

**COLLEGE COMMUNITY  
REDEVELOPMENT PROJECT AREA**

**PROJECT AREA COMMITTEE  
BY-LAWS**

**REDEVELOPMENT AGENCY**

**OF THE**

**CITY OF SAN DIEGO**

PROJECT AREA COMMITTEE (PAC)

BYLAWS

ARTICLE I - THE COMMITTEE

Section 1. Name of Committee

The name of the committee shall be the "College Community 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 College Community Redevelopment Project (the "Project") in the City of San Diego. In order to accomplish the purpose, the PAC shall:

- (1) 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.
- (2) Identify community deficits in the areas of infrastructure, parks, schools, police and fire, and develop a coordinated plan to address community needs. Review and comment on the plans of the City of San Diego, school districts and other units of government to meet these.
- (3) Participate in the Project decision-making process by reviewing and evaluating Project activities and making advisory recommendations as necessary and appropriate.
- (4) Consult with the Agency on other policy matters which affect the residents of the Project Area.

- (5) Consult with and advise the Agency on policy matters which deal with the planning and provision of residential facilities or replacement housing related to the Project.
- (6) Prepare and submit to the City Council a report and recommendation on any proposed redevelopment plan for the Project.

### Section 3. Membership

#### A. Composition

The PAC shall consist of members in the numbers and categories as established by Resolution No. 280718 of the City Council.

#### B. Qualifications

Only those persons who meet the qualifications set forth in Resolution No. 280718 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 B or in these Bylaws shall prevent a person who is included in two 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.

#### C. Project Area Boundaries

The Project Area boundaries are those which have been selected as the boundaries of the College Community Redevelopment Project by the City Planning Commission, Resolution No. 1009-PC. 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

Initially, seven (7) members of the PAC [of which one (1) is a representative of Residential Owner-Occupants, one (1) is a representative of Residential Tenants, one (1) is a representative of Business Owners, and one (1) is a representative of the College Area Community Council, one (1) is a representative of Sororities, one (1) is a representative of Students, and one (1) is a representative of Other Community Organizations] shall be elected for terms which shall expire at the second annual meeting of the PAC. Initially, the remaining seven (7) members of the PAC [of which one (1) is a representative of Fraternities, one (1) is a representative of Residential Tenants, one (1) is a representative of Business Owners, one (1) is a representative of the College Area Community Council, one (1) is a representative of Religious Centers, one (1) is a representative of Students, and one (1) is a representative of Other Community

Organizations] shall be elected for terms which shall expire at the third annual meeting of the PAC. Initial terms of two or three years shall be drawn by lot, after requesting volunteers.

Thereafter, members shall serve two-year (2) terms. The terms of newly elected members in the two-member category (i.e., Student, Business Owner, CACC, Residential Tenant & Other Community Organization) shall be determined by the number of votes received in the Annual PAC Election. The candidate receiving the greatest number of votes will be assigned the two year (vs. one year) term. This shall only apply when both seats in a 2-seat category are vacant. Further, in the event of a tie vote, the PAC shall decide by a majority vote which of the two candidates is to be assigned the two year term.

Elections of PAC members shall be held in the month of October.

The terms of initially and subsequently 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 shall automatically terminate in the event that:

- (1) The member shall not be, or shall no longer be, qualified in the category to which he or she was elected as established by Resolution No. 270718 of the City Council; or
- (2) The member shall have been absent from the number of PAC meetings specified in these Bylaws; or
- (3) The member shall have acted in violation of Article IV of these Bylaws.

#### Section 6. Removal of Members

A member may be removed by a vote of at least two-thirds (2/3) of the PAC members who have been elected or appointed and are qualified and eligible to vote (i.e., in compliance with these bylaws) if, after a public hearing, it is found and determined that any one of the grounds for termination specified in Section 5 of Article I exists.

#### 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. The acceptance of such resignation shall not be necessary to make it effective.

#### Section 8. Filling of Vacancies

In the event any vacancy occurs on the PAC prior to the annual election, such vacancy shall be filled by appointment by the remaining PAC members, with new members so appointed having to meet the qualifications set forth in Article I, Section 3B. Persons appointed to fill vacancies shall serve until the next annual election, which will be held in the month of October. Persons elected to fill vacancies shall serve out the remainder of the term of membership as defined in Section 4 of this Article.

#### Section 9. Approval of PAC Membership by City Council

Initially, the membership of the PAC has been approved by the City Council as representative by Resolution No. 280894 of the City Council. Hereafter, the membership of the PAC shall be submitted to the City Council for consideration of the representative character of the PAC as soon after the Annual PAC meeting or any special PAC election as possible. City Council confirmation of PAC appointment of new members is not required as long as the appointment(s) shall not extend beyond the next Annual PAC meeting.

