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
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 (<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

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 does not count towards quorum

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

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
    - 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

- Administrative Guidelines

- 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