

**NORTH PARK REDEVELOPMENT  
PROJECT AREA COMMITTEE  
BYLAWS**

**ARTICLE I - THE COMMITTEE**

**Section 1. Name of Committee**

The name of the committee shall be the “North Park Redevelopment Project Area Committee” (hereinafter referred to as the ‘PAC”).

**Section 2. Purpose**

The PAC shall provide a means for private citizen advice to the City Council of the City of San Diego (“City Council”) and the Redevelopment Agency of the City of San Diego (“Agency”) on matters relating to the preparation, adoption and implementation of the North Park Redevelopment Project (the “Project”) in the City of San Diego. In order to accomplish the purpose, the PAC shall:

- (1) Prepare and submit to the City Council a recommendation that may include a report, on any proposed redevelopment plan for the Project.
- (2) Consult with and advise the Agency on policy matters that deal with the planning and provision of residential facilities or replacement housing related to the Project.
- (3) Consult with the Agency on other policy matters that affect the residents of the Project Area.
- (4) Gather information and serve as a communication link between the Agency and Project Area owners, residents, business owners and community organizations; keep residents, business owners and community organizations informed of the various elements included or to be included in the redevelopment plan for the Project Area; and transmit the concerns and suggestions of the residents, business owners and community organizations to the Agency.
- (5) Participate in the Project decision-making process by reviewing and evaluating Project activities and making advisory recommendations as necessary and appropriate.

**Section 3. Membership**

**1. Composition**

The PAC shall consist of members in the numbers and categories as established by Resolution Number 277220 of the City Council.

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2. Qualifications

Only those persons who meet the qualifications set forth in Resolution Number 277220 of the City Council shall be eligible to be members of the PAC and only during the time they so qualify. Any PAC member who is not or is no longer included in that category from which he or she was elected shall resign or be subject to removal from the PAC as provided in Section 6 of Article I of these Bylaws. However, nothing in this subsection 2 or in these Bylaws shall prevent a person who is included in two (2) or more such categories from being eligible to be elected and to serve on this PAC, provided that he or she is and remains included in that category from which he or she was elected.

3. Project Area Boundaries

The Project Area boundaries are those which have been selected as the boundaries of the North Park Redevelopment Project by the City Planning Commission. If the Project Area boundaries are amended, then the PAC shall be reconstituted by procedures established by the City Council to reflect such circumstances.

Section 4. Terms of Membership

1. The PAC consists of twelve (12) members. Three (3) members shall be Resident Owner-occupants; three (3) members shall be Resident Tenant-occupants; three (3) members shall be Business/Property Owners; and three (3) members shall be Community Organizations. Members are elected for a period of two (2) years, commencing with the first meeting following City Council ratification of the election, and ending at the February meeting two (2) calendar years later.
2. The terms of elected members of the PAC shall, in any event, continue until successors are elected and in office.

Section 5. Termination of Membership

Membership in the PAC is subject to termination and removal in the event that:

- (1) The member is not, or will no longer be, qualified in the category to which he or she was elected as established by Resolution Number 277220 of the City Council; or
- (2) The member misses three (3) consecutive regular meetings or four (4) regular meetings within one (1) year; or
- (3) The member shall have acted in violation of Article IV of these Bylaws.

Section 6. Removal of Members

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- (1) A member may be removed by a majority vote of the total membership of the PAC qualified and eligible to vote if, after a public hearing held as "New Business" during the next regular meeting, it is found and determined that any one of the grounds for termination specified in Section 5 (1) or 5 (2) of Article I exists.
- (2) A member may be removed by a vote of at least two-thirds (2/3) of the total membership of the PAC qualified and eligible to vote if, after a public hearing, it is found and determined that grounds for termination as specified in Section 5 (3) of Article I exist.

Section 7. Resignation

Any PAC member may resign at any time by giving written notice to the Chairperson. Any such resignation will take effect upon receipt or upon any date specified therein. A resignation is effective whether or not it is accepted by the PAC.

Section 8. Filling of Vacancies

In the event a vacancy occurs, by reason of death, resignation or removal, such vacancy shall be filled in the following manner:

- (1) vacancies occurring with 120 days or less remaining before the next schedule PAC election, shall be filled at the next election for the remainder of that original term; or
- (2) by election of the remaining PAC members if there are 121 days or more remaining before the next scheduled annual PAC election. New members must meet the qualifications set forth in Article I, Section 3.2.

