CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY CURRENT

OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION OF
THE
NAVAJO COMMUNITY PLANNING GROUP
AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER
CITY COUNCIL POLICY 600-24
Dated: 07-16-2026

Commented [KS1]: This change is universal based on board vote a while back to change our name.

Introduction and Background

Through this document, the **NAVAJO COMMUNITY PLANNING GROUP** (the "planning group") adopts Council Policy 600-24's Terms and Conditions attachment. In the Terms and Conditions, the City established minimum standard procedures that the planning group will adhere to and designated services the planning group will provide in order to obtain and maintain official recognition by the City pursuant to Council Policy 600-24. Planning groups are independent organizations voluntarily created and operated by community members who are not City employees, City agents, or City representatives. The planning group is not a City controlled or managed organization. The City does not direct or recommend the election, appointment, or removal of planning group voting members, or delegate authority to planning groups to act on its behalf.

The planning group, in adopting these Operating Procedures, commits to meeting these minimum standards and to operating in a manner that abides by and conforms with the Brown Act, is transparent to the public, is accessible to and inclusive of all community members, and reflects the diversity of the communities where they operate. The planning group acknowledges that meeting the standards of this document is necessary to be formally recognized, and continue to be recognized, by the City Council (Council) as a planning group in the City of San Diego. The planning group acknowledges that the City can revoke recognition of any planning group if the City, in its sole discretion, determines these standards are not being met.

The planning group will separately and independently maintain any legally required documents, or any other required documents related to the planning group's operation, or organization.

In consideration of Council Policy 600-24 and its attached Terms and Conditions, the planning group hereby agrees to abide by the following as part of their Operating Procedures:

1. Name and Geographical Boundaries

The name of this City-recognized planning group is **Navajo Community Planning Group** (aka: Planning Group or NCPG). The community planning boundaries of this planning group are the boundaries of the **Navajo** Community, as shown in **Exhibit A**.

2. Responsibilities

2.1 Collaboration with City Staff

As a recognized independent body, the planning group may work with City staff throughout the City's planning process when requested by the City, including during the formation of long-range community goals, objectives, and proposals or revisions for inclusion in a General or Community Plan.

2.2 Advisory Planning Group Review

The planning group may make advisory recommendations to the City and other governmental agencies on land use matters within the planning group's geographical boundaries or related matters associated with implementation of its community plan as shown in **Exhibit A**, including the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan relates to its boundaries.

The planning group may, upon City request, make recommendations, or participate in additional efforts such as identifying CIP infrastructure needs or additional City matters.

The planning group recognizes that City staff and development project applicants are not required by the City to present their project or application before the planning group although the City encourages applicants to conduct robust engagement with all planning groups, the community, and project neighbors.

2.3 Timely Submittal of Planning Group Recommendations to the City

In order to be considered as part of the City's development review process, planning group project review recommendations, if any, shall be submitted to the City within seven calendar days of the planning group taking action.

In addition, the planning group shall submit its recommendation and any conditions to the project proposed by the planning group, using a Bulletin 620 Distribution Form, or a reasonable facsimile of that document (e.g. letter or memo from the chair) indicating the following information: project name/number, community/planning group name, the date of meeting which the project was heard by the planning group, vote results, the planning group's conditions/recommendations, name and signature of chair or designated representative.

The planning group shall follow a uniform mandatory process for recording planning group project review recommendations through the use of an Annual Report that includes all project recommendations which shall be part of the planning group's official records.

2.4 Adherence to Ralph M. Brown Act

The planning group must comply with California's Open Meeting Law, the Ralph M. Brown Act, set forth at California Government Code sections 54950 through 54963 (Brown Act), by conducting meetings that are open to the public, properly noticed in a publicly accessible location 72 hours in advance of the meeting, and in compliance with each of the Brown Act provisions. Failure of the planning group to conduct meetings in compliance with the Brown

Act provisions shall constitute sufficient reason for the planning group to lose its Council recognition and may subject the planning group and planning group voting members to a loss of indemnification by the City.

2.5 Maintenance of Open Records

The planning group shall maintain its official records, including its rosters, annual reports, meeting agendas, applications to serve as voting members, evidence of completion of annual trainings, and meeting minutes, for a minimum of five (5) years (either on its website, in electronic files, or in hard copies) from the date each record is created and will make all official records available to the City and to any member of the public upon request.

Written applications submitted to the planning group by individuals wishing to serve as voting members, and records of election results, are considered official records and will be maintained by the planning group in accordance with Council Policy 600-24. The planning group will submit to the City the Annual Roster of planning group voting members by May 1 of each year and will also submit to the City any changes to rosters as a result of planning group elections.

Annual Reports shall be submitted to the City within 14 calendar days of the approval of the March minutes and should include a summary list of accomplishments and major actions on large projects and policy matters covering a calendar year from April through the following month of March.

2.6 Independent Entity

The planning group is an independent entity from the City and must be able to operate as such. The City may provide assistance to planning groups at the discretion of the City Manager and subject to the availability of City resources. In addition, planning groups may be allocated funds by the City when such funding is approved by the City Council.

3. Community Participation and Representation

3.1 Membership

The planning group will ensure that its voting members, to the greatest extent possible, represent the entire community and community interests, including homeowners, renters, individuals with and without school age children, and diverse age groups.

3.2 Community Outreach

The planning group and its voting members shall routinely seek community participation and vital input in the planning group's planning and implementation process to serve the best long-term interests of the community at large.

3.3 Collection of Membership Data

To measure community representation, the planning group shall gather demographic data of existing and new planning group voting members at the time of elections or other regular periods to measure inclusion and diversity on the planning group. This data should be submitted to the City along with the annual rosters required by Section 2.5. Participation in this type of survey will be voluntary and will be conducted in a manner to ensure the privacy of responses and respondents.

