

# 2012 Community Orientation Workshop

COW



# 2012 COW Agenda

---

- ▶ 8:30 am Introduction and Review of Purpose and Structure of Workshop
- ▶ 8:35 am Greetings to Planning Group Members
- ▶ 9:10 am Roles & Responsibilities of Community Planning Groups
- ▶ 9:40 am Questions & Answers
- ▶ 10:10 am Description of Breakout Sessions
- ▶ 10:15 am Break
- ▶ 10:30 am First Breakout Session
- ▶ 11:30am Second Breakout Session
- ▶ 12:30 pm End of Workshop



# Purpose of COW Training

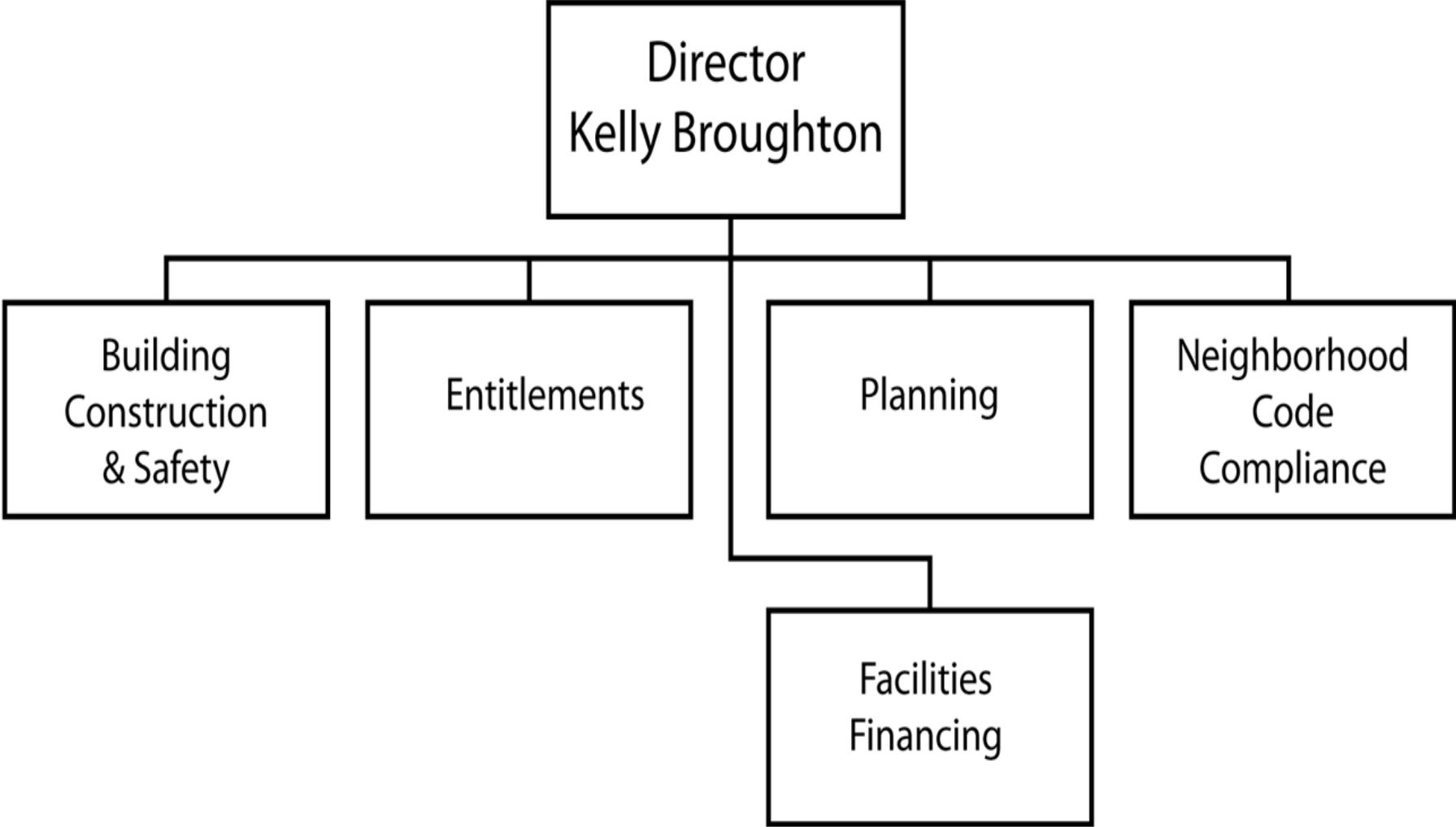
---

- ▶ Elected member of a Planning Group
- ▶ Community Planning Group operations
- ▶ General procedures
- ▶ Attend COW or take E-COW within 60 days of election or appointment for indemnification