Section 9. Approval of PAC Membership by City Council

The initial membership of the PAC was approved by the City Council as representative by Resolution Number 277220 of the City Council. Hereafter, the membership of the PAC shall be submitted by Agency staff to the City Council for consideration of the representative character of the PAC at the first available City Council meeting following each change in membership of the PAC.

**ARTICLE II - OFFICERS**

Section 1. Officers

The officers of the PAC shall consist of a Chairperson, a Vice-Chairperson and a Secretary and shall be elected in the manner set forth in this Article II.

Section 2. Chairperson

The Chairperson shall preside at all meetings of the PAC and shall submit such agenda, recommendations and information at such meetings that are reasonable and proper for the conduct of the business affairs and policies of the PAC. The Chairperson may vote on all matters before the PAC. The Chairperson shall sign all resolutions, approved minutes, checks, contracts and other legal documents of the PAC. The Chairperson shall prepare and file an annual report on the PAC's activities with the Agency after submission of the Report to the PAC.

Section 3. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's duties until such time as the PAC shall elect a new Chairperson.

Section 4. Secretary

The Secretary shall keep the records of the PAC, shall act as secretary of the meetings of the PAC, shall record all votes, and shall keep a record of the meetings in a journal of proceedings. The Secretary shall attest to and/or countersign all resolutions, approved minutes, contracts and other legal documents of the PAC.

Section 5. Additional Duties

The officers of the PAC shall perform such other duties and functions as may from time to time be required by the PAC, the Bylaws or other rules and regulations, or which duties and functions are incidental to the office held by such officers:

Section 6. Election

The officers shall be elected by the PAC as an item of "New Business" following the seating of elected and reelected members at the first regular meeting in which newly elected and qualified members are seated. The officers shall be elected from among the PAC. Such officers of the PAC shall hold office for one (1) year or until their successors are elected and qualified. Such officers shall not be prohibited from succeeding themselves.

Section 7. Vacancies

Should the offices of either the Chairperson, Vice-Chairperson or Secretary become vacant, the PAC shall elect a successor from among the PAC members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

## **ARTICLE III - MEETINGS**

### **Section 1. Annual Meetings**

Annual meetings shall be held during the month of February of each year. At annual meetings: names of persons seeking election or reelection as members shall be announced for an election to be held within three (3) calendar days (if an election is authorized by the City Council), along with an opportunity for those persons to make introductory remarks regarding their interest; reports of the affairs of the PAC shall be considered; and any other business may be transacted which is within the purposes of the PAC. Notice of annual meetings shall be given in such a manner as to ensure a good faith effort to notify those living and/or working within the Project Area boundaries.

### **Section 2. Regular Meetings**

The PAC shall meet regularly on the second Tuesday of each month, at the hour of 6:00 p.m., at a location within the Project Area boundaries as designated by the PAC. In the event that the regular meeting date shall be a legal holiday, then any such regular meeting shall be held on the next business day thereafter ensuring that is not a legal holiday.

A December meeting will not be held unless voted on by the PAC due to Agenda items needing action.

### **Section 3. Special Meetings**

A special meeting can be called by the chairperson or by a majority of PAC members to consider specific matters. Notice must be given to all PAC members in advance of a special meeting. The notice must plainly identify the matters to be discussed at the special meeting. Notice must be given to each PAC member at least 24 hours before the special meeting. Notice may be personal or via mail (or e-mail). A PAC member waives the notice requirement by filing a written waiver with the secretary or by actually being present at the (special) meeting when it convenes. In addition, the Chairperson shall post the Special Meeting Notice in three locations within the Project Area boundaries at least 24 hours before the meeting convenes. The PAC shall consider only those matters identified in the Special Meeting Notice.

### **Section 4: Adjourned Meetings**

Any meeting of the PAC may be adjourned to a later date and time without the need for notice requirements of a special meeting, providing the adjournment indicates the date, time and place of the later meeting. PAC members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the later meeting.

Section 5. All Meetings to Be Open and Public

All meetings of the PAC shall be open and public to the extent required by law. All persons shall be permitted to attend any such meetings except as otherwise provided by law. Nothing contained in these Bylaws shall be construed to prevent the PAC from holding closed sessions during a meeting concerning any matter permitted by law to be considered in closed session provided the PAC complies with the conditions and procedures provided by law for closed sessions.