4. Planning Group Composition

4.1 Number of Voting Members

The planning group will have no fewer than ten (10) and no more than sixteen (16) voting members, respectively, representing the various community interests set forth in these Operating Procedures. The Council may recognize a planning group with more than 20 voting members if the larger membership is necessary to give better representation to a community. The **NAVAJO COMMUNITY PLANNING GROUP** shall consist of **16** elected members, consisting of **4** members per each area (Allied Gardens, San Carlos, Del Cerro, Grantville) to represent the community.

4.2 Voting Member Eligibility

The planning group will ensure that voting members meet the following minimum qualifications throughout their entire term of service.

4.2.1 Minimum Age

Voting members will be a minimum of 18 years of age unless the planning group has an appointed youth representative. Youth members shall be a minimum age of 16 years old, chosen from among the youth who live in the community.

4.2.2 Minimum Attendance Requirements

The planning group shall take attendance to ensure that each voting member attends at least two-thirds of the planning group's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. Minimum attendance requirements shall not apply to voting members relative to their re-election or re-appointment.

4.2.3 Board Member Participation

Board members are strongly encouraged to join at least one subcommittee.

4.3 Community Representation

The planning group will ensure that voting members be affiliated with the community as either a: (1) property owner, who is an individual identified as the sole or partial owner of record, or their employee, of a real property (either developed or undeveloped), within the community planning area; (2) resident, who is an individual whose primary address of residence is an

address in the community planning area; or (3) local business person (limited to one individual per tax certificate), who is a local business or non-profit owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate or other official document.

4.3.1 Youth Seats

Youth seat members have the same rights, privileges, duties, and responsibilities as their adult colleagues. They may serve on subcommittees, including the election subcommittee. They may participate in Committee discussions and in voting on matters being heard by the Committee. Their votes shall be tallied as part of the community voting procedure. Prior to beginning their term, youth members that are under the age of 18 shall provide written permission from their legal guardian to serve on the Committee.

4.4 Voting Member Term Limits

The planning group shall establish term limits for its voting members to ensure that the membership is not dominated over time by individual voting members or groups within the community. These term limits will conform with the following guidelines:

4.4.1 Maximum Time of Service

Members of the **NAVAJO COMMUNITY PLANNING GROUP** shall be elected to serve fixed terms of 2 years with expiration dates during alternate years to provide continuity. Voting members will not serve their service time for more than eight (8) consecutive years if elected to two-year terms. Planning group voting members who accumulate this maximum service time can be eligible to serve again after a one-year break in service.

4.4.2 Waivers of Maximum Time of Service

The planning group may develop procedures for waiving the maximum time of service by vote of its voting members if the planning group cannot find sufficient new voting members to fill vacant open seats after a good faith effort to do so. Should a planning group choose to exercise this waiver, it will use the following guidelines:

(1) Waivers of Maximum Time of Service shall not be granted unless necessary to ensure there are at least 10 voting members (See Section 4.1).
(2) Waiver of Maximum Time of Service to ensure there are at least 10 voting members shall be ratified by at least a two-thirds majority of the votes cast by eligible community members participating in the regular election; and
(3) The term of a voting member elected by a two-thirds vote serving beyond the Maximum Time of Service should count as time served beyond the required break in service as required by this section.

5. Open and Public Elections

5.1. Equal Participation

The planning group shall develop election procedures to encourage equal participation by all members of the public of a community, including term limits which voting members of a recognized planning group can serve.

All members of the public affiliated with the community within the geographical boundary of the planning group will be allowed to vote in planning group elections, so long as they meet minimum conditions for eligibility per Section 4.2 of these Operating Procedures and comply with the following:

- Only one elected planning group voting member per business tax certificate; or,
- Only one elected planning group voting member per property tax billing.

No additional qualifications, such as attendance requirements, will disqualify someone from voting, and no voting requirement will be stricter than allowed by the California Elections Code or Section 5.1.1.

5.1.1 Voter Identification for Resident Community Members

Consistent with state and federal law, proof of residency or identity, should consist of presenting an original or copy of any of the documents described below in either paragraph (1) or (2). These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

(1) Current and valid photo identification provided by a third party in the ordinary course of business that includes the name and photograph of the individual presenting it. Examples of photo identification include, but are not limited to, the following documents: (A) driver's license or identification card of any state; (B) passport; (C) employee identification card; (D) identification card provided by a commercial establishment; (E) credit or debit card; (F) military identification card; (G) student identification card; (H) health club identification card; (I) insurance plan identification card; or (J) public housing identification card.

(2) Any of the following documents, provided that the document includes the name and address of the individual presenting it, and is dated since the date of the last election, unless the document is intended to be of a permanent nature such as a pardon or discharge, including: (A) utility bill; (B) bank statement; (C) government check; (D) government paycheck; (E) document issued by a governmental agency; (F) sample ballot or other official elections document issued by a governmental, agency dated for the election in which the individual is providing it as proof, of residency or identity; (G) voter notification card issued by a governmental agency; (H) public housing identification card issued by a governmental agency; (I) lease or rental statement or agreement issued by a governmental agency; (J) student identification card issued by a governmental agency; (K) tuition statement or bill issued by a governmental agency; (L) insurance plan card or drug discount card issued by a governmental agency; (M) discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment,

sentence, or other matter; (N) public transportation authority senior citizen and disabled discount cards issued by a governmental agency; (O) identification documents issued by governmental disability agencies; (P) identification documents issued by government homeless shelters and other government temporary or transitional facilities; (Q) drug prescription issued by a government doctor or other governmental health care provider; (R) property tax statement issued by a governmental agency; (S) vehicle registration issued by a governmental agency; or (T) vehicle certificate of ownership issued by a governmental agency.

5.1.2 Voter Identification for Community Business Owners

Business Owners within the community should present an original or copy of a Business Tax Certificate or equivalent document showing a business address within the planning group boundaries. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community business owner to vote in the election.