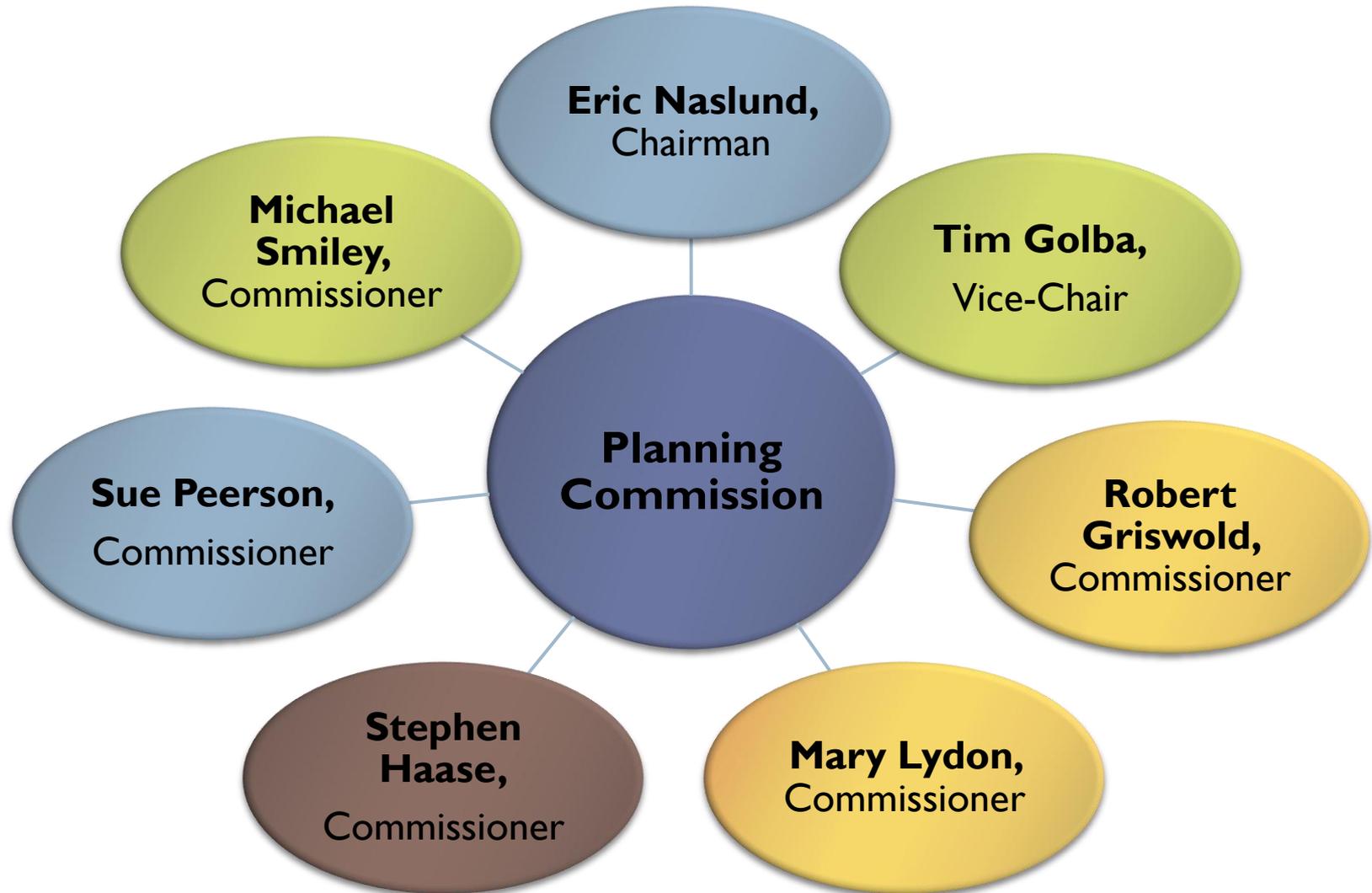
# Development Services Department

---



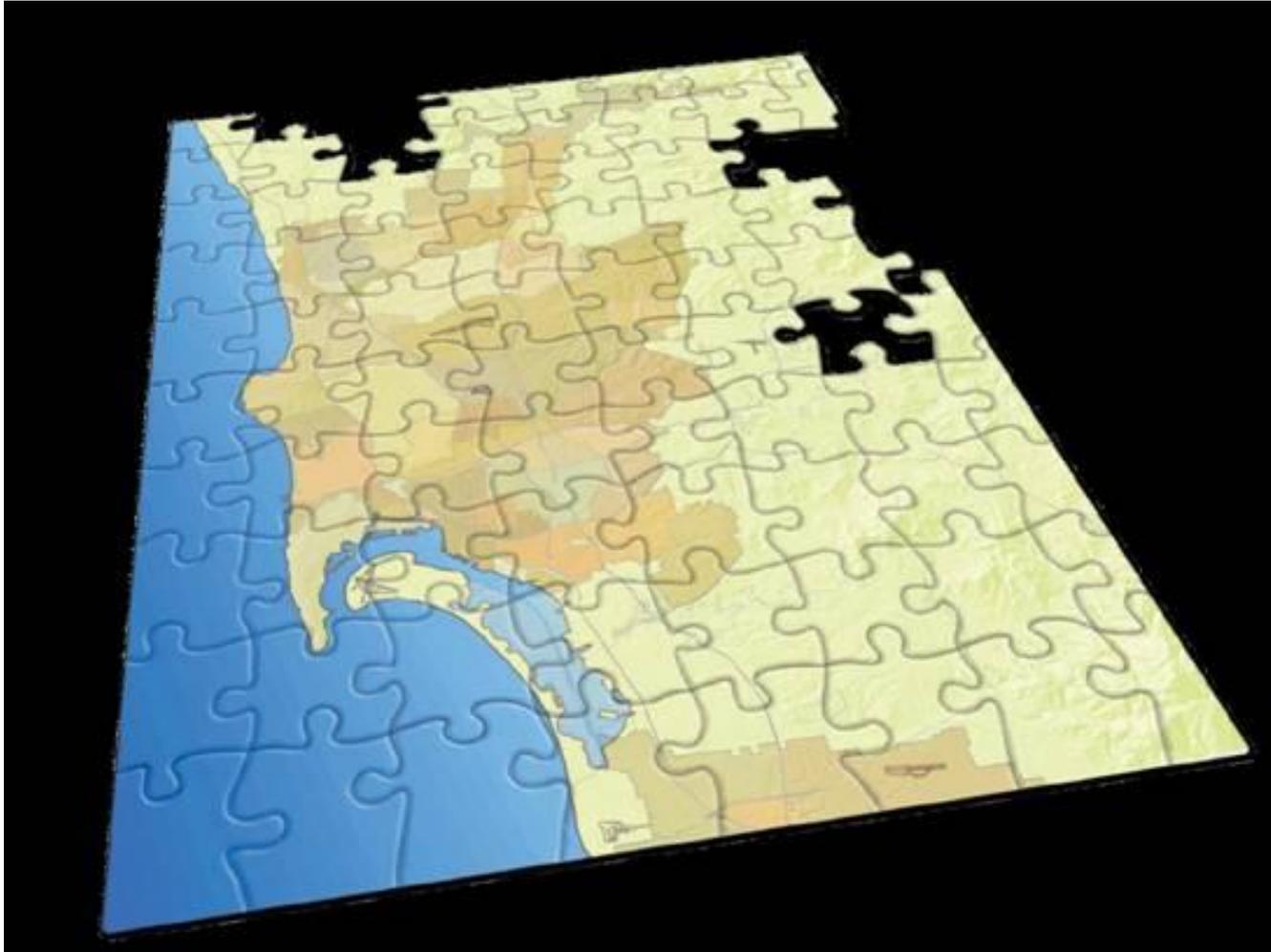
# Planning Commission

---



# Planning Group Roles & Responsibilities

---



# Hierarchy of Governance

---

Council Policy 600-24

Administrative Guidelines

Ralph M. Brown Act

Community Planning Group Bylaws

