLE VIII RBCPB Policies

Section 1. RBCPB 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. Article VIII 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.

(a) Community Participation

The following are the RBCPB procedures regarding community participation:

Publicity and Election Committee

The Publicity and Elections Subcommittee shall maintain communication with area centers and publications concerning the activities of the RBCPB and its subcommittees. Liaison positions may be designated to interface with the neighborhood centers in the geographic areas.

The RBCPB also works in conjunction with a designated Web Master to maintain and update the official Rancho Bernardo Community Planning Board's web site (www.RBPlanningBoard.com).

As opportunities arise, the RBCPB also participates in local events (i.e. RB Alive)

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(b) Conduct of Meetings

The following are the RBCPB procedures regarding conduct of RBCPB meetings:

Agenda Items

Agenda items are designated for possible action, action, or no action by the RBCPB. The agenda is to provide a brief synopsis of information on projects or other matters which could have an impact on Rancho Bernardo residents. Modifying the sequence of agenda items is at the Chair's discretion and does not require a Board vote.

Regular meetings of the RBCPB shall occur monthly whenever possible. The Executive Board may decide that it is appropriate to cancel a scheduled meeting. The Chair is responsible for notifying members and the public of a meeting cancellation or change of meeting date. All meeting notices are to be posted on the RBCPB web site and at the location of the meeting whenever possible.

Non Voting Agenda Items: The RBCPB agenda provides an allotted time to receive liaison reports by local elected officials and/or their representatives, when appropriate. Liaison reports may also be heard as 'Non-Agenda Public Comment'

RBCPB Procedures on Projects/Issues: When a development project or proposal has been presented to the RBCPB by a developer or presenter, the Chair shall ask for a report from the Chair of each standing subcommittee that has reviewed the project or issue. Following the report(s), RBCPB members may ask questions for clarification. The Chair then takes comments from the public who have completed the required 'Speaker Slip'. Public comments, as to time and duration, are determined by the Chair.

Obtaining the Floor: RBCPB members wishing to speak must be recognized by the Chair. The Chair will give priority to those who have not yet spoken to motion. Non- members wishing to speak on a subject must provide a completed Speaker's Slip to the Chair prior to the discussion, and identify themselves by name, address, organization, if any, and if they are a part of an organized presentation or speaking as an individual.

(c) Member and RBCPB Responsibilities

The following are the RBCPB procedures regarding RBCPB and member responsibilities:

In addition to the responsibilities outlined in Article VI of the bylaws document, the Chair may, at his/her discretion, assign additional member duties including, but not limited to, the appointment of liaisons to the following area groups, committees, or organizations.

Additional liaison positions may be appointed by the RBCPB at any time.

- Community Center(s)
- San Dieguito River Valley Park
- San Pasqual/Lake Hodges Planning Group
- COMPACT
- SANDAG
- One (1) appointed RBCPB member to represent Rancho Bernardo on the San Pasqual Planning Group

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If RBCPB members are not available to serve as liaisons, the Chair, with a majority vote of the seated and voting RBCPB members, may designate community volunteers to act as liaisons on behalf of the RBCPB for presentation of informational items.

ARTICLE IX Rights and Liabilities of Recognized Community Planning Groups

Section 1. Indemnification and Representation: The RBCPB 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 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 Policy 600-24, Article II, Section 1; their conduct was in conformance with Policy 600-24 and these bylaws; and all findings specified in the ordinance can be made.

Section 2. Brown Act Remedies. The RBCPB 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 RBCPB, as well as the RBCPB itself, may be subject to civil remedies. Under certain circumstances, individual RBCPB 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 an RBCPB member

In cases of alleged violations of the RBCPB bylaws or Council Policy 600-24 by a member, the RBCPB may conduct an investigation consistent with Council Policy, the Administrative Guidelines, and these bylaws.

A complaint that an individual member of the RBCPB violated one or more provisions of its bylaws or Council Policy 600-24 shall be submitted to the RBCPB Chair by any individual, including another member. The complaint should be filed within 90 days from the date the alleged violation occurred.

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

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

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

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Investigation procedures for elected member violations are outlined below:

Any action by the RBCPB 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 Chair. If the complaint is about the Chair, it may be presented to any other officer of the RBCPB.
- 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 RBCPB member, the Chair [**or another member of the Executive Board**] may assist in providing appropriate citations to assist the complainant.
- The Chair will confer with the RBCPB Executive Board [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 the RBCPB, City staff may be contacted for assistance at any point in the process.