### 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 shall sign all resolutions, approved minutes, checks, contracts and other legal documents of the PAC. Annually, the Chairperson shall prepare a report on the PAC's activities and shall file the same with the Agency after it has been approved by 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 Chairperson, Vice Chairperson and Secretary shall be elected by the PAC following adoption of these Bylaws but no later than 60 days thereafter, and at each annual meeting, from among the members of the PAC. Such officers of the PAC shall hold office for one 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.

#### Section 8. Employees

If the Legislative Body shall allocate funds or equivalent resources to the PAC, the PAC may use such funds or equivalent resources for a PAC office, equipment, and supplies, legal counsel, and adequate staff for the purposes of the PAC. No funds allocated under this section shall be used for any litigation, other than litigation to enforce or defend the rights of the PAC under this part. The PAC may employ such other officers and agents as it deems appropriate, subject to the availability of funds. Employees of the PAC shall assist the PAC in the conduct of their duties and perform such other duties as determined by the PAC.

### ARTICLE III - MEETINGS

#### Section 1. Annual Meetings

Annual meetings shall be held during the month of October of each year unless otherwise designated; provided, however, that should said date be a legal holiday, then any such annual meeting shall be held on the next business day thereafter ensuing which is not a legal holiday. At annual meetings, officers shall be elected, as well as members whose terms have expired; 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 the same manner as notices are required to be given for the initial election of PAC members as established by Resolution No. 280718 of the City Council.

## Section 2. Regular Meetings

The PAC shall hold regular PAC meetings on the first Tuesday of each even numbered month, at the hour of 7:00 p.m., in the International Student Center, San Diego State University, San Diego, CA 92182, unless otherwise designated. 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 ensuing that is not a legal holiday.

## Section 3. Special Meetings

Special meetings may be held upon call of the Chairperson, or of the majority of the membership of the PAC, for the purpose of transacting any business designated in the call, after notification of all members of the PAC by written notice personally delivered or by mail at least 24 hours before the time specified in the notice for the special meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary of the PAC a written waiver of notice, and as to any member who is actually present at the time the meeting convenes. Additionally, the Chairperson shall be responsible for the posting of said notice publicly in three (3) places at least 24 hours prior to the time specified in the notice for the meeting. At such special meeting, no business other than that designated in the call shall be considered.

## Section 4. Adjourned Meetings

Any meeting of the PAC may be adjourned to an adjourned meeting without the need for notice requirements of a special meeting providing the adjournment indicates the date, time and place of the adjourned meeting. PAC members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned 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 powers of the PAC shall be vested in the members thereof in office from time to time. A majority of the PAC members who have been elected or appointed and are qualified and eligible to vote (i.e., in compliance with these by-laws) shall constitute a quorum for the purpose of conducting the PAC's business, exercising its powers and for all other purposes, but less than a majority of the PAC membership may adjourn the meeting from time to time until a quorum is obtained. An affirmative vote by a majority

of the PAC members in attendance at the meeting and qualified and eligible to vote (i.e., in compliance with these by-laws) shall be required for approval of any question brought before the PAC.

#### Section 7. Unexcused Absences

If a member shall be absent without the consent of the PAC from three (3) consecutive meetings, whether regular or special, or from three (3) meetings within six (6) calendar months consecutively, such absence shall effect the termination of the membership of the absenting member. A member's absence may be excused if, prior to the meeting from which said member will be absent, said member notifies the Chairperson, other officers or staff of the Agency of his intent to be absent and the reasons therefor. At each meeting, after the roll has been called, the Chairperson shall report to the PAC the name of any member who has so notified him of his intent to be absent and the reason of such absence. The PAC shall approve or reject such reasons for excused absences.

#### Section 8. Order of Business

The following shall be the order of business at regular meetings of the PAC:

- (1) Roll call.
- (2) Approval of minutes of previous meeting.
- (3) Communications and Public Comments.
- (4) Chairpersons and PAC reports.
- (5) Old business.
- (6) New business.
- (7) Adjournment.

#### 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 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.

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. Committee Reports

Oral and written reports of the PAC, including resolutions adopted by the PAC, shall include a report of the position of the minority of the PAC as well as the majority. When applicable, an indication of the relative size of the majority and the minority for each such report shall be included within the report.

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 one (1) but not more than six (6) members of the PAC. Subcommittee meetings at which there is a possibility of attendance by a quorum of the PAC must be noticed.

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 shall

elect a vice chairperson and such other officers as necessary, and shall establish the date, time and place for meetings to conduct the subcommittee's business.

Section 5. Subcommittee Reports

From time to time, the subcommittee may submit 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 PAC members currently serving who are qualified and eligible to vote (i.e., in compliance with these by-laws) at a regular or special meetings, 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.