Planning Department

Community Planning Chairs Operations Workshop

The City of
SAN DIEGO

Agenda

❖ Introductions

❖ Community Planning Group Operations Presentation

❖ Panel Discussion:

➤ Mike Freedman – San Ysidro

➤ Vicki Granowitz – Planning Commission/ North Park

➤ Cathy Kenton – Midway

➤ Naveen Waney - Clairemont

❖ Questions and Answers

CPG Governing Documents

Community Planning Group Bylaws

Council Policy 600-24

Administrative Guidelines

Indemnification Ordinance

Brown Act Requirements

❖ CPGs are subject to the Brown Act

❖ Transparent & open deliberations

➢ Avoid collective concurrence

➢ Avoid digital communications that provide opinions on CPG-related matters

Brown Act Requirements - Agenda

❖ Post at least 72 hours prior to meeting

❖ **Physically** post at meeting facility or at another place freely accessible to the general public

❖ **Should** send for electronic posting to City's website as courtesy – Send to: SDPlanningGroups@sandiego.gov

❖ If a planning group has a website, post at least 72 hours prior to meeting

❖ Make agenda and back-up materials available to the public at the meeting

Meeting Preparation

Agenda Preparation

- ❖ Include item for non-agenda public comment

- ❖ List items, with brief description ($\leq$20 words), as either *information* or *action*

- ❖ Information Items

  - ➤ Group cannot take action/vote

  - ➤ Informal comments that do not constitute an action are permitted

- ❖ Action Items - If listed as an action item, CPG must take action

Role of Chair

❖ Prepare the agenda

❖ Applies rules of conduct

❖ Convenes and presides over meeting

➢ Determines quorum present

➢ Introduces business

➢ Recognizes speakers

➢ Determines if a motion is in order

➢ Maintains order and keeps discussion relevant

➢ Puts motions to a vote

❖ Makes final determination on rules as part of conducting meeting

❖ Takes less prominent role in debate or discussion as a courtesy

❖ Represents the community planning group and actions taken

Principles of Meeting Management

❖ All members have equal rights and obligations

❖ A quorum must be present for the group to act

❖ The chair remains impartial

❖ No person may speak until recognized by the chair

❖ Personal remarks are out-of-order

❖ Provides full and free discussion of motions

❖ Only one question at a time may be considered, and only one person may have the floor at any one time

❖ Members have a right to know what the immediately pending question is and to have it restated before a vote is taken

Meeting Management

Assure a Quorum to Conduct Any Business

- ❖ Chair confirms quorum to start the meeting; if quorum is lost during meeting, suspend discussion

- ❖ Confirm a quorum prior to calling for a vote on an action item

Changes to the Publicized Agenda

- ❖ Items may be added to the agenda only if need for immediate action and need for action was known after agenda posting

- ❖ Requires 2/3 of the voting members of the planning group, or unanimous vote if less than 2/3 of the voting members are present