- Once information about an alleged violation is completed in writing, the Chair, with assistance from the RBCPB **Executive Board**, will meet and talk with the member against whom the violation is alleged. The allegations will be presented and the member shall be given opportunity for rebuttal.
- If the Chair, with assistance from the RBCPB **Executive Board**, 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 **Executive Board**, determines that a violation has occurred but the situation can be remedied either by action of the RBCPB or by the member, then the Chair will outline the necessary actions to achieve the remedy.

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- If the Chair, with assistance from the RBCPB **Executive Board**, determines that the situation cannot be remedied and that the interests of the community and RBCPB would best be served by the removal of the member, then the Chair shall set the matter for discussion at the next RBCPB meeting. The RBCPB 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 RBCPB discussion.

Presenting a violation to the RBCPB:

- The matter of removing a seated RBCPB member will be placed on the agenda as a potential action item. Supporting materials from the Chair or from the offending member will be made available to the elected RBCPB members prior to the meeting.
- The matter will be discussed at the RBCPB's regular meeting with an opportunity given to the RBCPB member who committed the violation to present their case and/or rebut documentation gathered by the Chair with the assistance of the RBCPB Board.
- The member may request a continuation which must be approved by a two-thirds vote of seated and voting members.
- The member in violation must respond to the Chair or a member of the Executive Board after receipt of the complaint within fourteen (14) days of receipt by the member. The unread return of the document by the member either by way of the post office or email does not constitute a waiver of the required 14-day response time frame by the member to the Board.
- At the end of the discussion, the RBCPB may choose to remove the member by a two-thirds vote of seated and voting members.

Recourse for expelled member:

- There is no appeal available to an elected RBCPB member removed by a two-thirds vote of seated and voting members.
- The member's seat shall be immediately declared vacant and subject to provisions of Article IV.

(b) Alleged Violations Against the RBCPB as a whole

In the case of an alleged violation of the RBCPB bylaws or of Council Policy 600-24 by the RBCPB as a whole or multiple members, the violation shall be forwarded in writing to the City.

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The Mayor's Office will engage in a dialogue with the RBCPB, determining the validity of the complaint, and seeking resolution of the issue or dispute. The RBCPB will work with the City toward a solution and the RBCPB recognizes that, in accordance with Council Policy 600-24, the City may consult with the Community Planners Committee (CPC).

If a violation against the RBCPB as a whole is proven and there is a failure of the RBCPB to take corrective action, the RBCPB will forfeit its rights to represent its community as a community planning group recognized under Council Policy 600-24. Such a determination resulting in the forfeiture of a seated group's rights to represent its community shall be based on a recommendation by the Mayor's Office to the City Council. The RBCPB 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 RBCPB is found to be out of compliance with the provisions of this Policy, not subject to the Brown Act or its adopted bylaws, the RBCPB risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-17086 NS, and any future amendments thereto.

Exhibit A: RBCPB Boundary Map

Bylaws Shell Date: 6/1/07

Planning Council vote 8/16/07

Planning Council vote 10/18/07

Planning Council vote 09/17/09

Exhibit B: Election Procedures

Updated August 28, 2012

EXHIBIT B:

Election Procedures for the Rancho Bernardo Community Planning Board

Rancho Bernardo community elections are a municipal process and, thus, may incorporate a united effort between the RBCPB and another approved elected community organization in Rancho Bernardo. The RBCPB will be responsible for the overall administration and management of the elections

Election Committee

The Election Committee shall function as a subcommittee to the RBCPB Publicity & Election Committee (Article V Section 1). Any/all community groups also holding elections in March are encouraged to combine their efforts with the RBCPB to maximize community participation and adhere to fiscal responsibility.

Each community group may designate one (1) of its member to serve on the Rancho Bernardo Community Election Committee – with no less than 2 and no more than 4 members of RBCPB to begin no later than October preceding the March elections. No committee member can be a candidate for election in that calendar year. It shall be the responsibility of an RBCPB Election Committee member to Chair the elections to ensure compliance with Council Policy 600-24, the bylaws of the RBCPB and the Administrative Guidelines.

