

MEMORANDUM

DATE: August 21, 2006

TO: Chairs of Recognized Community Planning Groups

FROM: Betsy McCullough, Deputy Planning Director

SUBJECT: Updating Bylaws to Conform with Council Policy 600-24

We recognize that many planning groups have subcommittees that have started working on updating bylaws to come into compliance with Council Policy 600-24. Community Planning staff appreciates your efforts to date and your continued cooperation in completing your bylaws revisions. Our mutual goal is to have revised and approved bylaws for all groups by April 2007, as stated in the Council Policy.

The purpose of this memo is to distribute a slightly-revised bylaws shell that we are asking that you use instead of the one previously made available. Staff incorporated further changes to the shell after a City Council discussion about planning groups and bylaws at the Council meeting of June 20, 2006. While City Council members clearly stated their support for, and reliance upon, planning groups, several expressed a desire for more standardized operations among groups, a better documented election process, and assurances of open, noticed meetings. The earlier bylaws shell provided increased predictability by standardizing typical operations, however, this revised shell adds some options to select from for certain issues rather than requiring your bylaws committee to compose them. Where options are presented, they are generally intended to reflect the range of typical approaches to issues that planning groups now use. The substantive changes from the first shell to this shell are found in the attachment to this memo.

We believe this updated bylaws shell will better assist your planning group in completing your bylaws revisions. As you know, all planning groups are directed by Council Policy 600-24 to complete bylaws updates by April 2007. In order to use revised bylaws for your 2007 election, they must be approved in time for new members of your group to meet eligibility requirements to either vote or be elected to the planning group. Once you start your election process under your current bylaws, you will need to complete the election using them as they are adopted. Staff will advise you, prior to the time the election preparation gets underway this fall, about a few limited procedures that are clearly prohibited in the revised Council Policy 600-24, such as proxy voting, that may not be used in your 2007 election, even if your bylaws currently allow it.

Page 2
Chairs of Recognized Community Planning Groups
August 21, 2006

Please remember that if you anticipate proposing provisions that are not in compliance with the Council Policy 600-24 requirements, that staff and the City Attorney cannot sign off on those bylaws and the deviations must be approved by the City Council. We anticipate taking requested deviations to Council at the end of October. If necessary, a second Council date will be set before April 2007, after the 2007 planning group elections.

The new bylaws shell is being emailed to you and sent by U.S. mail in a format that allows you to insert your community-specific information. We acknowledge that several planning groups have already submitted revised bylaws. Your community planner will work with you to update your submitted work into the new shell. We appreciate your cooperation in using this revised shell and we apologize for any inconvenience it may have caused your planning group.

If you have any questions, please contact your community planner for assistance.

Betsy McCullough, AICP
Deputy Planning Director
City Planning and Community Investment

BM/jd

Attachment: Revised Provisions found in August 16, 2006 Revised Bylaws Shell

ATTACHMENT

Revised Provisions found in August 21, 2006 Revised Bylaws Shell

1. Article III, Section 2 now provides the options to select from, to describe how your planning group fills its elected seats. This section also eliminates the discussion of General Membership, instead describing how an individual becomes an “eligible member of the community”, consistent with Council Policy 600-24, to qualify to vote in a planning group election or to become an eligible candidate for a planning group seat.
2. Article III, Section 5 now provides exact language for your bylaws about how to deal with alleged violations against a planning group member and against the planning group as a whole. The language, for the most part, is taken from the recently updated Administrative Guidelines.
3. Article IV, Section 2 gives options to select from for filling a vacancy. It also now requires that if two or more vacancies exist on the planning group at one time, an election shall be conducted.
4. Article V, Section 1 includes some specified, newly-directed time periods for convening an Election Subcommittee, qualifying candidates for a March election and presenting candidates to the planning group. This shell also newly standardizes an attendance requirement for eligible members of the community to become candidates for elected planning group seats.
5. Article V, Section 2 presents options for clearly describing when election voting will occur. It newly adds a requirement for proof from “eligible community members” in order to be able to vote in an election. Also clarified is that a vote for a non-eligible candidate will not be counted. This section also lists voting procedures that you can identify to be included in Article VIII, Section 6 of your bylaws.
6. Article V, Section 3 lists options for announcing results of elections.
7. Article VI, Section 2 provides a paragraph within which you can choose an option regarding subcommittees.
8. Article VI, Section 5 provides options for your planning group chair’s participation or non-participation in discussions and action items on your agenda.
9. Article VII, Section 5 identifies the selection process for Community Planners Committee representation.

Article VIII is reorganized to be more insert-friendly.