Section 6. Quorum

The PAC can only exercise its powers during a regular or special meeting at which a quorum of members is present. A majority of the total membership of the PAC qualified and eligible to vote, who are elected, but not less than six (6), shall constitute a quorum for purposes of conducting the PAC's business, exercising its powers and for all other purposes. Less than a quorum of the PAC membership may adjourn the meeting from time to time until a quorum is obtained. All members are entitled to vote on matters placed before the PAC, unless their vote violates state or local ethics laws and regulations. Each member of the PAC has one (1) vote on each matter. Matters are approved based upon a simple majority vote of the members, unless otherwise provided herein. A vote on a matter that results in a tie is considered a rejection of that matter.

Section 7. Absences

The PAC may vote to remove any member who has been absent from three (3) consecutive regular meetings or four (4) regular meetings within one year. Members are expected to notify the Chair of their intent to be absent prior to the meeting.

Section 8. Order of Business

Unless approved otherwise by the PAC, the following shall be the order of business at regular meetings of the PAC:

- I. Roll Call & Introductions
- II. Adoption of Agenda
- III. Approval of Minutes
- IV. Elected Official's Report
- V. Public Comment
- VI. Chair's Report
- VII. Action/Discussion Items
- VIII. Staff Report/Project Updates
- IX. Sub-Committee/PAC Liaison Reports
- X. Requests for Next Agenda
- XI. Adjournment

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Section 9. Resolutions

Resolutions of the PAC shall be in writing and shall be designated by number, reference to which shall be inserted in the minutes of the meetings at which they are approved. Approved resolutions shall be filed in the official book of resolutions of the PAC.

Section 10. Minutes

Minutes of the PAC shall be in writing. Copies of the draft minutes of each PAC meeting shall be made available to each member of the PAC and the Agency. Approved minutes shall be filed in the official book of minutes of the PAC. Copies of draft minutes may be distributed to other interested persons if the copies are noted as "Draft And Subject To Correction."

Section 11. Rules of Order

Except as provided in these Bylaws, all business and matters before the PAC shall be transacted in conformance with Robert's Rules of Order (Newly Revised).

Section 12. Meeting Conduct

For effective operation, a climate of civility and respect is an essential component of a recognized community group's credibility both in its operations and relations with the agencies and public with whom it interacts. Discussions involving PAC members, agency staff, members of the public, and individuals making presentations, should be respectful towards all participating individuals. PAC members can disagree with positions or representations put forward, but should do so in a non-threatening and non-personal manner.

Section 13. Committee Reports

As deemed appropriate oral and written reports of the PAC, including resolutions adopted by the PAC, shall include the position of the minority of the PAC as well as the majority.

**ARTICLE IV - REPRESENTATION BEFORE PUBLIC BODIES**

Any official representations on behalf of the PAC before the Agency, the City Council or any other public body shall be made by the Chairperson, the Vice Chairperson in the Chairperson's absence, or a member of the PAC specifically so designated by the PAC.

## **ARTICLE V - SUBCOMMITTEES**

### **Section 1. Establishment**

The PAC shall have the authority to, and may, establish subcommittees as necessary to accomplish the purposes set forth in Section 2 of Article I of these Bylaws.

### **Section 2. Membership**

Each subcommittee shall be composed of at least two (2), but less than a quorum of the PAC.

### **Section 3. Appointment of Members**

Members on a subcommittee shall be appointed by the Chairperson of the PAC with the approval of the PAC.

### **Section 4. Officers and Meetings**

Subcommittee chairpersons shall be designated by the Chairperson of the PAC from among the PAC members appointed to the subcommittee. Each subcommittee may elect a Vice-Chairperson and such other officers as necessary, and shall establish the date, time and place for meetings to conduct the subcommittees business.

### **Section 5. Subcommittee Reports**

From time to time, the subcommittee may submit oral and/or written reports to the PAC, which reports summarize the subcommittee's activities, findings and/or recommendations on matters for which the subcommittee was established.

## **ARTICLE VI - AMENDMENTS**

### **Section 1. Amendment of Bylaws**

The Bylaws of the PAC may be amended upon the affirmative vote of at least two-thirds (2/3) of the total membership of the PAC qualified and eligible to vote at a regular or special meeting, but no such amendment shall be adopted unless at least seven days' written notice thereof has previously been given to all members of the PAC. Notice of amendment shall identify the section or sections of the Bylaws proposed to be amended. At the next regular meeting following an amendment, a copy of the amended Bylaws shall be provided to the PAC membership and Agency staff.

Document: NP PAC Bylaws 2008 as adopted February 12, 2008.

Document: NP PAC Bylaws 2003 as adopted September 9, 2003 with clean copy prepared February 12, 2004 by BC

Orig. Docs: NP PAC Bylaws 2003-0627 JA draft by Bylaws Subcommittee -and-

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