

OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION
OF THE
EASTERN AREA COMMUNITIES PLANNING COMMITTEE
AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER
CITY COUNCIL POLICY 600-24

Introduction and Background

Through this document, the **Eastern Area Communities Planning Committee, EACPC** (the “planning group”) adopts Council Policy 600-24’s Terms and Conditions attachment. In the Terms and Conditions, the City established minimum standard procedures that the EACPC will adhere to and designated services the planning group will provide in order to obtain and maintain official recognition by the City pursuant to [Council Policy 600-24](#). Planning groups are independent organizations voluntarily created and operated by community members who are not City employees, City agents, or City representatives. The EACPC is not a City-controlled or managed organization. The City does not direct or recommend the election, appointment, or removal of planning group voting members, or delegate authority to planning groups to act on its behalf.

The EACPC, in adopting these Operating Procedures, commits to meeting these minimum standards and to operating in a manner that abides by and conforms with the Brown Act, is transparent to the public, is accessible to and inclusive of all community members, and reflects the diversity of the communities where they operate. The EACPC acknowledges that meeting the standards of this document is necessary to be formally recognized, and continue to be recognized, by the City Council (Council) as a planning group in the City of San Diego. The EACPC acknowledges that the City can revoke recognition of any planning group through binding arbitration, if the City Attorney, in its sole discretion, determines these standards are not being met.

The EACPC will separately and independently maintain any legally required documents related to the planning group’s founding, operation, or organization.

The EACPC will also include with these Operating Procedures, a Community Participation and Representation Plan, and Ethical Standards (if not already incorporated in this document) as Exhibit A and maintain these documents in accordance with sections 2.5 and 7.2 herein.

In consideration of [Council Policy 600-24](#) and its attached Terms and Conditions, the planning group hereby agrees to abide by the following as part of their Operating Procedures:

1. Name and Geographical Boundaries

The name of this City-recognized planning group is the Eastern Area Communities Planning Committee (EACPC).

The community planning boundaries of the EACPC are the boundaries of the El Cerrito, Oak Park, Redwood Village, Rolando, Rolando Park, and Webster communities, as shown in Exhibit A.

2. Responsibilities

2.1 Collaboration with City Staff

As a recognized independent body, the EACPC will work with City staff throughout the City's planning process when requested by the City, including during the formation of long-range community goals, objectives, and proposals or revisions for inclusion in a General or Community Plan.

2.2 Advisory Planning Group Review

The EACPC may make advisory recommendations to the City and other governmental agencies on land use matters within the planning group's geographical boundaries or related matters associated with implementation of its community plan as shown in Exhibit B, including the preparation of, adoption of, implementation of, or amendment to, the General Plan or a land use plan when a plan is within its boundaries.

The EACPC may, on their own accord or upon City request, make recommendations, or participate in, additional efforts such as identifying Capital Improvement Project (CIP) infrastructure needs or additional City matters.

The EACPC recognizes that City staff and development project applicants are not required by the City to present their project or application before the EACPC, although the City encourages applicants to conduct robust engagement with all planning groups, the community, and project neighbors.

2.3 Timely Submittal of Planning Group Recommendations to the City

In order to be considered as part of the City's development review process, the EACPC project review recommendations, if any, shall be submitted to the City within seven calendar days of the EACPC taking action.

In addition, the EACPC shall submit its recommendation and any conditions to the project proposed by the EACPC, using a [Bulletin 620 Distribution Form](#), or a reasonable facsimile of that document (e.g., letter or memo from the chair) indicating the following information: project name/number, community/planning group name, the date of meeting which the project was heard by the planning group, vote results, the planning group's conditions/recommendation, name and signature of chair or designated representative.

The EACPC shall follow a uniform mandatory process for recording planning group project review recommendations through the use of an Annual Report that includes the project recommendations that shall be part of the EACPC's official records.