5.1.3 Voter Identification for Community Non-Profits

Employees of non-profits within the community should present an original or copy of their founding documents or a related document showing an associated address within the planning group boundaries. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

5.1.4 Voter Identification for Community Non-Resident Property Owners Non-residents who own property within the community should present documents similar to those described in 5.1.1 above, however at least one of these documents should show the address of the property in the community owned by the non-resident and be sufficient to prove ownership. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

5.2 Transparency and Inclusion in Operations

These provisions provide for a fair and transparent process, intended to ensure broad outreach to the community, sufficient time for community members to participate in elections, and the principles of inclusion and diversity in planning group operations.

5.2.1 Election procedures:

General elections of NCPG members shall be held **annually** during the month of March in accordance with the elections procedures in this Article and as discussed in the Administrative Guidelines.

5.2.1.1 Ballot Creation.

The deadline to qualify for candidacy in the March general election shall be prior to the February noticed regular or special meeting of the full planning group membership preceding the election. The planning group's Election subcommittee shall be established no later than January and shall

begin soliciting eligible community members to become candidates. In February, the Election subcommittee shall present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. A candidate forum may be advertised and held at the February meeting. All candidates will include in their application their biography and disclose whether they are representing themselves or a business.

NCPG shall make a good faith effort to utilize all means appropriate to publicize the planning group's eligibility requirements for candidacy and the upcoming elections.

In the election process, the planning group shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for **eight (8) consecutive years** to leave the group for at least one year.

NCPG holds its election at the March regular meeting at **one (1) location and prior to the commencement of the regular March meeting.**

5.2.1.2 Voter Eligibility.

NCPG will require proof of identity of those eligible community members who are seeking to vote in the election. The planning group shall ensure that voting is only by eligible members of the community. Proof of identity may include but not be limited to: a property tax bill, utility bill, valid photo identification or valid and current business license. Disputed identification shall be reviewed and certified by the Elections Subcommittee Chairperson. Further, businesses will be allowed one (1) vote per business for purposes of elections to NCPG. If an individual meets more than one of the eligibility requirements, then he/she is only eligible to cast one (1) vote. Nonresident property owners or their designees are allowed only one (1) vote per property.

The ballot presented to eligible community members to vote will clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates various categories of eligible community members can vote for and which candidates, if any, must receive a 2/3 majority of the vote due to service beyond eight consecutive years of service.

The NCPG policy related to write-in candidates is that write-in candidates are allowed, if eligible, per Article III, Section 2. If it is later determined that the write-in candidate is ineligible, any vote cast for an ineligible write-in candidate is an invalid vote and will not be counted.

5.2.1.3 Candidate Selections.

Voting to elect new NCPG Board Members shall be by secret written ballot.
Proxy voting for elections is not allowed under any circumstances.

The NCPG election becomes final after the election results are announced at the conclusion of the noticed regular March monthly planning group meeting. The Chairperson is responsible for preparing, certifying and forwarding the election report to the City. New members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April planning group meeting.

Any challenge to the election results must be made orally at the annual elections meeting, prior to the adjournment, and filed with the Chairperson and the Chairperson of the Elections Subcommittee in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue.

The following are procedures pertaining to the elections provisions of these operating procedures:

- Conduct the voting and convene (or reconvene) the group meeting.
- Election Subcommittee members, or other identified group members, count the ballots; confirm the eligibility of any write-in candidates who attract enough votes to put them into a position to potentially win the seat.
- The Election Subcommittee (or group) Chairperson announces the results of the election. Also announced is the 24-hour period allocated for the Elections Subcommittee to receive a challenge to the election.
- If no challenge is received then the results become final and will be certified by the community planning group Chairperson and forwarded to the City. New members are seated for the group's April regular meeting.
- If a challenge is received, the Elections Subcommittee immediately discusses the challenge to determine if there is any substance provided by the individual filing the challenge related to violation of adopted election procedures, the NCPG operating procedures or Council Policy 600-24, and whether: either there is no substance to the challenge and the election results can be certified, new members can be seated in April and a ratification vote of the Subcommittee's findings can be placed on the April agenda for a majority vote of the voting members of the community planning group; OR whether there is substance to the challenge and the group officers should discuss with the Subcommittee the appropriate resolution, including declaring a seat vacant and determining how to fill it, or declaring a new election is needed.

5.3 Election Timing

The planning group will endeavor to host its elections during the month of March each year to be consistent with other planning groups.

6. Conduct of Meetings

6.1 Professional Conduct

The planning group and its voting members will conduct themselves reasonably and professionally and refrain from disrupting the public process as set forth on the planning group's agenda.

6.2 Rules of Procedure

The planning group shall adopt Robert's Rules of Order, to provide a uniform means for the planning group to facilitate public meetings, conduct public business, and resolve disputes.

6.3 Transparency in Operations

The planning group will maintain transparency in its operating procedures as outlined herein and in Council Policy 600-24 to ensure open meetings with appropriate public notice to invite community participation in planning group meetings. Navajo Planning group operating procedures for the following duties, operations and procedures are as follows.

6.3.1 Collective concurrence.

Attempts by any board member to develop a collective concurrence among a majority of the board members (also known as conducting a serial meeting,) outside of a meeting held in accordance with the Brown Act requirements, is attempting a prohibited meeting.

A serial meeting is best described as a series of discussions or deliberations held between one member and any other member(s) that does not comply with the Brown Act's public noticing and comment requirements, for the purpose of, or with the result of, developing a concurrence among the members regarding an action to be taken.

- These restrictions apply to matters falling within the planning group's responsibilities described in paragraph 2. Responsibilities.
- Non-substantive discussions related to group administration or administrative procedures are typically not subject to this restriction.
- Board members must respect Brown Act restrictions when initiating communications with other board members outside of a publicly noticed meeting.

6.3.2 Meetings.

Regular meeting agenda content and posting will be consistent with the Brown Act.

Special meetings are meetings called by the Chairperson, or a majority of the planning group members, to discuss only specific items on the agenda. A majority may meet without providing notice to the public in order to call the meeting and prepare the agenda. Notice of a special meeting must be provided 24 hours in advance of the meeting to all planning group members and to all media outlets who have requested notification.

