

PLANNING CHAIRS OPERATIONS WORKSHOP

6:00 Welcome and Introductions

Bill Anderson, Director, City Planning & Community Investment

Mary Wright, Deputy Director, City Planning & Community Investment

Cecilia Gallardo, Program Manager, City Planning & Community Investment

Kelly Broughton, Assistant Director, Development Services

6:30 Planning Group Key Operational Issues Overview

Brian Schoenfisch, Senior Planner, City Planning & Community Investment

Marianne Greene, Deputy City Attorney

7:00 Open Discussion

8:00 Adjourn

Planning Group Operations Overview



Hierarchy of Governance

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

Council Policy 600-24

ARTICLE I: Name

- ◆ Name
- ◆ Boundaries
- ◆ Positions/Opinions



Council Policy 600-24

ARTICLE II: Purpose

- ◆ Primary Purpose
- ◆ Review of Projects
- ◆ Nonpartisan/Nonsectarian
 - Meeting facilities must be accessible
 - Group or individual political endorsement of a candidate is not permitted
- ◆ Forfeiture of rights
- ◆ Bylaw Amendments



Council Policy 600-24

ARTICLE III: CPG Organizations

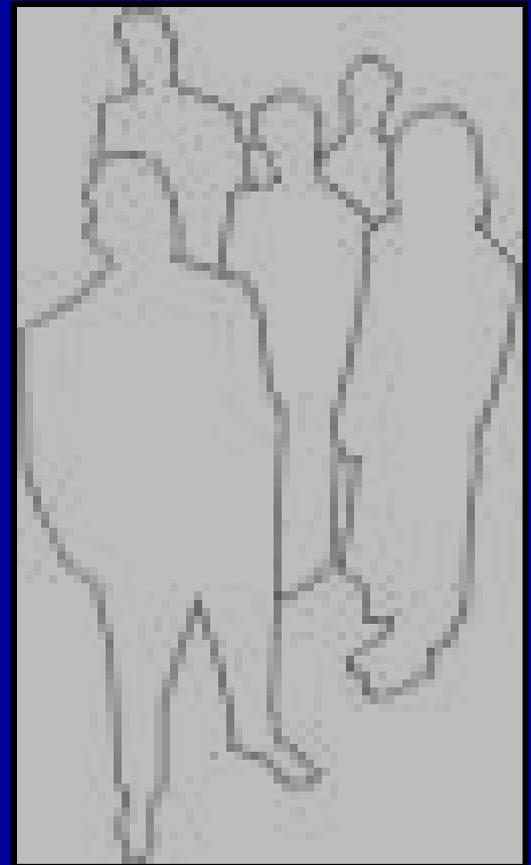
- ◆ 12-20 Members
- ◆ Eligible Individuals
- ◆ Appointed Seats
- ◆ Voting Eligibility
- ◆ Terms
- ◆ Continued Eligibility
- ◆ Compliance with 600-24
- ◆ Brown Act Violations



Council Policy 600-24

ARTICLE IV: Vacancies

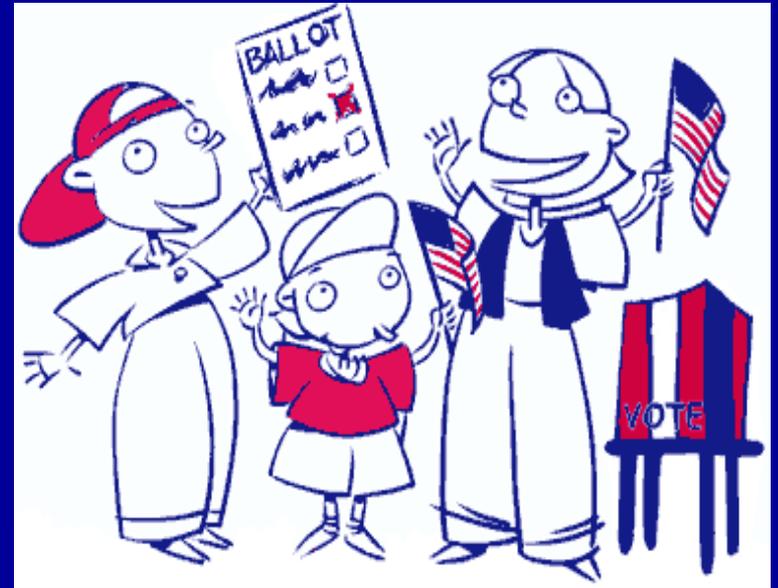
- ◆ Vacancies
- ◆ Filling Vacancies
 - Appointments
 - Elections
- ◆ Unable to Fill Vacancies



Council Policy 600-24

ARTICLE V: Elections

- ◆ Elections in March
- ◆ Minimum Attendance to be an eligible candidate
- ◆ Publicizing Elections
- ◆ Multiple Voting Times, Locations & Dates
- ◆ Voting
- ◆ Seating of New Members



Council Policy 600-24

ARTICLE VI: Duties

- ◆ Brown Act Duties
 - Open, Public Meetings
 - Meeting Procedures
 - Subcommittees
 - Meeting Documents & Records

Council Policy 600-24

ARTICLE VI: Duties (continued)

- ◆ Quorum
- ◆ Direct Economic Interest
- ◆ Recusals & Abstentions
- ◆ Development Project Review
- ◆ Minutes
- ◆ Roster
- ◆ Financial Contributions
- ◆ Annual Report

Council Policy 600-24

ARTICLE VII: Officers

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



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

Ongoing Efforts

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

RECUSAL vs. ABSTENTION CHART

RECUSAL
(Direct Economic Interest in the project)



State up-front



No participation in discussion as a planning group member



Does not count towards quorum



No vote
(not calculated in majority vote)

ABSTENTION
(No Direct Economic Interest)



State up-front* (Preferred)
No participation in discussion

Knowing you will not be voting
(i.e. you live next door, know the applicant, possibility of conflict)



Counts as a quorum



Vote counted as abstention
(not calculated in majority vote)



Not known up-front

An abstention could be determined in the middle of a discussion – Member must state and not participate



Declare abstention at the end of the discussion
(i.e. do not feel you have been given enough information)

Other examples for abstaining:

- You want to be able to speak beyond a planning group member role
- Pre-bias based on individual discussions or contact outside of planning group forum

The End

