

**Revised Council Policy 600-24 and Bylaws Shell Provisions
Discussed at the Land Use & Housing Committee
on October 26, 2006**

Revisions to Council Policy 600-24 and the Bylaws Shell have been made to reflect specific provisions discussed at the Land Use and Housing Committee on October 25, 2006. At that meeting, CPCI identified a number of provisions that staff proposed to standardize among planning groups that some groups proposed to deviate from. LU&H directed CPCI to include standardized language in the Policy and bylaws shell but provide a process by which planning groups could deviate. The specific provisions include:

Bylaw Revisions. Language has been added to clearly state a long standing policy that only the elected planning group members vote on bylaw revisions (Article II, Section 7).

Voter Eligibility. Clarification has been made to Council Policy 600-24 and the bylaws shell to state that once eligibility to vote in a community planning group election is established, it is maintained until an individual is proven to not meet the qualifications (article III, Section 3). Individual community members will still be required to provide proof of eligibility at the time of the election.

Excused Absences. New language has been added to the Policy and bylaws shell stating that any absence constitutes an absence and that an elected member would lose their seat upon the third consecutive absence or fourth absence in a 12-month period (Article IV, Section 1). This was added due to overuse of 'excused' absences and to ensure that elected planning group members attend and participate in planning group meetings on a regular basis.

Elections for Two or More Vacancies. A new provision has been added to require that elections for two or more vacant seats be conducted with all eligible individuals of the community (Article IV, Section 2). This was intended to allow the community at large input into a majority of elected seats. *In response to CPC input on April 24, 2007, this provision was modified to give planning groups the option of electing new members or conducting a broader election for two or more vacancies.*

Candidate Eligibility. A provision has been added that, in order to be a candidate in the election, an eligible individual of the community must have documented attendance at three of the planning group's last 12 meetings prior to the February regular planning group meeting preceding the election (Article V, Section 1). This requirement is intended to ensure that candidates have a proven interest in the planning group. *Following CPC in April, this provision was modified to give planning groups the option of requiring attendance at one, two or three meetings to be a candidate for election.*

Additional Requirements of Project Applicants. Clarification has been made that planning groups should not, as a condition of placing an item on an agenda, require

applicants to submit additional information and materials beyond which the applicant has been required to submit as part of the City's project review application process (Article VI, Section 2(a)).

Subcommittee Composition. The Council Policy has been revised to clearly state that any subcommittee established by the planning group shall contain a majority of members who are elected members of the planning group (Article VI, Section 2(b)). This has been added because elected board members have been elected to serve as planning group members, have been trained in their roles and duties and are protected by the City's indemnification ordinance.