2.4 Adherence to Ralph M. Brown Act

The EACPC must comply with California's Open Meeting Law, the Ralph M. Brown Act, set forth at California Government Code sections 54950 through 54963 (Brown Act), by

conducting meetings that are open to the public, properly noticed in a publicly accessible location 72 hours in advance of the meeting, and in compliance with each of the Brown Act provisions. Failure of the EACPC to conduct meetings in compliance with the Brown Act provisions shall constitute sufficient reason for the EACPC to lose its Council recognition and may subject the EACPC and the EACPC voting members to a loss of indemnification by the City.

2.5 Maintenance of Open Records

The EACPC shall maintain its official records, including its rosters, annual reports, meeting agendas, applications to serve as voting members, evidence of completion of annual trainings, and meeting minutes, for a minimum of five (5) years (either on its website, in electronic files, or in hard copies) from the date each record is created and will make all official records available to the City and to any member of the public upon request.

Written applications submitted to the EACPC by individuals wishing to serve as voting members, and records of election results, are considered official records and will be maintained by the EACPC in accordance with [Council Policy 600-24](#). The EACPC will submit to the City the Annual Roster of the EACPC voting members by May 1 of each year and will also submit to the City any changes to rosters as a result of EACPC elections.

2.6 Independent Entity

The EACPC is an independent entity from the City and must be able to operate as such. The City may provide assistance to planning groups at the discretion of the Mayor and/or City Attorney and subject to the availability of City resources. In addition, planning groups may be allocated funds by the City when such funding is approved by the City Council.

3. Community Participation and Representation

3.1 Membership

The EACPC will ensure that its voting members, to the greatest extent possible, represent the entire community, community interests, and the entire demographic diversity of the entire community.

3.2 Community Outreach

The EACPC and its voting members should routinely seek diverse community participation in the EACPC planning and implementation process to serve the community at large.

3.3 Collection of Membership Data

To measure community representation, the EACPC shall gather demographic data of existing and new planning group voting members at the time of elections or other regular periods to measure inclusion and diversity on the EACPC. This data should be submitted to the City along with the annual rosters required by Section 2.5. Participation in this type of survey will be voluntary and will be conducted in a manner to ensure the privacy of responses and respondents.

4. Planning Group Composition

4.1 Number of Voting Members

The EACPC will have no fewer than ten (10) and no more than twenty (20) voting members, respectively, representing the various community interests set forth in these Operating Procedures. The Council may recognize a planning group with more than 20 voting members if the larger membership is necessary to give better representation to a community. The EACPC shall consist of: 15 voting members elected to represent the communities as follows.

Area 1: El Cerrito	2 Seats
Area 2: Rolando	2 Seats
Area 3: Redwood Village	2 Seats
Area 4: Rolando Park	2 Seats
Area 5: Oak Park	3 Seats
Area 6: Webster	2 Seats
Business Representative:	1 Seat
At-Large:	1 Seat

4.2 Voting Member Eligibility

The EACPC will ensure that voting members meet the following minimum qualifications throughout their entire term of service.

4.2.1 Minimum Age

Voting members will be a minimum of 18 years of age unless the EACPC has an appointed youth representative. Youth members shall be a minimum age of 16 years old, chosen from among the youth who live in the community.

4.2.2 Minimum Attendance Requirements

The EACPC shall take attendance to ensure that each voting member attends at least two-thirds of the EACPC's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. Minimum attendance requirements shall not apply to voting members relative to their re-election or re-appointment.

4.3 Community Representation

The EACPC will ensure that voting members be affiliated with the community as either a: (1) property owner, who is an individual identified as the sole or partial owner of record, or their employee, of a real property (either developed or undeveloped), within the community planning area; (2) resident, who is an individual whose primary address of residence is an address in the community planning area; or (3) local business person, who is a local business or non-profit owner, operator, or designee at a non-residential real property address in the community planning area as evidenced by a business tax certificate or other official document.

4.3.1 Appointed seats

To ensure representation of unique stakeholder interests in the community planning area, the EACPC may create appointed non-voting seats.

