

SUMMARY OF COUNCIL POLICY 600-24 REQUIREMENTS

Council Policy 600-24 sets out standard operating procedures and identifies responsibilities of City-recognized community planning committees. It requires that a planning committee's operating rules and responsibilities (i.e., bylaws and rules of procedure) follow certain rules. Under the policy, each group must provide the City with a copy of the group's bylaws and rules of procedure, up-to-date roster, and approved minutes.

COUNCIL POLICY 600-24:

1. Defines the general purpose of community planning committees and provides for staff assistance to them (Article II, Sections 1-3).
2. Permits the Planning Director and City Attorney to approve amendments to bylaws when they are in conformance with the Council Policy (POLICY).
3. Sets upper and lower limits (20 and 12) on the size of planning committees. The upper limit can be exceeded if approved by the City Council (Article III, Section 1).
4. Requires that committee members be at least 18 years of age (Article III, Section 3).
5. Permits further definition of membership eligibility in committee bylaws (Article III, Section 3).
6. Sets limits on length of terms (2, 3, or 4 years) Article III, Section 4).
7. Limits members to 8 or 9 consecutive years of service, and establishes one year as the period of time after which an individual who has served in excess of eight or nine consecutive years may again be eligible for election to the committee (Article III, Section 4). Provides for exceptions to the term limit for up to 25 percent of the voting committee membership seats when individuals are elected by a two-thirds majority vote (Article in, Section 4-2).
8. Requires vacancies to be filled within a specified time frame (Article IV).
9. Consolidates planning committee elections in March (Article V, Section 1).
10. Requires the Planning Department to advertise elections through newspaper advertisements and the planning committees to make a good faith effort to utilize other means to advertise their elections (Article V, Section 2).
11. Prohibits a planning committee from being affiliated with or restricted to a particular religious group (Article II, Section 4).

12. Prohibits groups from being partisan, and from either official or unofficial involvement in election of candidates for political with a community planning group when endorsing political candidates or ballot measures. (Article II, Section 4).
13. Prohibits discrimination on the basis of race, color, sex, creed, national origin, sexual orientation, or physical handicap (Article n, Section 5).
14. Requires planning committees to, as much as possible, be representative of the various geographic sections of their communities and/or diversified community interests, and include property owners, residents and local business persons (Article III, Section 3).
15. Requires that planning committee minutes indicate what projects were acted upon, the vote taken on each project and whether a quorum was present, whether or not the applicant appeared before the planning group, when and what type of notification the applicant received requesting his/her appearance at the meeting (Article VI, Section 2).
16. Identifies duties of community planning groups and group members, such as:
 - a. Working cooperatively with the Planning Department and other City departments through the planning process (Article VI, Section 1.).
 - b. Attending all committee meetings (Article VI, Section 2).
 - c. Conducting meetings in accordance with Roberts Rules of Order, except where as otherwise provided in the Council Policy or bylaws.
 - d. Periodically seeking community-wide understanding of, and participation in, the planning and implementation process (Article VI, Section 3).
 - e. Giving due consideration of all responsible community attitudes which are deemed to be in the best long-range interest of the community at large (Article VI, Section 3).
 - f. In review of a development project, allowing participation of affected property owners, residents and business establishments within proximity to the proposed development and informing and inviting participation from the project applicant each time such review takes place (Article VI, Section 3).
 - g. Maintaining a current, up-to-date roster of committee members on file with the Planning Department and City Clerk (Article VI, Section 4).
 - h. Submitting an annual written report of accomplishments and objectives to the Planning Department and City Clerk by February 15th each year (Article VI, Section 4).
17. Requires a quorum, consisting of a majority of the non-vacant seats of the committee, in order to conduct business at a regular meeting (Article VI, Section 2).

18. Require that attendance reports and copies of the approved minutes for meetings be provided to the Planning Department within a certain period of time (Article VI, Section 6).
19. Prohibits charging dues for membership, but permits solicitation of donations (Article VI, Section 5).
20. Requires attendance at an orientation training session administered by the Planning Department (Article VI, Section 6).
21. Prohibits committee members from participating in a discussion as a planning group member or voting on privately initiated projects in which they have a direct financial interest (Article VI, Section 7).
22. Requires planning committee's officers to be selected from and by the members of the committee. Each group must have a chairperson, a vice chairperson and a secretary; other officers are permitted at the committee's discretion (Article VII, Section 5).
23. Specifies that officers shall not serve for more than eight or nine consecutive years (Article VII, Section 1).
24. Provides for the chairperson to be the committee's representative to the Community Planners Committee, although the committee may take action to designate some other member as the official representative (Article Vn, Section 5).
25. Requires establishment of specific written policies with respect to:
 - a. Election procedures (Article VII, Section 1-1).
 - b. Conducting committee business and noticing regular meetings (Article VIII, Section 1-2).
 - c. Calling and noticing special meetings (Article VIII, Section 1-3).
 - d. Selecting committee officers (Article VIII, Section 1-4).
 - e. Defining an "excused absence" (Article VIII, Section 1-5).
 - f. Ensuring that meeting agendas are open to input from all committee members as well as the public (Article VIII, Section 1-6).
 - g. Ensuring an opportunity for public testimony and for fair and reasonable debate on issues (Article VIE, Section 1-7).
 - h. Anything else the Planning Department might require (Article VIII, Section 1-8).
26. Requires that individual committee bylaws be amended to conform with the 1989 amendment within 24 months after the enactment of the amendment.