The notice must also be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The notice should indicate that the meeting is being called as a special meeting, and shall state the time, place, and business to be transacted at the meeting. No other business shall be considered at the special meeting. Notice is required even if no action is taken.

At every special meeting, the public will have an opportunity to address the planning group on any item described in the notice, before, or during consideration of that item. The special meeting notice shall describe the public's rights to comment.

Regular and Special Meeting agendas will satisfy physical posting requirements by posting at local libraries within the Navajo district in a publicly viewable area. Meetings by teleconference only will follow the same procedures.

Emergency meetings. The Navajo planning group will not hold no-notice "Emergency meetings."

Quorum. A Quorum is defined as a majority of non-vacant, seated members of the planning group being present and quorum must be achieved in order to conduct planning group business or act at regular or special meetings. Quorum requirements apply to all subcommittees as well.

- Achieving quorum is not dependent on members of the public being present.
- The public is not required to register or provide any information regarding attendance, and any requests for such information shall clearly state that providing such information is voluntary – this also applies to teleconferenced meetings.

Votes requiring approval of 2/3 of seated planning group members to pass include:

- Approval of a community plan or update.
- Amendments to planning group by-laws or operating procedures.
- Suspension of the rules of precedence for agenda action items.

All other votes of the planning group and subcommittees require only simple majority to pass.

All planning group and subcommittee votes shall be public.

- No voting shall occur by email, telephone, secret ballot or proxy vote.

- Members voting by teleconference must have an audio and visual connection and vote by roll-call.

6.3.2.1 Agendas.

Agendas will briefly identify item content, the consent agenda, quorum requirements for items requiring a vote (2/3 or simple majority), and action items especially as it relates to development project review.

Hybrid or virtual only meetings will include the teleconferencing link on the agenda per paragraph 6.3.6 of these procedures.

Time will be allotted for non-agenda public comment and individual/group testimony on agenda items. Comments should be related to information within the jurisdictional purview of the planning group. The public is allowed to record and broadcast meetings as long as there is no persistent disruption to the conduct of the meeting.

Reports from elected and city officials, organizations, and project applicants shall be prioritized at the beginning of the agenda whenever possible to be respectful of their time.
Items of business scheduled for consideration at a particular meeting as mandated by these procedures (such as elections, seating of new members, or approval of annual reports,) will take precedence over other items on the agenda unless the rules of precedence are suspended by 2/3 vote of the board.

Non-project recommendations carrying endorsement of the planning group such as those for city policies or manuals, land use regulations or codes, public facilities financing plans, community plan revisions or updates, or proposed legislation related to land use, will be drafted by the Chairperson and approved by majority vote of the planning group prior to being shared with the development services department and other appropriate agencies. Records of any such recommendations will be kept in accordance with Council Policy 600-24.

An item not noticed on the agenda may be added to the agenda after a meeting comes to order only by 2/3 vote of seated members of the planning group or unanimous vote of those seated members present if less than 2/3 of members are present, and only if the immediate need for action is realized after noticing and agreed upon by simple majority vote.

Adjournments and continuances.

For adjournments, notice must be posted within 24 hours of the adjournment near the meeting location, and a new agenda is required if the adjourned meeting is held more than five days from the original time and date in the posting.

For continuances, notice is given similarly to adjourned meetings, unless continued within 24 hours, in which case notice must be posted immediately.

6.3.2.2 Meeting Minutes.

The following shall be recorded in meeting minutes:

- The date, time, location, board members in attendance, a summary of key discussion points, decisions made, assignments to subcommittees, and assignment of action items.
- All action items put to the board, their related votes (by tally or roll call as recorded), abstentions and recusals (including the reason for the abstention.)
- Board members shall abstain or recuse themselves consistent with Section 7.3 Ethical Standards.

6.3.3 Subcommittees.

There are two types of subcommittees. Standing subcommittees and Ad hoc subcommittees.

Ad hoc subcommittees may be formed by majority vote of the planning group for a temporary period (typically less than three months.) Ad hoc subcommittees will have a tightly limited scope and purpose. Subcommittee members and meetings must involve less than a planning group quorum (typically two to three voting members) and generally will not require a publicly noticed meeting to perform its assignment. However, minutes recording the conduct and results of these meetings shall meet the same requirements as regular meetings. Reports on the results of ad hoc subcommittees must be given at a regular meeting, or subcommittee meeting (in the case of an ad hoc subcommittee formed to serve another subcommittee,) as soon as possible upon completion of the work.

Standing subcommittees are of longer duration, will typically have an odd number of members to avoid tie votes but this is not required.

6.3.3.1 Subcommittee formation

When a subcommittee is established, the following shall be part of the authorizing action and recorded in meeting minutes:

- Its purpose for meeting, expected results, and duration of the assignment.
- The name of the Chair, and the number and names of its members, which may be selected by the Chair, but must be approved by a majority vote of the board.
- Whether voting members of the community may be appointed to the subcommittee by the Chair (non-elected board member or community member appointments will be limited to less than half that number of voting board and or subcommittee members and be approved by the board before serving in that capacity).
- Selections of the Chair and subcommittee members should give preference to those members from the neighborhoods most likely to be affected by the action being reviewed.

Commented [KS2]: This is based on Marlon stating appointments must be less than half of elected members.

Commented [KS3]: This is a check on subcommittee chairs and politics.

The subcommittee Chair may choose who will fill vacancies of voting and community members created by elections, resignations, or term limits, but the board must approve their appointment to the subcommittee by majority vote.

- The planning group Chairperson is the default Chair for all subcommittees if one is not assigned.
- The subcommittee Chair will set the agenda in keeping with the principles outlined in the Operating Procedures introduction of this document and the stated subcommittee purpose.

In most cases, subcommittees shall be formed and active for no longer than one year.