4.3.2 Youth Seats

Youth seat members have the same rights, privileges, duties, and responsibilities as their adult colleagues. They may serve on subcommittees, including the election subcommittee. They may participate in Committee discussions and in voting on matters being heard by the Committee. Their votes shall be tallied as part of the community voting procedure. Prior to beginning their term, youth members that are under the age of 18 shall provide written permission from their legal guardian to serve on the Committee.

4.4 Voting Member Term Limits

The EACPC shall establish term limits for its voting members to ensure that the membership is not dominated over time by individual voting members or groups within the community. These term limits will conform with the following guidelines:

4.4.1 Maximum Time of Service

Members of the EACPC shall be elected to serve fixed terms of: two (2) years. Voting members will not serve their service time for more than eight (8) consecutive years if elected to two-year terms, Planning group voting members who accumulate this maximum service time can be eligible to serve again after a one-year break in service.

4.4.2 Waivers of Maximum Time of Service

The EACPC may develop procedures for waiving the maximum time of service by vote of its voting members if the EACPC cannot find sufficient new voting members to fill vacant open seats after a good faith effort to do so. Should the EACPC choose to exercise this waiver, it will use the following guidelines:

- (1) Waivers of Maximum Time of Service shall not be granted unless necessary to ensure there are at least 10 voting members (See Section 4.1).
- (2) Waiver of Maximum Time of Service to ensure there are at least 10 voting members shall be ratified by at least a two-thirds majority of the votes cast by eligible community members participating in the regular election; and
- (3) The term of a voting member elected by a two-thirds vote serving beyond the Maximum Time of Service should count as time served beyond the required break in service as required by this section.

5. Open and Public Elections

5.1. Equal Participation

The EACPC shall develop election procedures to encourage equal participation by all members of the public of a community, including term limits which voting members of a recognized planning group can serve.

All members of the public affiliated with the community within the geographical boundary of the EACPC will be allowed to vote in the EACPC elections, so long as they meet minimum conditions for eligibility per Section 4.2 of these Operating Procedures and comply with the following:

- Only one elected EACPC voting member per business tax certificate
- Only one elected EACPC voting member per property tax billing

No additional qualifications, such as attendance requirements, will disqualify someone from voting, and no voting requirement will be stricter than allowed by the California Elections Code or Section 5.1.1.

5.1.1 Voter Identification for Resident Community Members

Consistent with state and federal law, proof of residency or identity, should consist of presenting an original or copy of any of the documents described below in either paragraph (1) or (2). These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

(1) Current and valid photo identification provided by a third party in the ordinary course of business that includes the name and photograph of the individual presenting it. Examples of photo identification include, but are not limited to, the following documents: (A) driver's license or identification card of any state; (B) passport; (C) employee identification card; (D) identification card provided by a commercial establishment; (E) credit or debit card; (F) military identification card; (G) student identification card; (H) health club identification card; (I) insurance plan identification card; or (J) public housing identification card.

(2) Any of the following documents, provided that the document includes the name and address of the individual presenting it, and is dated since the date of the last election, unless the document is intended to be of a permanent nature such as a pardon or discharge, including: (A) utility bill; (B) bank statement; (C) government check; (D) government paycheck; (E) document issued by a governmental agency; (F) sample ballot or other official elections document issued by a governmental, agency dated for the election in which the individual is providing it as proof, of residency or identity; (G) voter notification card issued by a governmental agency; (H) public housing identification card issued by a governmental agency; (I) lease or rental statement or agreement issued by a governmental agency; (J) student identification card issued by a governmental agency; (K) tuition statement or bill issued by a governmental agency; (L) insurance plan card or drug discount card issued by a governmental agency; (M) discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence, or other matter; (N) public transportation authority senior citizen and disabled discount cards issued by a governmental agency; (O) identification documents issued by governmental disability agencies; (P) identification documents issued by government homeless shelters and other government temporary or transitional facilities; (Q) drug prescription issued by a government doctor or other governmental health care provider; (R) property tax statement issued by a governmental agency; (S) vehicle registration issued by a governmental agency; or (T) vehicle certificate of ownership issued by a governmental agency.