Meeting Management

Comments from those in Attendance

❖ Allow non-agenda public comment near beginning of meeting

❖ Allow public comment on information items and action items

Public Attendance and Sign-In

❖ Signing-in is voluntary except to meet election requirements

Recording the Meeting

❖ Allowed if not disruptive

❖ If a member is recording for personal use, not a public record

Maintaining Civility

❖ Anticipate disruptive behavior; set meeting tone/consequences

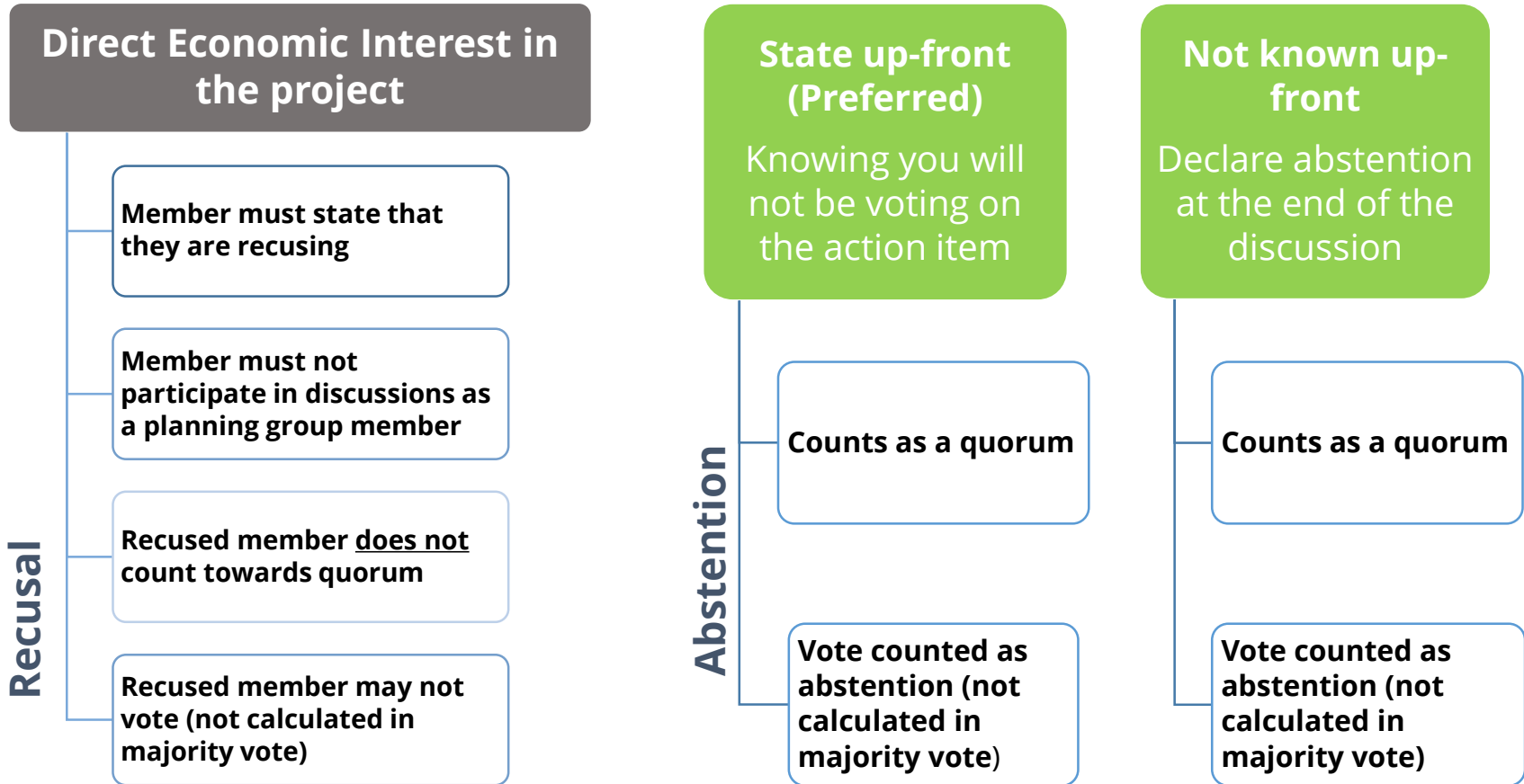❖ May use CP600-24 [Brown Act-based] provisions to clear room

Meeting Management

❖ Robert's Rules

❖ Time management

➤ Add a disclaimer noting that times listed for agenda items are estimates

➤ Time limits on public comment are acceptable if applied equally

❖ Clarifying the motion

➤ Take the time to clarify the motion before a vote is taken

❖ Recording the vote

➤ Record the number for, against, and number abstaining, and WHO made each vote; also record speakers and nature of public testimony

Meeting Management

Voting

- ❖ Recent revisions to Council Policy 600-24 in 2014 clarified voting requirements and added requirements for specific items.

  - ➢ These requirements are listed in Council Policy 600-24, Article VI, Section 2, (a) (8) (b)

- ❖ Voting requirements make a distinction between total planning group voting members and those at the meeting (quorum)

- ❖ Several items require a 2/3rds vote of total voting members such as bylaws amendments and community plan updates/ amendments

- ❖ Development projects require a majority of the quorum present

Recusal and Abstention

Recusal

Direct Economic Interest in the project

- Member must state that they are recusing

- Member must not participate in discussions as a planning group member

- Recused member <u>does not</u> count towards quorum

- Recused member may not vote (not calculated in majority vote)

Abstention

State up-front (Preferred)
Knowing you will not be voting on the action item

- Counts as a quorum

- Vote counted as abstention (not calculated in majority vote)

Not known up-front
Declare abstention at the end of the discussion

- Counts as a quorum

- Vote counted as abstention (not calculated in majority vote)

Meeting Records

❖ Community Planning Groups are subject to public records act requests as identified in the Brown Act; records must be available to the public upon request

❖ Agendas and meeting materials must be provided upon request. This includes all supporting materials

❖ Rosters, minutes and annual reports are records required to be submitted to City

  ➢ Minutes – Submit to City within 14 days of approval

  ➢ Rosters – Must maintain a current roster

    o Send updated contact information when Chair position changes

❖ Annual Reports – Within 14 days of approval of March Minutes

CPG Reference Materials

❖ Council Policy 600-24

➢ http://docs.sandiego.gov/councilpolicies/cpd_600-24.pdf

❖ Administrative Guidelines

➢ https://www.sandiego.gov/sites/default/files/legacy//planning/community/pdf/adminguidelinesfinal10sept2015.pdf

❖ Community Planning Group Bylaws

➢ https://www.sandiego.gov/planning/community/cpg/bylaws

Contact Information

❖ Planning Department

➢ Telephone: (619) 236-5200

➢ CPG Email: SDPlanningGroups@sandiego.gov

➢ Website: http://www.sandiego.gov/planning/

➢ Planner: sandiego.gov/planning/community/contacts