

City of San Diego
COMMUNITY ORIENTATION WORKSHOP

6:00 p.m. – 8:00 p.m.

Wednesday, October 29, 2008
Metropolitan Operations Center
9192 Topaz Way

Welcome and Introductions/

Review of Purpose and Structure of Session

6:00 p.m.

Mary Wright, Deputy Director
City Planning & Community Investment

Council Policy 600-24

In-Depth Review and Discussion

6:15 p.m.

Tim Nguyen, Associate Planner and Mary Wright
City Planning & Community Investment

Brown Act Overview

6:40 p.m.

Adam Wander, Deputy City Attorney

Questions and Answers

7:00 p.m.

Adjourn

8:00 p.m.

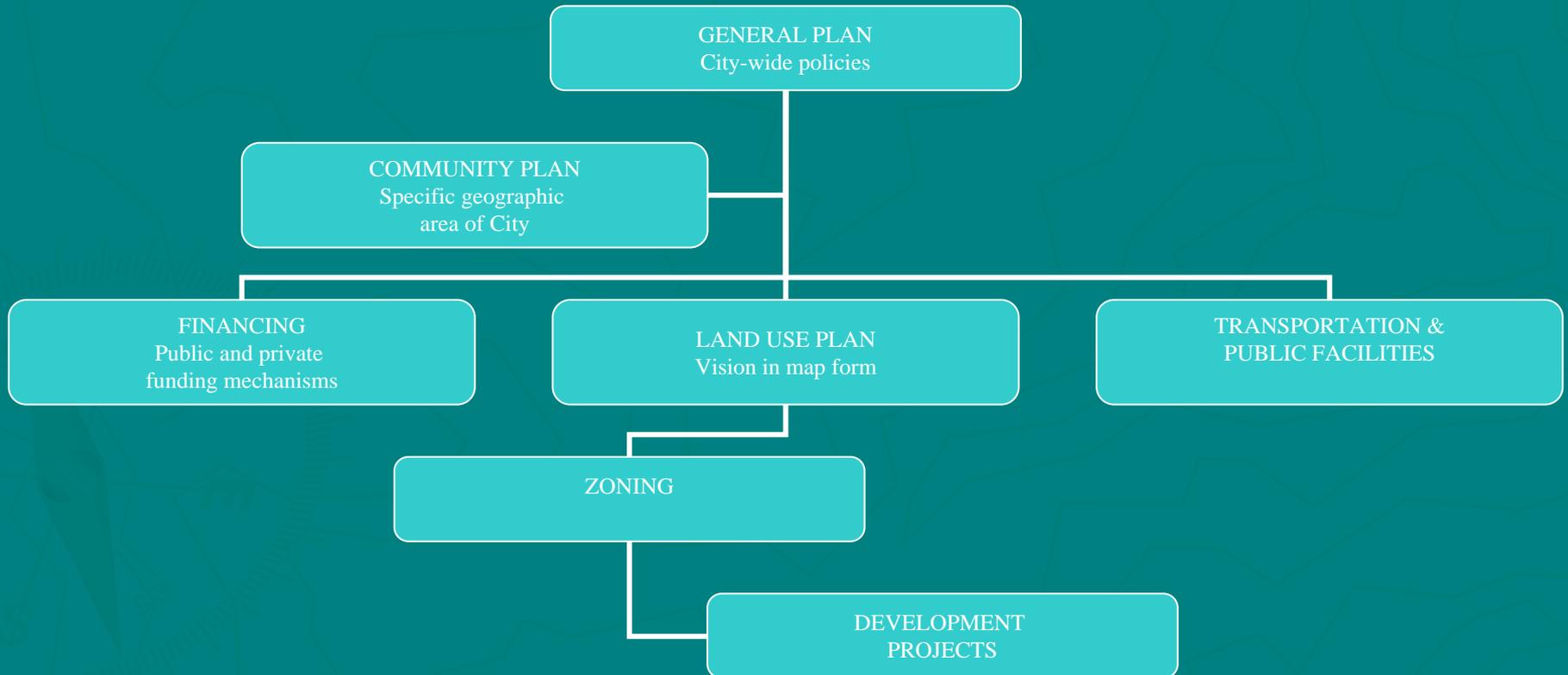


Welcome to the

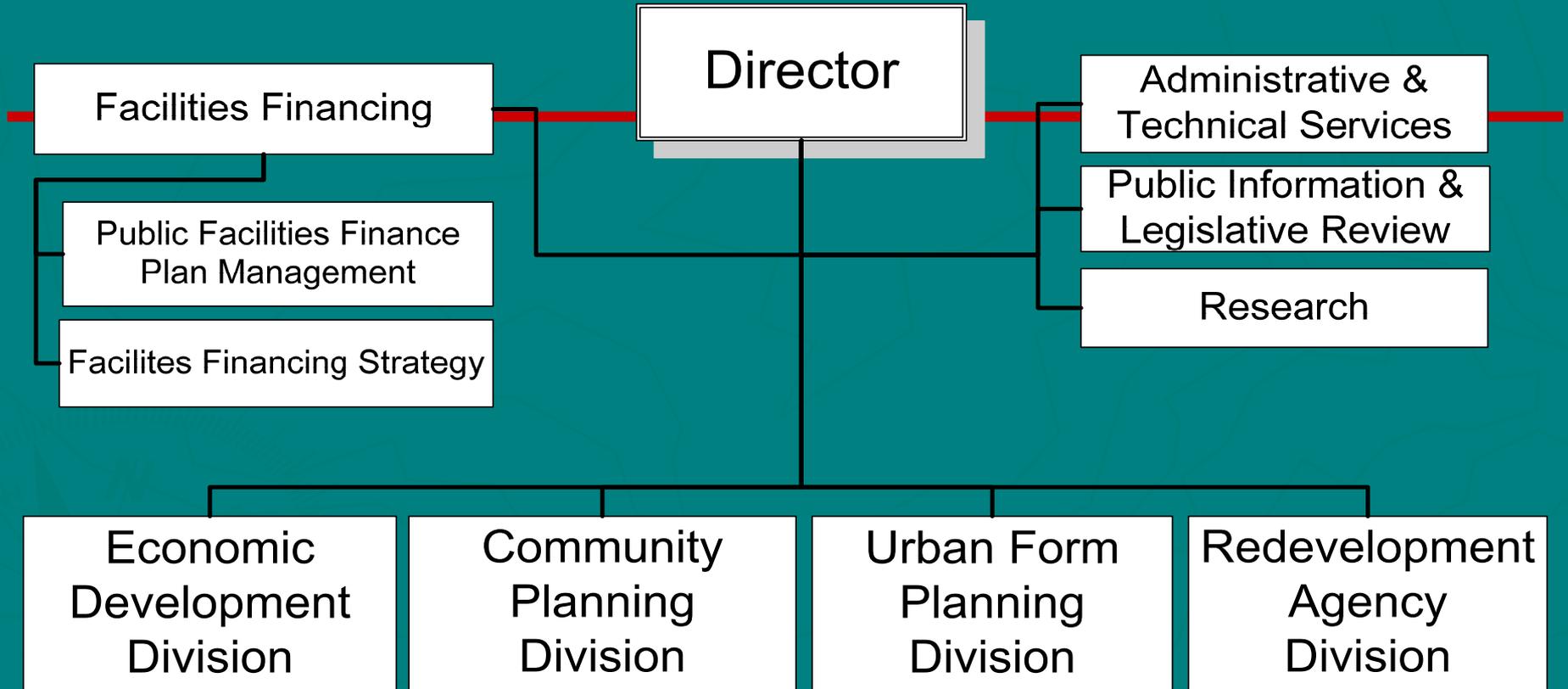
COW

**Community Orientation
Workshop**

Planning and Implementation



City Planning and Community Investment



Hierarchy of Governance

- ▶ Council Policy 600-24
 - Administrative Guidelines
- ▶ Ralph M. Brown Act
- ▶ Community Planning Group Bylaws
- ▶ Indemnification Ordinance
- ▶ Roberts Rules of Order

Ongoing Efforts

- ▶ Administrative Guidelines
- ▶ Bylaws Updates
- ▶ Indemnification Ordinance
- ▶ Training Workshops

Council Policy 600-24

San Diego – Community Planning Groups



Purpose of Council Policy 600-24

"...was enacted to identify responsibilities and to establish minimum operating procedures governing the conduct of planning groups."