5.1.2 Voter Identification for Community Business Owners

Business Owners within the community should present an original or copy of a Business Tax Certificate or equivalent document showing a business address within the planning group boundaries. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community business owner to vote in the election.

5.1.3 Voter Identification for Community Non-Profits

Employees of non-profits within the community should present an original or copy of their founding documents or a related document showing an associated address within the planning group boundaries. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

5.1.4 Voter Identification for Community Non-Resident Property Owners

Non-residents who own property within the community should present documents similar to those described in 5.1.1 above, however at least one of these documents should show the address of the property in the community owned by the non-resident and be sufficient to prove ownership. These requirements should be construed liberally by planning groups and any doubt resolved in favor of allowing a community member to vote in the election.

5.2 Transparency and Inclusion in Operations

The EACPC will adopt provisions within its Operating Procedures that will govern the election or appointment of voting members of the EACPC, their removal if necessary, and the process to fill vacancies, among other provisions. These provisions will provide for a fair and transparent process, intended to ensure broad outreach to the community, sufficient time for community members to participate in elections, and the principles of inclusion and diversity in the EACPC operations.

5.2.1 Election Timing

The EACPC will endeavor to host its elections during the month of March each year to be consistent with other planning groups.

5.2.2 Deadline to qualify for candidacy in elections

The deadline to qualify for candidacy in the March general election will be the regularly noticed February meeting or any special meeting of the full planning Group membership preceding the March election.

The EACPC's ad-hoc Election Subcommittee will be established no later than January and will begin soliciting eligible community members to become candidates. In February, the Election subcommittee will present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. A candidate forum may be advertised and held at the February meeting.

5.2.3 Candidate eligibility

The EACPC shall make a good faith effort to utilize means appropriate to publicize the planning group's eligibility requirements for candidacy and the upcoming elections.

In the election process, the planning group shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for eight (8) consecutive years to leave the group for at least one year.

The EACPC will require proof of identity of those eligible community members who are seeking to vote in the election. The planning group will ensure that voting is only by eligible members of the community.

5.2.4 Ballot preparation

The Election Subcommittee will prepare the ballot, which will clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates that eligible community members can vote for and which candidates, if any, must receive a two-thirds (2/3) majority of the vote due to service beyond eight consecutive years of service.

Voting to elect new EACPC members shall be by secret written ballot. Proxy voting for elections is not allowed under any circumstances. Development and promotion of “slates” of candidates is contrary to the intent of Council Policy 600-24 and is not allowed.

5.2.5 Write-in candidates

Write-in candidates will be allowed during the election, as long as the write-in candidate meets eligibility requirements. Any vote cast for an ineligible write-in candidate is an invalid vote and will not be counted.

5.2.6 Election date(s)

The EACPC holds its elections concurrent to, but separate from, the regular meeting in March of each year. Voting members may receive a ballot and vote without being required to attend the EACPC March meeting. The election will be by secret written ballot.

5.2.7 Voting time(s)

Voting shall take place between 6:00 pm and 8:00 pm.

5.2.8 Ballot counting

The votes will be tallied by the Election Committee, however, in no event will a single person count the votes. If there is a single person acting as the Election Committee, the Chairperson will appoint a member of the EACPC that is not a candidate to assist with the counting of the votes. The tallying of the ballots by the Elections Subcommittee shall take place concurrent with but separate from the EACPC March meeting.

5.2.9 Voting system

The candidate in each category who receives the highest number of votes will be the elected representative.

5.2.10 Ballot record keeping

Election materials such as candidate applications, proof of candidate eligibility and voting ballots will be retained by the Election Subcommittee Chair until the seating of the election winners at the

April planning group meeting. A summary of the election including the names of the candidates, the seats on the ballot and the vote counts for each seat will be retained by the Chairperson.

