

NORTH PARK PLANNING COMMITTEE BYLAWS

Adopted by Vote of the General Membership on November 21, 1989

Approved by the City of San Diego on April 9, 1990

ARTICLE I NAME

Section 1. The official name of the Greater North Park Community Planning Committee shall be Greater North Park Community Planning Committee. [Note: Official name was shortened to "North Park Planning Committee" in August 2007]

Section 2. All Committee activities shall be conducted in its official name.

Section 3. The Greater North Park community planning area boundaries are shown on City of San Diego maps of North Park.

Section 4. The official positions and opinions of the Committee shall not be established or determined by any organization other than the Committee.

ARTICLE II PURPOSE OF COMMUNITY PLANNING COMMITTEE AND GENERAL PROVISIONS

Section 1. The primary purpose of the Greater North Park Community Planning Committee shall be to advise the City Council, Planning Commission and other governmental agencies as may be appropriate in the initial preparation of, adoption of, implementation of or amendment to the general or community plan as it pertains to the area or areas of influence of said Committee (hereafter referred to as the Planning process).

Individual development projects shall be reviewed as provided by Council Policy 600-24, Article II, Section 1 which provides that such review should: 1) focus on conformity with the adopted community plan and/or the general plan; and 2) be completed, and associated written input submitted to the City, during the public review period offered by the environmental review process (substantive changes in projects subsequent to completion of the environmental review process will sanction further evaluation by the community planning committees). This will provide staff and the project proponent the opportunity to respond to the issues raised and potentially resolve possible conflicts before the project is noticed for discretionary action.

Section 2. All Committee activities shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, creed or national origin, or sexual orientation, or physical handicap, nor shall the Committee take part, officially or unofficially, in the election of any candidate for political office.

Such a determination resulting in the forfeiture of rights to represent its community for these purposes shall be made only the City Council upon the recommendation of the Planning Department.

ARTICLE III COMMUNITY PLANNING COMMITTEE ORGANIZATION

Section 1. The Greater North Park Community Planning Committee shall consist of fifteen (15) members.

Section 2. Community Planning Committee members (also referred to as Board members or Executive Board members) shall be elected by and from eligible community members of the community. To be an eligible community member, an individual must be at least eighteen (18) years of age, and shall be affiliated with the community as a property owner or resident or local business person with a business address in the community at which employees or operators of the business are located.

Community Planning Committee members shall to the extent possible be representative of the various geographic sectors of the community and diversified community interests.

Section 3. Except for the purpose of the selection of initial Committee members, members of the Committee shall be elected to serve for fixed terms of two years, with expiration dates during alternate years to provide continuity. No person may serve on the Committee for more than eight consecutive years commencing from 1976, the original date of adoption of Council Policy 600-24. After a one-year break in service as a Committee member, an individual who had served for eight consecutive years shall again be eligible for election to the Committee.

Exceptions:

- a) Any member who has served in excess of eight consecutive years (as specified above in this section) upon adoption of the 1989 amendment to Council Policy 600-24 may continue in that position until the next regular Committee election; and
- b) A Committee member may serve in excess of eight consecutive years (as specified above in this section) if that person is reelected to a new term provided that they receive a two-thirds majority of the votes cast by eligible community members participating in a regular election. The number of individuals on the Planning Committee serving more than eight consecutive years shall in no case exceed twenty-five percent of the voting Committee (Board) membership. No individual may serve as an officer for more than eight consecutive years as specified in Article VII, Section 1.

ARTICLE IV VACANCIES

Section 1. The Committee shall find a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from its Secretary reporting the third consecutive unexcused absence of a member(s) from regular meetings as established under Article VI, Section 2 below. An excused absence is defined as follows: an absence for which, prior to the meeting, a Board member notified the Chairperson or Secretary of the reason for the absence.

Section 2. Vacancies that may occur on the Committee shall be filled by the Committee not later than 120 days following the date of the determination of the vacancy. Vacancies shall be filled according to the following procedure: at the regular meeting at which the vacancy is declared, the Chairperson shall appoint a nominating committee to prepare a list of eligible candidates to be submitted at the earliest possible regular meeting. Voting eligibility shall be as

described in Article V, Section 4b. The term of office shall be for the balance of the vacated term.

Section 3. If the Planning Committee is unable to fill a vacancy within the 120 days, as specified above, and the Committee has more than twelve (12) members, the Committee shall either amend its bylaws to permit decreased membership to a minimum of twelve (12) members, or report in writing the actions taken in filling vacancies to and request assistance from the City Council.

ARTICLE V ELECTIONS

Section 1. Elections of Community Planning Committee members shall be held annually during a regularly scheduled meeting in March. There shall be two groups of Board members, with each group elected in alternate years. Notice of elections shall be published in the January bulletin to permit general members to qualify to vote at the March meeting.