Council Policy 600-24

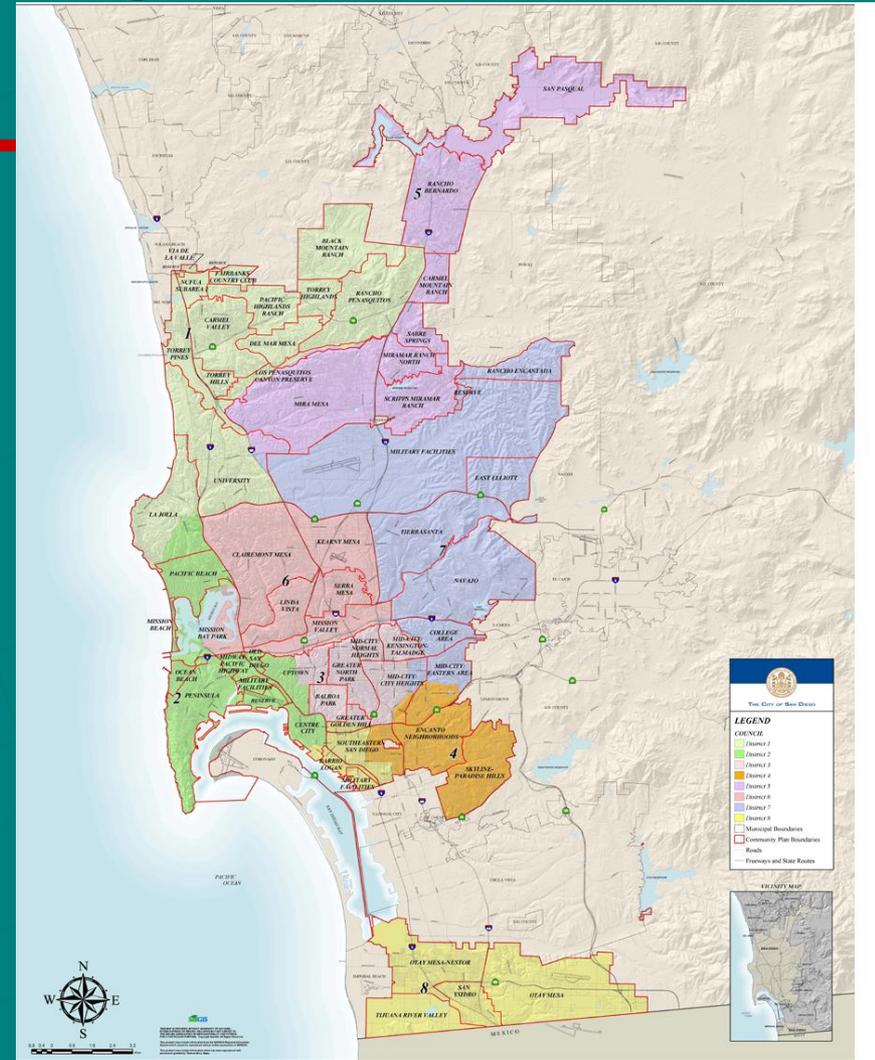
In this presentation....

- ▶ Detailed discussion of each Articles (I-IX)
- ▶ Please save Questions for the end

Council Policy 600-24

ARTICLE I: Name

- ▶ CPG Name & Activities
- ▶ Areas of Authority
- ▶ Meeting Location
- ▶ Official Representation - Positions/Opinions



COW QUIZ

Situation

- ▶ An individual member of a community planning group attends a City Council meeting to speak on an issue. The issue was presented to the planning group at their previous meeting and the group voted unanimously to support the proposal.

Question

- ▶ Can this individual represent the community planning group when presenting their position on the issue?
 - A. No, only the planning group Chair can represent the planning group at a public hearing.
 - B. Yes, because the planning group unanimously voted in favor of the proposal.
 - C. Only if this individual has been authorized by the planning group or the planning group Chair to do so on their behalf.

Council Policy 600-24

ARTICLE II: Purpose & General Provisions

- ▶ Primary Purpose
- ▶ Review of Projects
- ▶ Nonpartisan/Nonsectarian
 - Group or individual political endorsement of a candidate is not permitted
 - Meeting facilities must be accessible
- ▶ Equality



Council Policy 600-24

ARTICLE II: Purpose.. (continued)

► Bylaws & Amendments

- Majority Vote Needed
- Submitted to Mayor and City Attorney
- Inconsistent = Council Consideration
- Not in effect until approval from city staff & city attorney or after a City Council hearing.