5.2.11 Tie-breaking procedures

In the event of a tie, a separate ballot will be provided for eligible EACPC members to vote on the candidate of their choice.

In the event a tie is the result of a tie vote, the tie will be decided by the toss of a coin. Should the candidates be unable to decide between them who will select the front or back of the coin, the then-presiding Chairperson will assign the choices to the candidates. The candidate who selects or is assigned the side of the tossed coin that lands face up will be the winner of the tie.

5.2.12 Election results

The results of the votes will be provided to the Chairperson to announce the successful candidates to the public by the end of the March meeting.

5.2.13 Election challenge procedures

Any challenge to the election results must be filed with the chair of the Elections subcommittee in writing within forty-eight (48) hours of the counting of the ballots in order to allow enough time to resolve the issue.

5.2.14 Installation of newly elected voting members

The EACPC's annual election becomes final after announcing the election results at the conclusion of the noticed, regular March monthly planning group meeting. The Chairperson is responsible for preparing, certifying, and forwarding the election report to the City. New members will be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April planning group meeting.

5.2.15 Confidentiality of ballots

The Election Subcommittee shall manage the polls and count the ballots. This includes preparing the ballots for distribution and verifying each eligible member's identification before giving one a ballot, as well as collecting and counting the ballots. Completed ballots are deposited into a sealed container and opened after the polls close at 8 pm. After confirming the count, the Election Subcommittee Chair reports the results to the Chairperson.

5.2.16 Vacancies

The EACPC shall find that a vacancy exists upon receipt of a written report from the planning group's secretary reporting the fourth absence in the twelve (12) month period of April through March each year, of a member(s) from the planning groups regular meetings and the member may be removed by the remaining EACPC voting members as described in Section 8.3.1.

5.2.17 Timeframe for filling vacancies

Vacancies that may occur on the EACPC should be filled not later than one hundred twenty (120) days following the date of the determination of the vacancy. The term of office of any member filling a vacancy shall be for the balance of the vacated term. Upon announcement of a vacancy,

the EACPC shall allow a ninety (90) day period to fill a vacancy with an eligible representative of the neighborhood or of the community designation from which the vacancy occurred as outlined in Section 6.3.3. The vacancy shall be filled at the first regular meeting at which an eligible member announces an interest in the vacant seat. Should only one (1) eligible community member express interest in the vacant seat, that person shall be appointed to the vacant seat. In the event there are two (2) or more eligible community representatives interested in a vacant seat, that seat shall be filled by an election of the EACPC members present at the next regular meeting of the committee. Any vote to seat a new member shall be conducted by either a voice vote recorded in the minutes of the meeting or, if by written vote, the outcome of all votes shall be announced and recorded in the minutes of the meeting.

Should a vacancy continue after the initial ninety (90) day period, that seat will then be considered an “at large” seat and will be available to any eligible community member within the boundaries of the EACPC. The “at large” seat will retain such designation the remainder of the term of the seat. When the term of any “at large” seat is complete and the seat is up for election, the seat will revert back to the District for which it was originally allocated. In the event that a previously designated “at large” becomes vacant, the seat shall revert back to the community for which it was originally allocated. In the event that a previously designated “at large” becomes vacant, the seat shall revert back to the District for which it was originally allocated. A committee member displaced by an “at large” seat reverting back to its original neighborhood or community designation may run for an available community seat or designation for which he or she is then eligible.

Two or more concurrent EACPC vacancies shall be filled by a vote of all eligible members of the community by secret written ballot.

When the EACPC is unable to fill a vacancy within one hundred twenty (120) days, as specified above, and the planning group has more than twelve members, a search for a new member should continue, however either the seat may remain vacant until the next planning group election, or these Operating Procedures may be amended to permit a membership decrease to a minimum of twelve (12) members. If a vacancy remains for more than sixty (60) days from the time a vacancy is declared, and there are less than twelve (12) elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after sixty (60) additional days, the planning group membership has not reached twelve (12) members, the planning group will be deemed inactive until it has attained at least twelve (12) members in good standing.