The Election Committee shall adopt all components and sections of Article V to include, but not limited to:

- Make every effort to recruit a greater number of qualified candidates than there are vacancies.
- Coordinate the elective process to include administrative, polling, and public relations/media relations activities.
- Prepare, distribute, and manage candidate qualification forms.
- Position candidates for election on the ballots as drawn by lot.
- Identify termed-out members who may be listed on the ballot and be elected if there are not enough qualified candidates to fill the open seats *AND* if they receive 2/3 of the total vote. This distinction shall be noted on the ballot.
- The election committee will have discretion to modify the guidelines each year. All modifications must be in compliance with operating documents of the RBCPB.
- Take steps to ensure that voters/candidates are qualified as to age and residency and, when applicable, voters cast votes only for candidates running for office in the voters' geographical district as listed on the ballot.
- Verify and confirm that RBCPB candidates meet any and all requirements as dictated by the RBCPB operating documents.

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Election Day Procedures

- Rancho Bernardo Community Elections are to be held annually in March
- Voting by proxy is prohibited.
- Cumulative voting is not permitted.
- A Notice shall be conspicuously placed at polling places prohibiting campaigning conducted within one hundred (100) feet of the polling places.

Changes in District Boundaries and Representation

The Rancho Bernardo Community Election Committee shall make recommendations to propose further suggestions to the City as to any changes in residential district boundaries and/or changes in the number of positions for each community district represented on the RBCPB.

Deadline for filing and List of Candidates

The deadline for filing as a candidate for election shall be a postmarked or delivery date of January 31 in the election year no later than 11:59 p.m. and should either be mailed to the RBCPB address or personally handed to a member of the Election Committee.

Candidates and Qualifications, Polling Places, Absentee/Mail Ballots

The Election Committee shall arrange for publication of Notices for the list of candidates with qualifications, polling location, hours for voting, and availability of absentee/mail ballots twenty-one (21) days prior to election day in March.

Voting Procedures

Ballots for residential voting will be available on election day at a designated polling place. The Election Committee shall provide personnel and make other necessary arrangements at the selected polling place to ensure voting is conducted secretly and in private by voters. Times and locations of voting shall be determined by the Election Committee.

Absentee/Mail Ballots

Absentee/Mail Ballots shall be posted on the RBCPB web site to allow voters to print the ballot for the candidate(s) in the district in which they live. Voters must insert the ballot into a plain envelope and then insert this envelope into another on which voters must print and sign their name and include their address. If the outer envelope does not include the voter's signature and address, the ballot will be deemed invalid. Notices are to be published a minimum of twenty-one (21) days prior to election day regarding the availability of absentee/mail ballots, where they can be obtained, and the procedure for casting an absentee/mail ballot. All absentee/mail ballots shall be returned in a signed, sealed envelope and received prior to the close of the general election if the vote is to be valid. Absentee/mail ballots may be sent to the RBCPB post office address by way of regular U.S. mail or delivered to the designated polling place on election day.

Ballots

All voting *prior* to election day in March shall be by *absentee ballot* only. The Election Committee will solicit volunteers to assist in the counting the ballots. No individual on the ballot may serve in this capacity. Ballots will be counted in teams of (at least) two volunteers. Totals will be verified by a second count.

No ballot shall be destroyed prior to the certification of the election results.

Eligibility for RBCPB Membership

To be eligible as a residential candidate for election to the RBCPB, a person shall be at least eighteen (18) years old and shall be a resident of Rancho Bernardo for at least thirty (30) continuous days. To be a candidate in the March election, an eligible member of the community must have documented attendance at a minimum of one (1) meeting of the RBCPB prior to the conclusion of the February meeting.

The deadline to qualify for candidacy in the general election shall be at the conclusion of the February noticed regular or a special meeting of the RBCPB preceding the election. The RBCPB's Election subcommittee shall be established no later than January and shall begin soliciting eligible community members to become candidates. In February, the Election Committee shall present to the RBCPB a list of interested candidates established up to that point in time. However, candidates may be added at the February meeting. Also, a candidate forum may be advertised and held at the February meeting.

Qualification of Voters

Voters shall be individuals who have been a resident of Rancho Bernardo for a continuous period of not less than thirty (30) days and who are at least eighteen (18) years of age on the date of the election.