Indemnification Ordinance

Robert's Rules of Order Newly Revised



# The Purpose of Council Policy 600-24

---

## ▶Background

## ▶Purpose

- ▶Set standards in exchange for official recognition
- ▶Ensure consideration of diverse interests
- ▶Promotes integrity and credibility

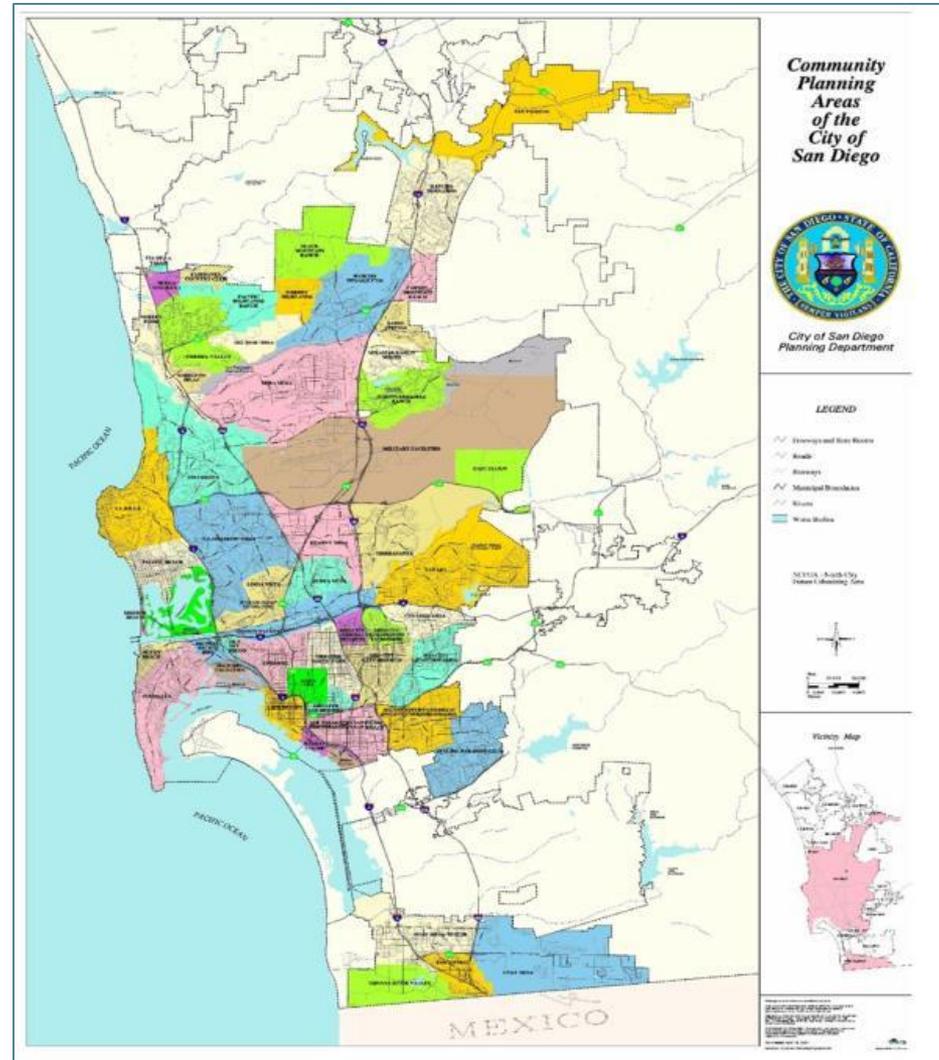
## ▶Policy



# Council Policy 600-24

## Article I: Name

- ▶ Name
- ▶ Boundaries
- ▶ Positions
- ▶ Opinions



# Council Policy 600-24

## Article II: Purpose

---

- ▶ Advisory Recommendation
- ▶ Project Review
- ▶ City Staff Assistance
- ▶ Nonpartisan/Nonsectarian
- ▶ Political Elections & Ballot Initiatives
- ▶ Timely review and response to projects
- ▶ Bylaw Amendments