- In the event a subcommittee's work extends beyond one year, subcommittee Chairs and members must be reauthorized by majority vote of the board.
- Efforts should be made to ensure members are not assigned to a subcommittee continuously for more than two years.
- In the event subcommittee work will be delayed by subcommittee vacancies, the Applicant, or the City for more than two months, the Board must convene at a regular meeting to answer the question of whether the subcommittee will remain active.
- To be indemnified, any person who is a member of a subcommittee must be identified on the record and within the minutes upon their election or appointment, or during the first planning group meeting that occurs after that person joins the subcommittee, whichever is earlier. In addition to operating in accordance with Council Policy 600-24, Ordinance19883-An Ordinance Providing for Defense and Indemnification of Community Planning Groups and these operating procedures.

Commented [KS4]: This is a practice that supports indemnification and makes sure no one slips through without being covered.

Commented [KS5]: This is straight out of the city ordnance O-19883. authorizing the city to provide indemnification.

6.3.4 Subcommittee procedures.

Subcommittees should meet frequently but meet monthly at a minimum. The planning group has historically not met in August and December but subcommittees should, if there is a business need. Subcommittees may adjourn during the holidays (December through January) based on member availability for no more than 60 days. This time will count towards the recommended two-year limit for subcommittee member assignment.

- Only seated board members (elected or appointed), and community members appointed to a subcommittee by majority vote of the board may have voting privileges on a subcommittee.
- Community members appointed to subcommittees are bound to the same training and conduct requirements as elected board members.
- Community members appointed to subcommittees must live within or represent businesses within the Navajo planning area.
- Community member appointments to a subcommittee must be confirmed annually, if they are not, that member is no longer considered to be a member of the subcommittee.

- The total number of elected or appointed board members and appointed community members with voting privileges on the board and all committees may not exceed 20 without city council approval.
- If there are 20 total voting members due to community member appointments to subcommittees. Board member appointments made to fill board vacancies, or vacancies filled by elections, will take precedence over all community member appointments regardless of subcommittees affected. Community member appointments to subcommittees will assume a "last appointed, first removed" precedence for this purpose. Community member appointments removed under this rule will be documented in board meeting minutes.
    - Example: A mix of 20 voting board and community members are seated, 6 are community appointments to subcommittees. Two board vacancies are filled by elections or by appointments through majority vote of the board. The last two community members appointed to subcommittees are automatically removed. No additional vote by the board is needed.
    - Removal of appointed community members to a subcommittee is otherwise governed by CP 600-24, Section 8.1 Violations of Membership Eligibility & 8.3.1. Removal of Ineligible Voting Members.
- Community members may be reappointed to a subcommittee each year by majority vote of the board only with the recommendation of the subcommittee chair.
- Community members appointed to subcommittees face the same term limits described in section 4.4.
- Community members appointed to subcommittees may not assume the role as subcommittee Chair or Chair Pro Tempore and do not have the privilege to make motions or vote outside of the subcommittee to which they are appointed.
- Any board member may attend a subcommittee meeting at any time but will attend as an observer only and may not join in any debate or make statements related to matters before the subcommittee or substantively related to its purpose.
- Board members who wish to attend a subcommittee meeting as an observer must inform the Chair of the subcommittee prior to attendance so the Chair may evaluate whether or not the number of board members possibly in attendance will trigger a joint meeting of the planning group and the subcommittee - if there is potential for a quorum of the planning group to be present at a subcommittee meeting.
- There will be no non-voting community member assignments to subcommittees. Instead, community members must be encouraged at all times to participate as described in the introduction and background section of these procedures. Community members not appointed to a committee by the board are restricted to participation in meetings in accordance with established rules in section 6.2 and 6.3 of these procedures.

Commented [KS6]: In case of elections.

Commented [KS7]: This is a rule for voting board members (elected or appointed) and should apply to any voting appointments.nv

Commented [KS8]: This comes from Marlon's comments asking about clarification on non-voting committee member purposes and our motives.

Commented [KS8R2]: Added clarification about appointed community members.

Before any subcommittee may partner with another subcommittee, it must:

1. Present a written proposal to the full board, outlining the purpose, scope, and anticipated benefits of collaboration.
2. Secure the majority vote of the board to authorize formation of a joint ad-hoc subcommittee.
3. Conduct all discussions, decisions, and outreach in compliance with the Brown Act's prohibition on "collective concurrence."

6.3.5 Community Planning Committee.

The planning group Chairperson is the group's representative to the Community Planning Committee (CPC), the Vice-Chair will attend in the absence of the Chair. In addition, another alternate member may be approved as the representative by a majority vote of the board and listed as the planning group's alternate in the annual report to the city.

6.3.6 Teleconferencing.

The "planning group" hereby enables teleconference meetings pursuant to Sections 54953(b)(1) and (2) of the Brown Act and will carefully consider the unique needs of the Navajo community and the planning group's capacity for reliable and robust technology in deciding whether to hold in-person meetings, hybrid meetings or fully teleconferenced meetings. However, annual elections must have an in-person voting option.

Teleconferencing may be used for all meetings within the subject matter jurisdiction of the planning group. If the planning group elects to use teleconferencing, the meeting shall comply with all of the following:

- All votes taken during a teleconferenced meeting shall be by rollcall.
- The teleconferenced meetings shall be conducted in a manner that protects the rights of parties and the public appearing before the planning group.
- Remote participation of board members must be through both audio and visual technology.
- No action may be taken if the livestream or broadcast is interrupted until it is restored.

Public Access During Hybrid Meetings

- Must allow the public to remotely observe meetings and address the planning group.
- Public comment must be in real time.
- The meeting agenda and notice must state how the public can access the meeting and offer public comment.

6.4 Planning Group Officers

The officers of the **NAVAJO COMMUNITY PLANNING GROUP** shall be elected from and by the members of the planning group. Said officers shall consist of a Chairperson, Vice Chairperson and Secretary. The length of an officer's term shall be**: 1** year term, except that no person may serve in the same planning group office for more than eight consecutive years per the term limits established in Section 4.4. After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.

6.4.1 Chairperson

Chairperson. The Chairperson shall be the principal officer of a recognized community planning group and shall preside over all planning group and communitywide meetings organized by the planning group. The Chairperson shall be the official spokesperson for NCPG, unless the authority is officially delegated, and shall be the person who sets the agenda and the point of contact for applicants who wish to have a project heard by the planning group.