Advisory Proposals

Advisory proposals presented to voters address specific issues/concerns affecting Rancho Bernardo residents and may be placed before the voters as part of the election process on a separate ballot. The RBCPB shall have final approval of such election advisories to occur no later than the regularly scheduled February RBCPB meeting.

Election Results

Upon final verification of the count, the Chair of the RBCPB Publicity & Election Committee shall report the election results to board members and the Chair shall certify the election. Election results shall be announced at the regularly scheduled March RBCPB meeting, or the first meeting following the March election.

Resolution of a tie vote regarding election procedures for candidates, vacancies, and officers shall be determined by either repeating the vote, the withdrawal of a candidate, or a coin toss, to be determined by a majority vote of seated and voting members.

Resolution of Disputes

Any challenge to the election results must be filed with the Chair of the Elections subcommittee in writing within **48 hours after counting the ballots** to allow enough time to resolve the issue.

In the event of an issue of any nature concerning eligibility of candidate or electors, the conduct of election campaigns or outcomes, a three (3) member Election Committee shall resolve the dispute as it relates to RBCPB members. Members shall be appointed by the RBCPB Chair at the first meeting following the election. The committee's recommendation to the full RBCPB shall be made at a second regularly scheduled meeting called to order immediately following adjournment of the first meeting. Final resolution of such issues by the full RBCPB must occur at the second scheduled meeting.

Notice of the Election

The RBCPB shall make a good faith effort to utilize means appropriate to publicize the eligibility requirements for candidacy and the upcoming elections.

In the election process, the RBCPB shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for eight consecutive years to leave the group for at least one year.

The RBCPB will require a means of proof of identity of those eligible community members who are seeking to vote in the election. The RBCPB shall make every attempt to ensure that voting is only by eligible members of the community.

The ballot presented to eligible community members will identify the individual candidates, how many candidates can be selected, the district in which candidates are running, and whether a candidate must receive a 2/3 majority of the total vote due to service beyond eight consecutive years. The RBCPB's policy is that write-in candidates are not allowed.

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.

The RBCPB's election becomes final after announcing the election results at the regular March RBCPB meeting. The Chair is responsible for preparing, certifying and forwarding the election report to the City. New members shall be seated in April, or at the first meeting following the March election.

Any challenge to the election results must be filed with the Chair of the Elections subcommittee in writing within 48 hours of counting the ballots to allow enough time to resolve the issue.

Elected and Appointed Planning Board Members

Elected and appointed seats are confirmed by the RBCPB at the March regularly scheduled monthly meeting and are seated during the April meeting, or the first meeting following the March elections.

To the extent possible, 7 elected members of the RBCPB are representative of the various geographic areas of the community. If qualified candidates are not readily available from a specific district within the Rancho Bernardo community, the RBCPB may fill these positions by appointing eligible at-large individuals from any neighborhood within the boundaries of Rancho Bernardo in which they reside.

Updated August 28, 2012

SUGGESTED VERBIAGE FOR TRANSITION OF MEMBERSHIP:

It shall be noted that the RBCPB membership composition, and election and appointment process, will change in April 2013 to conform with these updated bylaws. Thus, all RBCPB members will be candidates for election or appointment in the 2013 election to determine the new RBCPB membership

Following are the Rancho Bernardo districts, with two (2) seats per district:

- District A: Westwood, Casa de las Campanas
- District B: Eastview, Greens West
- District C: Oaks North
- District D: Alamedas, Gatewood, Greens, The Trails
- District E: Seven Oaks
- District F: Bernardo Heights
- District G: High Country West, Camino Bernardo

The RBCPB membership composition, and election and appointment process, will change with the approval by the Mayor's office of these updated bylaws. Thus, all RBCPB members will be candidates for election or appointment in the next election to determine the new RBCPB membership.

Elected members, members appointed at-large, and one appointed Business representative shall comprise the officially recognized 17-member RBCPB for the purpose of these bylaws and Council Policy 600-24.

