

R 77-479

RESOLUTION No. 216888 **SEP 29 1976**
Adopted on _____

BE IT RESOLVED, by the Council of The City of San Diego as follows:

That Council Policy No. 600-24 entitled "Standard Operating Procedures and Responsibilities of Recognized Community Planning Committees," be and the same is hereby established as set forth in the form of Council Policy filed in the office of the City Clerk as Document No. 756865.

BE IT FURTHER RESOLVED, that the City Clerk be and he is hereby instructed to add the aforesaid to the Council Policy Manual.

APPROVED: JOHN W. WITT, City Attorney

By 
Robert S. Teaze
Assistant City Attorney

RST:rb 011.1
9-20-76
Orig.Dept.: Mayor

MICROFILMED
MAY 26 1978

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES OF RECOGNIZED COMMUNITY PLANNING COMMITTEES	600-24		

BACKGROUND

Community planning committees in San Diego have been formed and recognized by the City Council in recent years to advise the City Council, Planning Commission, Planning Department, the City Manager and other governmental agencies in the preparation, adoption of, implementation of or amendment to the general or community plan as it pertains to the area of concern of each committee.

PURPOSE

To establish minimum standard operating procedures and responsibilities to govern the conduct of business of each community planning committee that is officially recognized by the City of San Diego.

POLICY

It is the policy of the City Council to require each community planning committee, as a condition of official recognition by the City of San Diego, to submit a copy of its own operating procedures and responsibilities to be kept on file in the Planning Department. Each community planning committee's operating procedures and responsibilities must conform to the following standard operating procedures and responsibilities of community planning committees. The operating procedures and responsibilities for each community planning committee and the initial members of each community planning committee shall be approved by resolution of the City Council. The resolution shall specify the initial term that each member shall serve.

STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES
OF
RECOGNIZED COMMUNITY PLANNING COMMITTEES
OF THE CITY OF SAN DIEGO

ARTICLE I Name

Section 1. The community planning committee shall adopt an official name which shall be subject to the approval of the City Council, and the name of this organization shall be the (_____), (hereafter referred to as the community planning committee or committee).

MICROFILMED ^{MAY 26 1978}
DOCUMENT NO. 756865
FILED OCT 6 1976
OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

600-24

2-a

- Section 2. All activities of this committee shall be conducted in its official name.
- Section 3. The community planning area boundaries which are applicable to this committee are as shown on Exhibit A, attached hereto and by this reference made a part hereof and are on file in the Planning Department of The City of San Diego.
- 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 this community planning committee shall be to advise the City Council, Planning Commission and other governmental agencies as may be appropriate in the initial preparation, adoption of, implementation of or amendment to the General or Community Plan as it pertains to the area or areas of concern to said committee (hereafter referred to as the planning process).
- Section 2. Insofar as the efforts of the committee are engaged in the diligent pursuit of the above purpose, professional planning staff assistance, if any, shall be provided from the Planning Department, and/or as appropriate by staff under the direction of the City Manager.
- Section 3. Insofar as the efforts of the committee are engaged in the diligent pursuit of nonplanning-oriented implementation activities, professional staff assistance, if any, shall be provided by the City Manager from appropriate managerial departments.
- Section 4. Upon application to or by the Planning Department the City Council may place the committee on a "monitoring status." "Monitoring status" means that the committee will not be provided with on-going staff assistance, but shall conduct its business in a manner specified by policy of the committee. The committee operating in a "monitoring status" shall be subject to all procedures of this Council Policy.

When the Planning Director proposes any change in the status of a planning committee, that committee shall be notified of this intent, in writing, and with the reasons for the proposed change explicitly stated, at least sixty days prior to the referral of such recommendation to the City Council.

This sixty-day notice period is to allow for possible director-committee communications problems, changes in the circumstances of the committee affected, and any other factors which might call for a reconsideration of the proposed status change.

MICROFILMED
MAY 26 1978

600-24

2-b

Section 5. 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, nor shall the committee take part, officially or unofficially, or lend its influence in, the election of any candidate for political office.

Section 6. Pursuant to the provisions of City Council Policy 600-5, failure of the committee to diligently pursue the initial preparation, adoption, implementation or amendments to the planning process shall result in the forfeiture of rights to represent its community for these purposes. Such a determination resulting in the forfeiture of rights to represent its community for these purposes shall be made only by the City Council upon the recommendation of the Planning Department.