# Council Policy 600-24

## Article III: Organizations

---

- ▶ Quantity of Members
- ▶ Recognized Members
- ▶ Membership Representative of the Community
- ▶ Membership Terms
- ▶ Member Eligibility
- ▶ Compliance



# Council Policy 600-24

## Article IV: Vacancies

---

- ▶ Vacancies
- ▶ Filling Vacancies
- ▶ Unable to Fill Vacancies

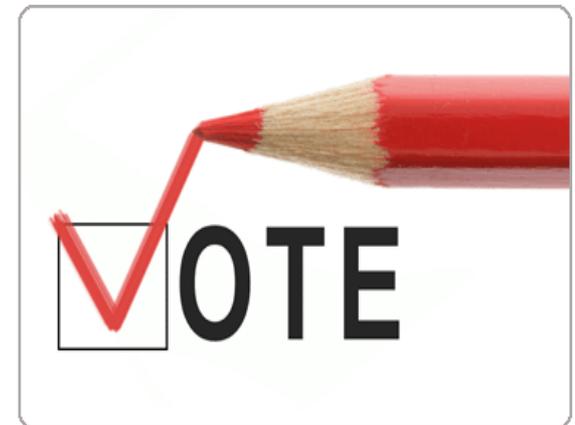


# Council Policy 600-24

## Article V: Elections

---

- ▶ Elections
  - ▶ Minimum Attendance
  - ▶ Publicizing Elections
  - ▶ Multiple Voting Times, Locations & Dates
  - ▶ Voting

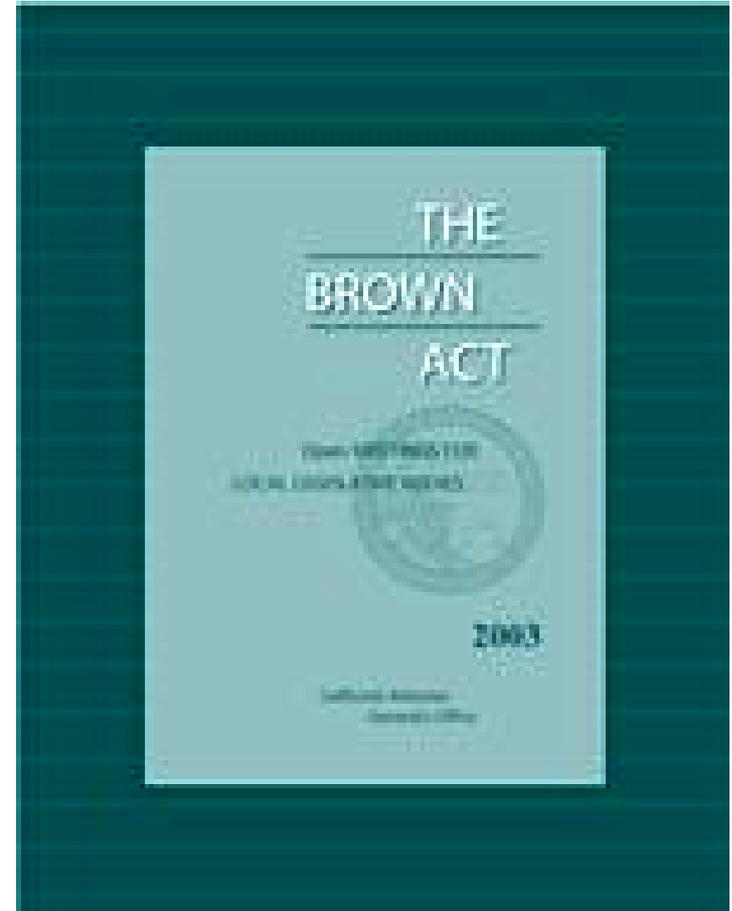


# Council Policy 600-24

## Article VI: Duties

---

- ▶ **Brown Act Procedures**
  - ▶ Cooperatively work with City Staff
  - ▶ Right of Public Attendance
  - ▶ Open and Transparent Meetings
  - ▶ Refrain from Detrimental Conduct