Elected members shall serve fixed terms of two (2) years, with expiration dates during alternate years to provide continuity. All appointed members shall serve for a term of one (1) year. Appointed, at-large members shall have the same voting rights as all RBCPB elected members. Except for a one-year term, all other provisions of these bylaws apply to appointed members

The RBCPB shall, whenever possible, consist of the following:

- **Two (2) elected members from each of the RBCPB's seven (7) districts**
- **Two (2) appointed at-large members from any location within the boundaries of Rancho Bernardo**
- **One (1) appointed member to represent the Rancho Bernardo Business Community**

No person may serve for more than eight consecutive years. The eight-year limit refers to total maximum consecutive years of service time, not to individual seats held. Following a one-year break in service as an RBCPB member, an individual who has served for eight consecutive years shall again be eligible for election to the RBCPB and must receive two thirds of the total election vote.

The Planning Board will actively seek new members to the extent feasible during each election. If not enough new members are found to fill vacant seats, the Planning Board **may recruit at-large members who do not represent a specific geographic district**, or members who have already served for eight consecutive years to continue on the Planning Board without a break in service.

Updated August 28, 2012

To accurately phase in the new Planning Board structure, those members – both elected and appointed – who are up for election during the next election cycle will place their names on the ballot should they choose to run. If there are three candidates for two current seats, those candidates with the highest number of votes will become members of the RBCPB. The same process will be repeated during the following election, until the new board structure is in place

Appointed Members

To be eligible to serve as a Business representative, the individual must be at least eighteen years of age and be an owner or manager of a business enterprise located in Rancho Bernardo where the owner or manager(s) of the business are located.

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

A member of the RBCPB must retain eligibility during the entire term of service.

A member of the RBCPB found to be out of compliance with the provisions of Council Policy 600-24 or the RBCPB adopted bylaws risks loss of indemnification [legal protection and representation] pursuant to Ordinance No. O-17086 NS, and any future amendments thereto.

Some provisions of these bylaws constitute requirements under the Brown Act, as outlined in Council Policy 600-24. A member of the RBCPB who participates in a meeting where actions are alleged to have been in violation of the Brown Act may be subject to removal from the RBCPB or civil or criminal consequences.

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Updated August 28, 2012

THE RANCHO BERNARDO COMMUNITY FOUNDATION 2012/2013 GRANT GUIDELINES
Applications are due no later than 5:00 P.M/ on Friday, September 14, 2012



The Rancho Bernardo Community Foundation

A proud affiliate of The San Diego Foundation

THE RANCHO BERNARDO COMMUNITY FOUNDATION GRANT APPLICATION

Please select the following based on the program to which you are applying:

- SYMPHONY ON THE GREEN FUND – Arts & Culture
- COMMUNITY PARTNER GRANTS – Human Services
- KATHRYN STAAB FUND – Human Services for Handicapped Seniors

Does your organization have a 501c3 status? Yes _____ No X _____

If yes, please provide EIN number _____

If no, Fiscal Sponsor NONE _____

Name of
Organization Rancho Bernardo Community Planning Board _____

Executive Director or Person who will oversee funds: Teri Denlinger, Board Chair _____

Phone: (858) 735-6001 _____

Current Address: PO Box 270831, San Diego, CA 92198 _____

EMAIL ADDRESS: terid@san.rr.com _____

Website address: rbplanningboard.com _____

Please submit the following items with the name of your organization. This should be NO MORE THAN TWO PAGES

- Part A: Goals, Objectives, and Expected Results, of what you will accomplish with funding from the Rancho Bernardo Community Foundation
- Part B: Project Budget, (maximum of one page)
Please be specific in costs related to project. Do not merely ask for general support.
- If you received funds in 2011 YOU MUST SUBMIT A REPORT ON THE USE OF THOSE FUNDS TO BE ELIGIBLE FOR FUNDING IN 2012



Rancho Bernardo Community Planning Board
PO Box 270831, San Diego, CA 92198
www.rbplanningboard.com

Organization: Rancho Bernardo Community Planning Board

Mission: To actively implement the goals of the Rancho Bernardo Community Plan through community outreach to Rancho Bernardo residents, and to monitoring private development such as new housing, industrial, and commercial projects, as well as public facilities proposals including, parks, water, and sewer. The RB Planning Board utilizes a process that encourages community participation at public meetings. The Board plays a significant role, serving as liaison between community residents, developers, and City government, raising the consciousness of the community with respect to projects that directly and indirectly affect all Rancho Bernardo residents.

Population Served: Current and future residents of Rancho Bernardo.