Section 2. The Community Planning Committee shall make a good faith effort to contact community newspapers and utilize other means to advertise the elections as follows: posting notices at the Planning Committee's regular meeting location and at the North Park branch library at least two weeks prior to the election; oral or written notification of business and community groups to the greatest extent practical.

Section 3. Voting shall be by secret written ballot. Ballots shall be available at the noticed Planning Committee meeting at which the election will be held.

Section 4. Election Policies

The Chairperson, in January, shall appoint a nominating committee of three, composed of two Board members and, if possible, one general member. To fill the positions of Board members whose terms are expiring, this committee shall prepare a slate from the qualified general membership or expiring Board. The committee shall also select candidates for office, each year, from Board members. The committee report shall be published in the March monthly bulletin. Additional nominations from the floor for Board members, and by Board members for candidates for office, may be made at the March meeting.

- a) At the time of the election, a candidate must have attended at least one regular Committee meeting in the previous

six (6) months, and must have been a general member of the Committee for at least twenty-eight (28) days.
- b) General membership in the Greater North Park Community Planning Committee for persons meeting the requirements of Article III, Section 2, is accomplished by submitting a "Registration for Membership" form (see Exhibit "B") to the Secretary. Voting eligibility shall be as described in Article V, Section 4a, above.
- c) The Secretary shall prepare a list of those eligible to vote based on Registration for Membership forms and monthly attendance sheets.

- d) When ballots are distributed, each voter shall provide personal identification.

ARTICLE VI COMMUNITY PLANNING COMMITTEE DUTIES

- Section 1. It shall be the duty of the Planning Committee to work cooperatively with the Planning Department and, as appropriate, the City Manager, throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto for inclusion in a general or community plan.
- Section 2. It shall be the duty of each Committee member to attend all Committee meetings. When an active plan update is underway, regular meetings shall be held periodically by the Planning Committee to meet with the Planning Department at a mutually agreed upon time and location.
- Section 3. a) Regular meetings shall be held once a month unless otherwise designated by the Chairman or the Board. Time and place of the meetings will be published in the monthly bulletin and disseminated as widely as practical.
- b) A quorum, defined as a majority of the nonvacant seats of the Planning Committee, must be present in order to conduct business and/or to vote on projects or actions at regular Committee meetings. A report of attendance and a copy of Committee approved minutes which include the votes taken on each matter acted upon for each meeting shall be available for public distribution and shall be submitted to the Planning Department within 14 days upon approval by the Committee. Committee resolutions on specific projects should indicate whether or not a quorum was present, whether or not the applicant appeared before the Planning Committee, and when and what type of notification the applicant received requesting his/her appearance at the Planning Committee meeting.
- Section 4. The Planning Committee may hold meetings other than regular meetings in accordance with the following policy: special Committee meetings may be called by the Chairperson or by four members of the Board, by notifying each Board member at least three days prior to such meeting. Such notice shall state the purpose, place, time and date. No other business shall be transacted but that for which the meetings are called. A quorum, as defined in Article VI, Section 3b, must be present in order to conduct business and/or to vote on any projects or actions at a special Committee meeting. Executive sessions shall be prohibited. All meetings of the Committee and its subcommittees shall be open to the public and shall be conducted in accordance with Robert's Rules of Order, Newly Revised, except as otherwise provided in Council Policy 600-24 and/or Committee bylaws.
- Section 5. It shall be the duty of the Committee to periodically seek communitywide understanding of and participation in the planning and implementation process as specified in Article II, Section 1. The Committee shall give due consideration to all responsible community attitudes insofar as these are deemed to be in the best long-range interest of the community at large. It shall also be the duty of the Committee, when reviewing development projects, to allow participation of affected property owners, residents and business establishments within proximity to the proposed development. The Committee shall inform the project applicant or representative each time that such review will take place and provide the applicant with an op-

portunity to present the project. Any interested member of the public shall be given an opportunity to offer input on projects during Planning Committee meetings.