Appeals of discretionary decisions to the City shall be made by the Chairperson or, if necessary because of direct economic interest or absence, by a designee identified to appeal that particular action on behalf of the NCPG.

THE CHAIRPERSON SHALL FULLY PARTICIPATE AND HAVE A VOTING RIGHT FOR ALL ACTION ITEMS.

6.4.2 Vice Chairperson

Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.

6.4.3 Secretary

Secretary. The Secretary shall be responsible for the planning group's correspondence (website and social media outlets) attendance records, minutes and actions [including identification of those planning group's members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons] and shall assure that planning group members and members of the public have access to this information. The Secretary may take on these responsibilities or may identify individuals to assist in these duties.

6.4.4 Treasurer

Treasurer. The Treasurer shall keep an account of all receipts and disbursements of every name and nature, amount of cash on hand, the amount of accounts payable and accounts receivable and such information as may be pertinent. The Treasurer shall disburse any of such money on the order of the NCPG Board. The Treasurer shall render an account to the Board showing all money received or disbursed whenever requested and shall perform such other duties as may be required by the Chairperson and the Board. The Treasurer shall comply with paragraph 6.6, Reimbursement of Community Planning Group Expenses.

6.4.5 Other Officers

The planning group may identify additional officers responsible for the effective operation of the planning group.

6.5 Additional planning group Officer Responsibilities

The **NAVAJO COMMUNITY PLANNING GROUP** officers and representatives to the CPC shall promptly disseminate to all elected planning group members pertinent information that is received by the planning group regarding its official business.

6.6 Reimbursement of Community Planning Group Expenses

Planning Group reimbursement by the City from the General Fund budget appropriation, is subject to city budget and accounting policies and practices, including the annual Appropriation Ordinance which is currently allocated at $500.00 per planning group per fiscal year. Any balance of unexpended funds will not carry forward to the next fiscal year. Budgets cannot be shared, combined or transferred across Community Planning Groups or with the Community Planning Committees (CPC). The annual operating budget appropriation is not intended to replace or limit Council Policy 600-24, Article VI, Section 5. It is intended to support the same objective of promoting understanding and participation in the planning process.

6.6.1 Board Member's responsibilities:

Board Member's should get approval from the board before spending any personal funds on behalf of the planning group. If this step is not taken, board members may not be reimbursed. The best practice is to submit a written request to the Treasurer for presentation to the Board before spending any money.

Requests for approval of an expenditure or reimbursement will be permitted within the following categories:

- Office Supplies Examples include: Pens, paper, binders, folders.
- Electronic and Computer Equipment Examples include: Laptops, projectors, microphones, speakers, HDMI cables, digital notepads, other digital technology instrumental for CPG operations.
- Software Examples include: Microsoft office, Adobe Reader.
- Mail/Postage Examples include: Postage, shipping, overnight delivery, U.S. Post Office box (PO Box) rental.
- Printing/Photocopies Examples include: Printing supplies, copies, map reproduction.
- Outreach/Promotion Examples include: Advertisements, announcements.
- Rental/Storage Examples include: storage space for records, meeting space. Note: Consistent with Council Policy 600-24, Article I, Section 3, the Community Planning Group should utilize City public facilities for their meetings. Meeting space costs are only

reimbursable if City public facilities are unavailable for meetings, as determined by the Planning Department.

- Website Examples include: domain names, server hosting, web design.

It is the member's responsibility to submit all required documentation of expenses to the Treasurer within 60 days of the expense, and before the end of fiscal year deadline of 15 June each year. Incomplete documentation or requests by the member may not be processed by the Treasurer for presentation to the board. Failure to meet these requirements may result in the member being uncompensated even if the member had prior board approval for incurring the expenses.

Documentation of expenses must include:

1. A description and purpose of the expense.
2. The name and address of the individual making the request.
3. The name and address of the vendor/merchant/service provider.
4. Proof of the expense, and of payment in full.
5. If the item is to remain a tangible asset of the planning group, requests for reimbursement must include documentation of the make, model and serial number of the item.

- Original receipts for all eligible expenses or scanned copies over email are acceptable.
- Receipts for debit/credit transactions may be in the name of someone other than the approved Community Planning Group "vendor" with the City. However, the CPG Officer set up as the City "vendor" will be the only recipient of the reimbursement check from the City.

6.6.2 Treasurer's Responsibilities:

Provide to the Planning Department, all necessary personal and tax information as required by the City of all vendors.

Ensure the validity and correctness of all operating expenses requested for reimbursement, and that all requests are used for the sole purpose of supporting group operations, before submitting them to the board for approval. Final approval of reimbursements is the board's decision.

Process all complete requests for approval of spending and reimbursement in a timely manner and submit them to the board for final approval within 30 days of receipt.

- Planning Group invoices to the Planning Department will be accepted no later than June 15 every fiscal year. Approved reimbursements are not to exceed $500 per fiscal year.

- The completed reimbursement request packets may be scanned and emailed to the Planning Department at sdplanninggroups@sandiego.gov. or mailed to the Planning Department, at: 9485 Aero Drive, MS 413, San Diego, CA 92123.

Submit to the Planning Department completed Planning Group Invoice forms with required authorizing signatures, within seven (7) calendar days of board approval. Include all receipts for each item listed on the CPG Invoice sheet.

Accurately account for all group expenditures, inventory, supplies, assets, receipts and records associated with use of the General Fund budget allocation. Including creation of property/asset tracking cards for planning group assets.

Maintain all records associated with the use of the general fund budget allocation consistent with paragraph 2.5 Maintenance of Open Records.

Upon receipt of reimbursements from the City, ensure that individuals with approved expenses are reimbursed.