# Council Policy 600-24

## Article VI: Duties (continued)

---

- ▶ Meeting Procedures
  - ▶ Regular Meeting Agenda Posting
  - ▶ Public Comment
  - ▶ Adjournments & Continuances
  - ▶ Continued Items
  - ▶ Consent Agenda
  - ▶ Quorum & Public Attendance



# Council Policy 600-24

## Article VI: Duties (continued)

---

- ▶ Meeting Procedures (continued)
  - ▶ Development Project Review
  - ▶ Action on Agenda Items
  - ▶ Collective Concurrence
  - ▶ Special Meetings
  - ▶ Emergency Meetings
  - ▶ Right to Record
  - ▶ Disorderly Conduct



# Council Policy 600-24

## Article VI: Duties (continued)

---

- ▶ Subcommittees
  - ▶ Standing Subcommittees
  - ▶ Ad Hoc Subcommittees
  - ▶ Subcommittee Composition
  - ▶ Recommendations
- ▶ Abstentions and Recusals
- ▶ Meeting Documents and Records
  - ▶ Agenda by Mail
  - ▶ Agenda at Meeting
  - ▶ Minutes
  - ▶ Records Retention



# Recusal vs. Abstention

## Recusal

### 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 does not 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)

# Council Policy 600-24

## Article VI Duties

---

- ▶ Community Outreach
- ▶ Planning Group Documents & Records
  - ▶ Roster
  - ▶ Annual Report
- ▶ Financial Contributions



# Council Policy 600-24

## Article VII Officers

---

- ▶ Chairperson
- ▶ Vice Chairperson
- ▶ Secretary
- ▶ Other Officers
  - ▶ Recording Secretary
  - ▶ Treasurer



# Council Policy 600-24

## Article VIII: Policies & Procedures

---

### ▶ Operating Procedures

- ▶ Community Participation
- ▶ Planning Group Composition
- ▶ Conduct of Meetings
- ▶ Member and Group Responsibilities
- ▶ Elections

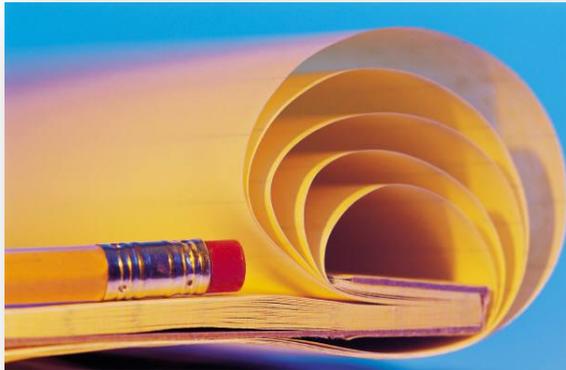


# Council Policy 600-24

## Article IX: Rights & Liabilities

---

- ▶ Indemnification & Representation
  - ▶ Indemnification Ordinance (2009)
  - ▶ Defense and Indemnity for Community Planning Groups & Members
  - ▶ Must Meet All Required Circumstances



# Council Policy 600-24

## Article IX: Rights & Liabilities (Continued)

---

- ▶ **Brown Act Remedies & Penalties**
  - ▶ Bylaws
  - ▶ Civil Penalties
  - ▶ City Attorney Assistance
- ▶ **CP 600-24 Violations & Remedies**
  - ▶ Members Violations
  - ▶ Group Violations



---

# Questions & Answers

# Council Policy 600-24

---

- ▶ Conclusion
- ▶ [Sdplanninggroups@san Diego.gov](mailto:Sdplanninggroups@san Diego.gov)



# Breakout Sessions

---

- ▶ Public Facilities Financing
  - ▶ Vicki Burgess, Angela Abeyta, Scott Mercer
- ▶ Development Review Process, Discretionary Permits, and California Environmental Quality Act (CEQA)
  - ▶ Cecilia Gallardo and Patrick Hooper
- ▶ Neighborhood Code Compliance
  - ▶ Robert Vacchi and Melody Negrete