6. Conduct of Meetings

6.1 Professional Conduct

The EACPC and its voting members will conduct themselves reasonably and professionally and refrain from disrupting the public process as set forth on the EACPC’s agenda.

6.2 Rules of Procedure

The EACPC shall adopt rules of procedure for its meetings, such as [Robert’s Rules of Order](#), [Rosenberg’s Rules of Order](#), [Democratic Rules of Order](#), or [Simplified Rules of Order](#) to provide

a uniform means for the EACPC to facilitate public meetings, conduct public business, and resolve disputes.

6.3 Transparency in Operations

The EACPC will maintain transparency in its operating procedures as outlined herein and in [Council Policy 600-24](#) to ensure open meetings with appropriate public notice to invite community participation in EACPC meetings.

It is the duty of the EACPC to cooperatively work with the City 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.

It is the duty of all EACPC members to conduct official business of the EACPC in a public setting. It is recognized that the officers of the EACPC may oversee administrative business of the EACPC, such as the assembling of the draft agenda, in preparation for public discussions. However, all substantive discussions about agenda items or possible group positions on agenda items shall occur at the noticed EACPC meetings.

It is the duty of the EACPC as a whole, and of each individual member, to refrain from conduct that is detrimental to the EACPC or its purposes under Council Policy 600-24. No member shall be permitted to disturb the public meeting so as to disrupt the public process as set forth on the EACPC's agenda.

6.3.1 Meeting Procedures

It shall be the duty of each member of the EACPC to attend all planning group meetings.

6.3.1.1 Regular Agenda Posting

At least seventy-two (72) hours before a regular meeting, the agenda containing a brief general description of each agenda item shall be posted. The brief general description of each agenda item need not exceed twenty (20) words per item unless the item is complex. The agenda shall also provide notice of the date, time and location of the meeting. The agenda shall be posted in a place freely accessible to the general public and shall include information on how a request for accessible accommodation may be made.

The listing of the agenda item shall include the intended action of the EACPC regarding that item [e.g., information item, action item].

The agenda shall be offered to the City for posting on the City's website.

6.3.1.2 Public Comment

Any interested member of the public may comment on agenda items during regular or special EACPC meetings. In addition, each agenda for a regular EACPC meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but are within the scope of authority of the EACPC. The EACPC members may make brief announcements or reports to the EACPC on their own activities under the public comment section of the agenda. In order to ensure operational efficiencies for the EACPC to conduct its scheduled business, the EACPC may limit the amount of time provided each speaker during public comment. Should there

be three (3) or fewer speakers, the time allowed shall be no more than three (3) minutes per person. In the event there are more than three (3) speakers, the amount of time allowed for each speaker shall be left to the discretion of the Chairperson; however, in no event shall the time for each speaker shall be limited to less than one minute.

6.3.1.3 Adjournments and Continuances

If the EACPC does not convene a regularly scheduled meeting, there will be a copy of the “Notice of Adjournment” of the meeting posted on or near the door of the place where the adjourned meeting was to be held within 24 hours after the time the meeting was to be held.

If a meeting is adjourned because less than a quorum was present, a new regular meeting agenda must be prepared. If a meeting is adjourned because no members of the EACPC were present, the subsequent meeting, if not a regular meeting, must be noticed as if a special meeting.

6.3.1.4 Continued Items

If an item is continued from a prior regular meeting to a subsequent meeting more than 5 days from the original meeting, a new agenda must be prepared as if a regular meeting; otherwise, the original meeting agenda is adequate.

6.3.1.5 Consent Agenda

For items to be considered for a “Consent Agenda” all of the following are required:

1. A subcommittee of the planning group has discussed the item at a noticed subcommittee meeting.
2. All interested members of the public were given an opportunity to address the subcommittee.
3. The item has not substantially changed since the subcommittee’s consideration.

