

Clairemont Community Planning Group  
Ad-Hoc Committee to Revise CCPG Bylaws  
Second Meeting  
January 13 2015

Committee members present: Jeff Barfield, Susan Mournian, Michael Puente  
Meeting Called to Order at 6:30pm by Jeff Barfield

Article VI Section 2, Subsection (a) point viii, (top of page 11, first paragraph)

Question: ACTION ON AGENDA ITEMS “– IF APPROPRIATE; OR IF A DIFFERENT PROCESS, IDENTIFY IN A SEPARATE SENTENCE”

Discussion: This option is not appropriate for CCPG. There is no “different process”

Recommendation: Remove this option from bylaws “– IF APPROPRIATE; OR IF A DIFFERENT PROCESS, IDENTIFY IN A SEPARATE SENTENCE”

Article VI Section 2, Subsection (a) point viii, (middle of page 11, sixth paragraph)

Question: CCPG's Chairperson fully participates in discussion and voting?

Discussion: Should chairperson fully participate? In discussions? Votes?

Recommendation: A.) fully participates in planning group discussions and votes on all action items;

Article VI Section 2, Subsection (b) point i

Question: Subcommittees

Discussion: Should we have standing subcommittees?

Recommendation: Yes. B) the following standing subcommittees: Project Review. (get member list from Jack Carpenter). This committee reviews projects and makes recommendations to full CCPG. All committee meetings should be publicly noticed in accordance with Council Policy 600-24 and administrative guidelines. Subcommittee service is for 1 year.

Article VI Section 2, Subsection (d) point iii

Question: Minutes

Discussion: If draft minutes are on welcome table before meeting, is the CCPG in compliance with this section?

Recommendation: Jeff will ask Besty for clarification.

Note: Remind new members to take COW or eCOW training for indemnification.

Article VII Section 1,

Question: CCPG officers. Length of terms

Discussion: The officers shall consist of Chair, Vice Chair, Secretary.

Recommendation: Add Treasurer. All officers shall serve 1 year terms.

Article VII Section 2,

Question: Chairperson

Discussion: Duties. Please note the addition of the word “primary” in the recommendation.

Recommendation: Add: Chairperson sets the agenda and is the primary contact for all development applicants.

Article VII Section 3,

Question: Vice-Chairperson

Discussion: Duties

Recommendation: Add: Organizing and staffing elections, as well as counting ballots.

Article VIII Section 1, Subsection (a)

Question: Community Participation

Discussion: All CCPG members are encouraged to promote the CCPG in the community.

Recommendation: We will use our current "Exhibit A."

Article VIII Section 1, Subsection (b)

Question: CPG composition.

Discussion: Who is eligible to serve?

Recommendation: We will use our current "Exhibit B."

Article VIII Section 1, Subsection (c)

Question: Conduct of meetings.

Discussion: What constitutes a quorum? Public comment? Presentations?

Recommendation: We will use our current "Exhibit C."

Article VIII Section 1, Subsection (d)

Question: Planning Group responsibilities.

Discussion: This is new. We do not have an previous exhibit for PG responsibilities.

Recommendation: Jeff will f/u with Betsy and work on crafting a few statements.

Our current bylaws have an Exhibit E titled "Conduct of Elections."

Jeff will ask Betsy to work reference of this Exhibit into Article 5 of new bylaws.

Meeting adjourned. Can't remember time.