Be prepared for an audit by the planning department, on-site or otherwise, to ensure compliance with these procedures. In the event of a Public Records Act request, the Planning Department and respective Community Planning Group(s) will work together to coordinate and document a formal response within the legally required timeframe

- Planning group assets are defined as an item or system with a useful life expectancy greater than one year and a value of $250.00 or more.
- If approved by the Planning Department a request for payment processing will be submitted to the Office of the City Comptroller within five (5) business days.
- The Office of the Comptroller will issue a check to the Community Planning Group Officer on file as the vendor generally within a thirty (30) day period from the date of the invoice.
- If the Treasurer is among those board members proposed to receive reimbursement, or any part thereof, the Treasurer will, prior to cashing any check from the city, draft a "Note-to-File", which the Chair and Vice Chairperson will sign, authorizing the Treasurer to keep only those funds to which the Treasurer is entitled.

7. Additional Planning Group Responsibilities

7.1 Commitment to Non-Discriminatory Practices

The planning group, in conducting its responsibilities, will not discriminate against any person or persons by reason of race, color, sex, gender, age, creed, national origin, ancestry, sexual orientation, marital status, military or veteran status, genetic information, medical condition, or physical or mental disability.

7.2 Records Retention

The planning group will maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five (5) years (either on its website, in electronic files, or in hard copies) from the date each record is created, and will make all official records available to the City and to any member of the public upon request.

7.3 Ethical Standards

The planning group will commit to ethical standards to guard against potential conflicts of interest and undue influence on any recommendation. These standards include how planning group voting members can recuse themselves or abstain from voting on decisions when such a conflict exists:

7.3.1 Direct Economic Interest

Planning group voting members with a potential conflict of interest shall recuse themselves from participation in a recommendation if they have a direct economic interest. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest in real property, source of income, source of gifts, and personal finances.

7.3.2 Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by a planning group board to other planning group voting members who can show that the decision will not have an effect on their economic interest.

7.3.3 Abstentions for Potential Conflicts of Interest

Planning group voting members may voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or where that voting member lacks sufficient information upon which to cast a vote. The planning group's record of the vote on the item will reflect an abstaining voting member in the vote and they are still counted in a community planning group quorum for that item, regardless of the point in time they declare their abstention.

7.3.4 Political Actions

Neither the planning group nor voting members in their capacity as such may use their title from or position on a planning group for political endorsements of individuals. The planning group may, however, upon majority vote, take a position on pending legislation that is within the planning group's purview.

7.3.5 Donations

Neither the planning group nor its voting members shall accept donations on behalf of any individual running for office.

7.3.6 Equal Time for Candidates or Ballot Measures

The planning group will endeavor to grant equal time for candidates or ballot measures if docketed on the planning group agenda. Equal time does not apply to individuals speaking during non-agenda public comment.

7.3.7 Professional Conduct

The planning group voting members shall treat each other, applicants, city staff and the public with courtesy and respect at all times.

7.4 Voting Member Training

Each elected or appointed planning group or subcommittee voting member, shall complete the formal education program in-person or on-line offered by the City within 60 days of appointment in accordance with Ordinance O-19883. To better understand the procedures of the planning group, community members may also complete the on-line training.

The planning group will require voting members to complete the training each year within sixty (60) days of being initially elected or appointed to the planning group, and by no later than June 1 of each succeeding year for as long as the voting member is serving or re-elected.

Evidence of completion of annual training shall be part of the planning group's official records. Failure of voting members to complete the specified training each year will make the member ineligible to serve. Community members assigned to subcommittees must complete the training before they may be appointed as a voting member of any subcommittee.

7.5 Collaboration with City Staff

Planning group voting members will collaborate with the City on an ongoing basis and as requested by the City to increase its voting members' understanding of the role and responsibilities of the planning group.

8. Planning Group Rights and Liabilities

8.1 Indemnification

Pursuant to the policy of the City Council, the City will indemnify, and the City Attorney will defend, the planning group or its individual voting members, acting in their capacity to the City, under the specified terms set forth in San Diego Ordinance No. O-19883 NS, adopted July 28, 2009, titled "An Ordinance Providing for Defense and Indemnification of Community planning groups," (Ordinance), which may be amended from time to time. Defense and indemnification cover any claim or action of civil wrongdoing against the planning group or its duly elected or appointed voting members resulting from their obligations to advise and assist the City and its agencies with land use matters as specified herein, so long as their conduct was in conformance

with these Council Policy 600-24 and these Operating Procedures, all of the findings specified in the Ordinance can be made, and the rights to defense and indemnification are consistent with state law. This includes a requirement for a person or group having been legally served to make a request in writing to the City Attorney for defense and indemnification no later than ten (10) working days of being served or notified of such legal papers. The right to defense and indemnification do not apply to allegations of criminal wrongdoing, including alleged criminal violation of the Brown Act.

When the planning group or one of its individual voting members is found to be out of compliance with the provisions of Council Policy 600-24, or with these Operating Procedures, they acknowledge they risk loss of defense and indemnification pursuant to the Ordinance, and any future amendments.

8.2 Violations and Remedies Related to Provisions Citing the Brown Act

Pursuant to provisions required by the Brown Act, including civil remedies (California Government Code sections 54960 through 54960.5) and criminal penalties (Government Code section 54959) for violation of the provisions, the planning group will ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void planning group actions. Individual voting members of the recognized planning group, as well as the group as a whole, could be subject to civil remedies. Civil remedies may include relief to prevent or stop future or ongoing violations of the Brown Act, or to void past actions of the planning group and may in some cases include payment of court costs and attorney's fees.

Individual voting members of the planning group may also potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, if the voting member intended to deprive the public of information to which the member knew or had reason to know the public was entitled. Action taken includes collective decisions or promises and also includes tentative decisions. The planning group, or any of its individual voting members, may seek assistance by contacting their assigned Community Planner or emailing SDPlanningGroups@sandiego.gov, as well as training, from the City to better understand, implement, and comply with the Brown Act.

Any member of the public may refer alleged violations of the Brown Act by the planning group to appropriate law enforcement agencies, including the California Attorney General, San Diego County District Attorney, or San Diego City Attorney's Criminal Division. The planning group, or any of its individual voting members, accused of criminal violations of the Brown Act does not have the right to legal protection or representation under these Operating Procedures or San Diego Ordinance O-19883.