Goals and Objectives: As one of 44 San Diego community planning groups established and officially recognized by the San Diego City Council and the Mayor's office, the Rancho Bernardo Community Planning Board (RB Planning Board) provides a direct voice to the City to ensure community input in the land use decision-making processes. The recommendations of RB residents, as conveyed through the RB Planning Board, are, and will continue to be, an integral component of the City of San Diego's planning process.

The RB Planning Board is a volunteer citizens' organization that advises the City and other governmental agencies on land-use community goals and development proposals. Members of the RB Planning Board are elected to a two-year term by residents of the Rancho Bernardo community. The organization and structure of the Planning Board are provided in San Diego Council Policy 600-24 which outlines standard operating procedures and responsibilities of the Board.

The RB Planning Board has been entrusted by the City to safeguard the goals outlined in the Rancho Bernardo Community Plan and to work with residents to ensure these goals are achieved. The Community Plan goals, which include "Preserve and enhance the high quality and character of the Rancho Bernardo community, including its neighborhood identities," are intended to provide direction for how future growth and development within the Rancho Bernardo Community should occur. To achieve the Board's mission, as well as the Community Plan objectives, the RB Planning Board holds public meetings to encourage community participation and input in the review of planning issues that affect the community. Issues that the RB Planning Board has and/or continues to address include providing recycled water to the community for irrigation of recreational areas and neighborhood common areas; local and regional transportation issues, capital improvement projects to benefit community residents, and regional issues such as the high-speed rail, fire management, and preservation of agricultural lands in the San Pasqual Valley.

The RB Planning Board receives no funding from the City of San Diego and relies on individual contributions to sustain limited assistance from City staff in the implementation of Board responsibilities. The limited funds that the Board has to make copies, mail letters, purchase equipment to record public meetings, prepare public outreach materials to encourage public participation, and facilitate our annual election process, comes from Board member and resident donations. These donations are not tax deductible, which makes it difficult for the Board to successfully solicit donations. In the past, the Board also received some assistance from the now disbanded Bernardo Home Owners Cooperation. George Cooke has very generously hosted and maintained our website for several years, which we very much appreciate. He is however the only one who can currently update our site, which can be a burden for George because of his busy schedule.

Grant Objectives: The Rancho Bernardo Community Planning Board is requesting a discretionary grant of \$1,250.00 from the Rancho Bernardo Community Foundation to enable the Planning Board to continue its advisory role while enhancing community outreach programs. Still, the Planning Board's primary objective is to preserve the high quality and character of the Rancho Bernardo community.

To meet our goals, the Board' requires additional administrative resources such as a new audio recording system to ensure accuracy of previous and current resident and Board comments, as well as Board public meeting minutes. Other funding will be used to copy and mail Board recommendations to decision makers, project applicants, and others as required by the City Council. Promotional materials will be produced for the public at all Board meetings and to facilitate our annual election process (e.g., printing of precinct signage, voting instructions, ballots, and envelopes for mail-in ballots).

To meet our public participation objective, this funding would also allow the Board to: 1) Upgrade the look and content of our web site to better communicate community news, improve public outreach for upcoming public meetings and hearings hosted by the City, provide additional background about Board issues, and create links to relevant City web pages; 2) Distribute meeting agendas, Board vacancy announcements, and annual election fliers for posting at all community centers; 3) Purchase materials for community events such as RB Alive and for creating public announcements encouraging community residents to participate in decisions about land-use issues – to motivate residents to become members of the Planning Board; and 4) Support the Planning Board's annual Awards Program which recognizes developers, residents, and/or local businesses going the extra mile to ensure their projects contributed to the overall quality of the community.

Presented below is the detailed budget for the requested grant funds:

**Rancho Bernardo Community Planning Board
Grant Budget (2012/2013)**

Grant Request: \$ 1,250.00

Expenditures

Upgrade Planning Board Website	\$300.00
Purchase Audio Recording Equipment for Public Meetings	\$200.00
Copies (black/white)	
Hand-outs for public meetings	\$ 50.00
Board Letters	\$ 10.00
Election Materials	\$200.00
Copies (color)	
Public Outreach Materials	\$ 75.00
Post Office Box (annual fee)	\$114.00
Postage	
Board Letters	\$ 25.00
Announcements to Community Centers	\$ 60.00
Community Awards Program (award plaques/photos)	\$200.00
Total:	\$ 1,234.00