Section 6. a) Committee meeting agendas shall be open to input from all Committee members and the public.

b) The Chairperson of the Committee shall establish a proposed agenda for each meeting of the Committee and shall publish the proposed agenda in the monthly bulletin announcing the time and place of such meeting.

c) At the beginning of each meeting, the Chairperson shall place the proposed agenda before the Committee for addition of supplemental items to the agenda; said additions may be proposed by either members of the Committee or members of the public. Any supplemental item shall be added to the agenda if such addition is supported by at least one Board member. Unless any supplemental items clearly belong under old business, they shall be placed at the foot of the agenda under new business and shall be heard at the conclusion of the items on the proposed agenda.

d) Any supplemental items of business added to the agenda at the beginning of the meeting which are not considered at that meeting because of a lack of time shall be carried over to the next meeting and shall be placed at the head of the agenda under old business.

e) At the beginning of any meeting, any general member or Board member may request a different order of business than that proposed by the Chairperson. Granting such a request shall require a motion, a second and a majority vote of the Board.

f) When any proposed or supplemental item of business is called up for consideration, any member of the Board may object to the consideration of that item of business on the ground that it is not relevant to the stated purpose or mission of the Committee. The item of business objected to shall not be heard if the objection is supported by at least a two-thirds vote of the members of the Board.

Section 7. All agenda items shall be open for public discussion. Opportunity shall be provided for input to the Board from general members and the public prior to a decision by the Board on each item. The Chairperson shall establish appropriate time limits for individual and group presentations, to maximize the participation of interested parties.

Section 8. It shall be the duty of the Committee to maintain a current, up-to-date roster of the names of Committee members to be kept on file in the offices of the City Clerk and the Planning Department and to submit to the offices of the City Clerk and the Planning Department by February 15 of each year an annual report of accomplishments for the past calendar year and anticipated objectives for the coming year related to Article II, Section 1 above.

Section 9. Financial contributions from the citizens of the community may be sought for the purposes of furthering the efforts of the Committee to promote understanding and participation in the planning process. No membership dues shall be required. Donations may be received to cover expenses of carrying on the business of the Committee.

Section 10. It shall be the duty of each Planning Committee member to attend an orientation training session administered by the Planning Department.

Section 11. It shall be the duty of each Planning Committee member to abstain from voting on privately initiated projects in which they have a direct financial interest.

ARTICLE VII PLANNING COMMITTEE OFFICERS

Section 1. The officers of the Committee shall be elected from and by the members (Executive Board) of the Committee. Said officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. Election of officers shall be held by the new Board immediately following their election in March. If there is but one candidate for an office, voice vote may be used. The length of an officer's terms shall be one year. No person may serve as an officer for more than eight consecutive years. After a period of one year in which that person did not serve as an officer, that person shall again be eligible to serve as an officer.

Section 2. Chairperson. The Chairperson shall be the principal officer of the Committee and shall preside over all Committee and communitywide meetings. The Chairperson shall be the Committee's representative to the Community Planners Committee (CPC), unless some other Board member is so designated by majority vote of the Board.

- a) The Chairperson shall submit a written summary of the past year's accomplishments and objectives for the coming year to the Board for comment by the January meeting each year. The Board will forward the summary to the Planning Department by February 15.
- b) It shall be the duty of the Chairperson to designate a member to prepare and send a monthly bulletin which will include the agenda for the upcoming meeting, the minutes of the previous meeting and announcements for members as designated by the Chairperson.
 - c) The Chairperson shall designate an alternate Board member to attend the CPC in the event the Chairperson cannot attend.
 - d) The Chairperson shall appoint subcommittees as specified in

Article VIII.

Section 3. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the principal officer.

Section 4. Secretary. The Secretary shall prepare all correspondence and record and maintain minutes of the actions of the Committee meetings and provide said information to the Committee and general public as required. The Secretary shall maintain an attendance record and provide a report of same at each Committee meeting pursuant to Article VI, Section 2 above. The Secretary shall also maintain a current roster of Committee members on file in the offices of the City Clerk and the Planning Department.

Section 5. Treasurer. The Treasurer shall receive all monies to be deposited in a bank in the name of this organization; disburse all funds upon authorization of the Board; keep an accurate record of all receipts and disbursements; and report at each regular meeting.

- a) All checks shall bear the signature of two of the Board members.

ARTICLE VIII SUBCOMMITTEES

Section 1. Specific subcommittees shall be appointed as necessary to perform the function required at the time and shall be disbanded upon completion of the appointive goals. The Chairperson of each subcommittee shall be a Board member.

ARTICLE IX AMENDMENTS

Section 1. Changes to these Bylaws shall be proposed by a majority of Board members and amended by a two-thirds vote of the general members present. Proposed changes must be submitted In writing, noticed in the monthly bulletin and announced at the previous monthly meeting. Changes shall not become effective until approved by the City Planning Director and City Attorney.

ARTICLE X PROCEDURES FOR DISBANDING

Section 1. This Committee shall be disbanded upon request by the City Council as outlined in Council Policy 600-24.

Section 2. Upon disbandment, all assets shall be transferred to a replacement organization as approved by the City Council.

ARTICLE XI PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Newly Revised, shall be the Parliamentary Authority for all matters not covered by these Bylaws or Operating Procedures duly adopted by this Committee