Council Policy 600-24

ARTICLE III: CPG Organizations

▶ 12-20 Members

▶ Eligibility

- Minimum 18 years of age
&
- Resident, Property owner, or Local business/non-profit person



Council Policy 600-24

ARTICLE III: CPG Organizations (continue)

Terms

If elected to....	Then...
Two-or-Four year terms	Maximum 8 consecutive years
3-year terms	Maximum 9 consecutive years

Note: One Year Break in Service to be Eligible

COW QUIZ

Situation

- ▶ Half-way through her term, a member of a community planning group serving as a local business person, has had to relocate her business outside of the boundaries of the community planning area and no longer qualifies under the planning group's membership categories. She is a well-respected member of the group and the other members unanimously decided that she should complete the remainder of her term.

Question

- ▶ Is this member allowed to serve out the remainder of her term?
 - A. Yes, since she was elected to a full-term, she is allowed to complete the term for which she was elected.
 - B. Yes, since two-thirds of the remaining members of the group have decided that she should complete the remainder of her term.
 - C. No, the member is no longer eligible to serve, under the planning group's membership categories and must step down immediately.

Council Policy 600-24

ARTICLE IV: Vacancies

- ▶ Vacancies (outside of elections)
 - Resignation in Writing
 - Absences
 - ▶ 3 consecutive
 - ▶ 4 within a 12-month span

- ▶ Filling Vacancies
 - Refer to Bylaws
 - New member serve for remainder



Council Policy 600-24

ARTICLE IV: Vacancies

▶ Unable to Fill Vacancies

No. of Members	No. of Days	Result
12 or more	120	Vacant seat or amend bylaws
Less than 12	60	Show effort
Less than 12	120	Group Inactive

Council Policy 600-24

ARTICLE V: Elections

- ▶ Elections in March
- ▶ Minimum Attendance to be an eligible candidate
- ▶ Publicizing Elections



Council Policy 600-24

ARTICLE V: Elections

- ▶ Voting Locations, Dates, & Times
- ▶ Secret Ballot
- ▶ New Members seated in April



Council Policy 600-24

ARTICLE VI: CPG & CPG Member Duties

► Meeting Procedures

- Regular Meeting & Agenda Posting
- Public Comment
- Adjournments & Continuances
- Continued Items
- Consent Agendas
- Quorum & Public Attendance
- Development Project Review
- Action on Agenda Items
- Collective Concurrence
- Special Meetings
- Emergency Meetings
- Right to Record
- Disorderly Conduct

Council Policy 600-24

ARTICLE VI: CPG & CPG Member Duties (continued)

▶ Subcommittees

- Standing Subcommittees
- Ad Hoc Subcommittee
- Subcommittee Composition
- Recommendations

▶ Abstentions and Recusals

- Recusals
- Abstentions

Council Policy 600-24

ARTICLE VI: CPG & CPG Member Duties (continued)

▶ Meeting Documents & Records

- Agenda By Mail
- Agenda at Meeting
- Minutes
- Records Retention

Council Policy 600-24

ARTICLE VI: CPG & CPG Member Duties (continued)

▶ Other Duties

- Seek community-wide understanding and participation in the process
- Keep Current Roster
- Financial Contributions
- Attend Orientation Training Session

COW QUIZ

Situation

- ▶ An action item is presented to a community planning group. There are twenty seats on the planning group, including one vacancy. Eighteen members are present at the meeting, additionally two members recuse and one member abstains. A motion is made to recommend approval of the project.

Question

- ▶ How many votes are required in order for the motion to pass?
 - A. Ten
 - B. Nine
 - C. Eight

Council Policy 600-24

ARTICLE VII: Officers

- ▶ Chairperson
- ▶ Vice Chairperson
- ▶ Secretary
- ▶ Community Planners Committee (CPC)
- ▶ Information Dissemination



COW QUIZ

Situation

- ▶ During the Officer's election at the April community planning group meeting, no member has volunteered to serve as Secretary of the community planning group.

Question

- ▶ In order to continue meeting, the community planning group should handle the situation in the following manner:
 - A. As the principal officer, the Chair must delegate the responsibilities of the Secretary until such time a Secretary is elected.
 - B. A member of the planning group should offer his personal secretary to fill the role.
 - C. Beginning with the newest planning group member, each member must serve one year as Secretary.

Council Policy 600-24

ARTICLE VIII: Policies & Procedures

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



Council Policy 600-24

ARTICLE IX: Rights and Liabilities

- ▶ Indemnification & Representation
- ▶ Brown Act Remedies & Penalties
- ▶ CP 600-24 Violations & Remedies
 - Violations by a Member
 - Violations by a CPG