The comments of the subcommittee and those made by interested members of the public should be reflected in the minutes of the subcommittee. Any interested member of the public may comment on a consent agenda item. Any interested member of the public may take a consent agenda item off the consent agenda by request.

6.3.1.6 Quorum and Public Attendance

A quorum, defined as a majority of non-vacant seats of a planning group, must be present in order to conduct business, to vote on projects, and to take actions at regular or special EACPC meetings.

No member of the public shall be required, as a condition of attendance at any meeting of the EACPC, to register or provide any other information. Any attendance list or request for information shall clearly state that completion of such information is voluntary. No member of the public may be charged a fee for admittance.

6.3.1.7 Development Project Review

The EACPC may not, as a condition of placing an item on the 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.

When reviewing development projects, the EACPC shall allow participation of affected property owners, residents, and business establishments within proximity to the proposed development.

The EACPC shall directly inform the project applicant or representative in advance each time that such review will take place and provide the applicant with an opportunity to present the project.

6.3.1.8 Action on Agenda Items

An item not noticed on the agenda may be added if either two-thirds (2/3) of the voting members of the EACPC, or every member if less than 2/3 of the voting members of the EACPC are present, determine by a vote that there is a need to take an immediate action, but only if the need for action came to the attention of the EACPC subsequent to the agenda being posted.

1. A two-thirds (2/3) vote of the voting members of the EACPC is required to remove an elected community planning group member in accordance with Section 8.
2. Removing a member due to ineligibility requires a majority vote of the voting members of the EACPC for the purpose of ratifying the findings presented by the Secretary to the group.
3. Amendments to the Operation Procedures require a two-thirds vote of the voting members of the EACPC.
4. A vote to approve a community plan update or a community plan amendment requires a majority vote of the voting members of the EACPC.
5. All other EACPC actions, including subcommittee votes, only require a simple majority of the voting members of the group in attendance when a quorum is present. The EACPC's Chairperson participates in discussions but does not vote except to make or break a tie.

The EACPC shall not engage in, or allow, secret ballot or proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as by telephone or by e-mail are also prohibited.

Votes taken on agenda items shall reflect the positions taken by the elected or appointed positions on the EACPC identified in Article III, Section 1 of Council Policy 600-24.

6.3.1.9 Collective Concurrence

Any attempt to develop a collective concurrence of the members of the EACPC as to action to be taken on an item by members of the EACPC, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited, other than at a properly noticed public meeting.

6.3.1.10 Special Meetings

The Chairperson of the EACPC, or a majority of EACPC members, may call a special meeting. An agenda for a special meeting shall be specified as such, and shall be prepared and posted at least twenty-four (24) hours before a special meeting. Each member of the EACPC shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files with the planning group secretary a written waiver of notice at, or

prior to the time of, the meeting. Written notice shall be delivered to each local newspaper of general circulation and radio or television station requesting notice in writing at least twenty-four (24) hours before the time of the meeting. The notice shall identify the business to be transacted or discussed at the meeting. No other business shall be considered at this meeting. Public testimony on agenda items must be allowed; however, the non-agenda public comment period may be waived.

6.3.1.11 Emergency Meetings

Emergency meetings, requiring no public notice, are called for matters related to public health and safety. These matters are outside of the purview of the EACPC and are prohibited under these Operating Procedures.

6.3.1.12 Right to Record

Any person attending a meeting of the EACPC must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the EACPC that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

6.3.1.13 Disorderly Conduct

In the event that any EACPC meeting is willfully interrupted by a person or group of persons, so as to make the orderly conduct of the meeting infeasible, the EACPC may first cause removal of the individual or individuals. If that is unsuccessful, then the EACPC may order the meeting room cleared and continue in session on scheduled agenda items without an audience, except those representatives of the media shall be allowed to remain. The EACPC may also readmit an individual or individuals who were not responsible for the disruption.