8.3 Violations of Membership Eligibility

Any planning group voting member who violates membership eligibility as defined in Section 4.2, may be removed by the remaining planning group voting members as outlined in Section 5.2.

8.3.1 Removal of Ineligible Voting Members

Procedures for removal of voting members for failure to retain eligibility, shall include providing affected voting members with fair notice and require ineligibility determinations to be supported by documentation.

8.4 Violations and Remedies

If the planning group violates these Operating Procedures, it may forfeit its status as a recognized planning group and lose its right to indemnification and defense by the City. A planning group voting member and the planning group itself risks loss of defense and indemnification pursuant to current San Diego ordinances and any future amendments.

In the case of an alleged violation of these Operating Procedures by a planning group voting member, the planning group will conduct an investigation consistent with Council Policy 600-24.

In the case of an alleged violation of Council Policy 600-24, the violation will be forwarded in writing to the City for review by the Mayor or their Designee. The planning group will respond to the City in a dialogue to determine the validity of the complaint and to seek resolution of the issue or dispute.

The planning group acknowledges that if the Mayor or their Designee is unable to resolve a dispute or determines that there has been a violation, the Mayor or their Designee may seek to resolve the dispute or violation informally, with the cooperation of the planning group, or may recommend to the City Council that the planning group's recognition be revoked.

The planning group acknowledges that if the City Council determines through a recommendation from the Mayor or their Designee that a planning group has violated their Operating Procedures or Council Policy 600-24 and the planning group has failed to take corrective action deemed adequate in the sole discretion of the City Council, the City Council may revoke the planning group's recognition under this Policy. The City Council may also prescribe conditions under which official recognition may be reinstated.

8.5 Disciplinary Actions of Individual Voting Members in Violation of Operating Procedures

The planning group acknowledges that any of its voting members found to be in violation of these Operating Procedures shall only be disciplined or removed by the planning group at a scheduled planning group meeting. This discipline or removal will be advertised on the agenda as an action item and the investigation or complaint will be reported to the City within sixty (60) days of the allegation so as to ensure a fair and public process.

8.6 Potential Conflicts of Interest

Planning group voting members found to have a conflict of interest who did not recuse from a vote may be subject to disciplinary action by the officers of the planning group, which may include expulsion from the board. The planning group will report in writing instances of disciplinary action to the City within sixty (60) days of any allegation.

8.7 Violations and Remedies for Quorum and Attendance Requirements

If the planning group is unable to meet quorum and attendance requirements for three (3) consecutive months, then City may place the planning group in a temporary inactive status, to allow the planning group to work through its membership issues to return to active status. If the planning group remains unable to meet quorum and attendance requirements for six (6) consecutive months, then the Mayor or their Designee may recommend to the City Council that the planning group's recognition be revoked.

8.8 Violations of City Requests for Input

The planning group acknowledges that a consistent 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 plans may result in revocation of recognition as referenced in Council Policy 600-24. Consistent failure to provide input on private development applications or public infrastructure projects may result in revocation of recognition. Further, that such a determination resulting in the forfeiture of rights to represent its community for these purposes will be made by the Council upon the recommendation of the Mayor or his/her Designee.

9. Collective Action of the Planning Group

The official positions and opinions of the planning group will not be established or determined by any organization other than the recognized planning group, nor by any individual voting member or subcommittee of the planning group.

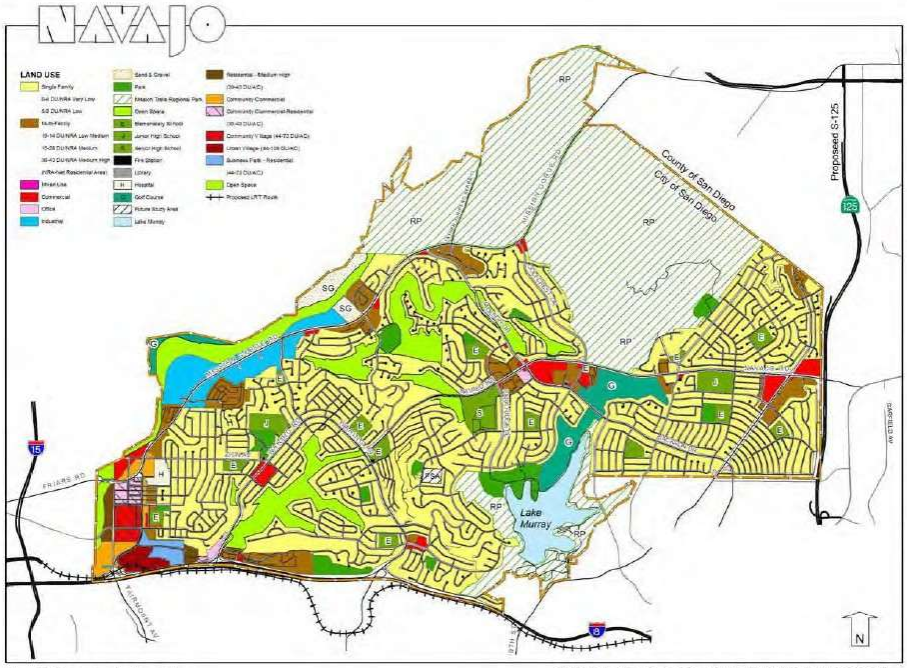
10. Term of Operating Procedures

These Operating Procedures will be effective in perpetuity of the life of the planning group unless recognition of the planning group is revoked by the City as described in Section 8.4 or the Operating Procedures are updated to be consistent with Council Policy 600-24 as it may be amended. Proposed amendments shall be submitted to the Mayor or their designee for review and approval. Any 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. Amendments to the Operating Procedures are not valid until approved by the City.

Attachments:

EXHIBIT A: MAP OF PLANNING GROUP BOUNDARIES. The Navajo Community Planning Group will represent the community of Navajo.

EXHIBIT A
Map of Navajo Community Planning Group Boundaries



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