MICROFILMED
MAY 26 1978

ARTICLE III Community Planning Committee Organizations

- Section 1. The community planning committee shall consist of not less than 12 members nor more than 20 members, provided, however, that when a larger membership shall give better representation to a community, the City Council may approve such larger membership. Upon recognition by the City Council, the members of the community planning committees shall constitute the official committee for the purposes set forth in Article II.
- Section 2. The members of this committee shall consist of the members as of the date of recognition by the City Council, and of such additional members as shall thereafter be selected in the manner prescribed by these Operating Procedures and Responsibilities.
- Section 3. Selection of the initial members of the committee shall be by whatever process is deemed acceptable to the City Council.
- Section 4. To the extent possible committee members shall be representative of the various geographic sections of the community and/or diversified community interests as determined by the City Council.
- Section 5. 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 or more years (not to exceed four years for any term) with expiration dates during alternate years to provide continuity. No person may serve on a committee for more than eight consecutive years commencing after the date of adoption of this Council Policy. Each committee shall adopt specific provisions to establish an election procedure by a written policy.
- Section 6. 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 fourth consecutive unexcused absence of a member(s), from regular meetings as established under Article IV, Section 2 below. The committee shall establish a written policy to define the basis for an excused absence.
- Section 7. Vacancies as may occur on the committee shall be filled by the committee in a manner specified by policy of the committee not later than the third regular meeting following the date of the determination of the vacancy. The term of office of any member filling a vacancy in accordance with the procedure established in Section 5 above shall be for the balance of the vacated term.
- Section 8. The committee shall report in writing the actions taken in filling vacancies to the City Council in accordance with Article IV, Section 4.

ARTICLE IV Community Planning Committee Duties

- Section 1. It shall be the duty of the planning committee to cooperatively work 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

MICROFILMED
MAY 26 1978

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. Regular meetings shall be periodically held by the planning committee to meet with the Planning Department at a mutually agreed upon time and location during appropriate periods in the planning process. A quorum is a majority of members of the planning committee which must be present in order to conduct business at such a regular meeting. A report of attendance shall be submitted to the Planning Department for each meeting. The Planning Committee may hold meetings other than regular meetings in accordance with a policy established by the committee. All meetings of committees and subcommittees shall be open to the public.

Section 3. It shall be the duty of the committee to periodically seek community-wide understanding of and participation in the planning 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.

Section 4. It shall be the duty of the committee to provide the City Council with a current roster of members and to submit in March of each year, a written summary of accomplishments for the past year and anticipated objectives for the coming year related to Article II, Section 1 above.

Section 5. It shall be the permissive duty of the committee to develop a policy for financial contributions from the citizens of the community for the purposes of furthering the efforts of the committee to promote understanding and participation in the planning process. However, no membership dues shall be required.

ARTICLE V Planning Committee Officers

Section 1. The officers of the committee shall be selected from and by the members of the committee. Said officers shall consist of a Chairperson, Vice Chairperson and Secretary and by policy may include such other officers as the committee may deem necessary.

Section 2. Chairperson. The Chairperson shall be the principal officer of the committee and shall preside over all committee and community-wide meetings.

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 as required. The Secretary shall maintain an attendance record and provide a report of same at each committee meeting pursuant to Article IV, Section 2 above.

Section 5. The Chairperson shall be the committee's representative to the Community Planners Committee ("CPC"). However, by specific action,

MICROFILMED
MAY 26 1978

600-24

some other member may be selected as the official representative to CPC with the same voting rights and privileges as the Chairperson.

ARTICLE VI Planning Committee Policies

Section 1. The Committee shall establish written policies to govern the following topics:

- (1) Procedure for election of committee members
- (2) Procedure for conducting committee business
- (3) Procedure for calling a special meeting ensuring that special meetings are held within the community at a time and place where members and the public may attend and ensuring adequate notice
- (4) Procedure for filling a committee vacancy
- (5) Establishing committee officers and procedure for selecting committee officers
- (6) Definition of "excused absence"
- (7) Procedure for conducting committee business in a "monitoring status"
- (8) Procedure for ensuring that committee meeting agendas are open to input from all committee members and the public
- (9) Such other topics as may be required by the Planning Department

Section 2. The committee shall furnish a copy of each such policy to the City and each shall be kept on file in the Planning Department.

MICROFILMED
MAY 26 1978

Passed and adopted by the Council of The City of San Diego on **SEP 29 1976**,
 by the following vote:

Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maureen F. O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee Hubbard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Gade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jess D. Haro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON
 Mayor of The City of San Diego, California.

EDWARD NIELSEN
 City Clerk of The City of San Diego, California.

By *Kathleen Martinez*, Deputy.

(Seal)

RECEIVED
 CITY CLERK'S OFFICE
 1976 SEP 21 PM 4:21
 SAN DIEGO, CALIF.

Office of the City Clerk, San Diego, California

Resolution **216888** **SEP 29 1976**
 Number Adopted

MICROFILMED
 MAY 26 1978