6.3.2 Community Participation

The following are the EACPC procedures regarding community participation:

1. Any interested member of the public may comment on agenda items during regular or special EACPC meetings. In addition, each agenda for a regular EACPC meeting will allow for a public comment period at the beginning of the meeting for items not on the agenda but are within the scope of authority of the EACPC.
2. EACPC members may make brief announcements or reports to the EACPC on their own activities under the public comment section of the agenda.
3. In order to ensure operational efficiencies for the EACPC to conduct its scheduled business, the EACPC may limit the amount of time provided each speaker during public comment as follows:
 - (1) Should there be three (3) or fewer speakers, the time allowed will be no more than three (3) minutes per person.

(2) In the event there are more than three (3) speakers, the amount of time allowed for each speaker will be left to the discretion of the Chairperson, however in no event will the time for each speaker will be limited to less than one minute. In order to expedite the meeting, each speaker may be asked to fill out a card or sheet with information regarding their name and the nature of their comment.

Additionally, the EACPC Agenda for its regular meetings will be posted at a location that allows public access and public viewing of the Agenda for no less than seventy-two hours in advance of the meeting. Special meeting Agendas will be posted for at least twenty-four (24) hours prior to the start of the meeting.

6.3.3 Planning Group Composition

Elected seats on the EACPC will be distributed among the neighborhoods and community interests as follows and as shown on Exhibit A:

Area 1: El Cerrito	2 Seats
Area 2: Rolando	2 Seats
Area 3: Redwood Village	2 Seats
Area 4: Rolando Park	2 Seats
Area 5: Oak Park	3 Seats
Area 6: Webster	2 Seats
Business Representative:	1 Seat
At-Large:	1 Seat

One (1) of the two (2) seats, or in the case of Area 5, one (1) of the three (3) seats, available to each Voting District will be available to be filled no less than once each year during the March elections. In the event a community seat remains vacant, the procedures outlined in Section 5.2.16 and Section 5.2.17 will be followed to fill the vacancy.

6.3.4 Conduct of Meetings

The following are the EACPC procedures regarding conduct of EACPC meetings:

Agendas will be provided to the City to be posted on the City television channel and for distribution to those on the City’s email list.

In general, the agenda for the EACPC meetings will be sequenced in the following manner:

- (1) General public comment for items not on the Agenda will follow opening procedures and remarks;
- (2) Information from the Fire Department or Police Department representatives;

- (3) Information from our elected State Representatives and Council District Representatives;
- (4) Development Review projects;
- (5) Information presentations;
- (6) Committee and subcommittee information not previously provided;

6.3.5 Member and Planning Group Responsibilities

The EACPC will have the authority power to amend these Operating Procedures, subject to the review and approval of the Mayor and the City Attorney. Operating Procedures amendments do not become final until notification of effective date by the City.

The EACPC accepts voluntary contributions from the public. Such contributions allow the planning group to pay for a post office box, for copies of agendas, and information provided at meeting and for postage.

6.3.6 Subcommittees

The EACPC may establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular EACPC meetings.

6.3.6.1 Standing Subcommittees

Pursuant to the purpose of the EACPC, the EACPC has established a standing Development Review Subcommittee and will create ad hoc committees as needed to address a particular planning or operational matter, such as election or Operating Procedures review subcommittees.

The Development Review Subcommittee will consist of no less than three (3) and no more than seven (7) members. This subcommittee is established for the purpose of in-depth review of development plans and city staff comments for projects proposed within the EACPC boundaries and to review how proposed development complies with zoning, guidelines and goals of the Mid-City Communities Plan and the City of San Diego General Plan. The Development Review Subcommittee meetings shall be open to all interested members of the public. The subcommittee shall take a vote and make a recommendation based upon such vote to the full EACPC board. In addition to the recommendation and vote, it shall be the responsibility of this committee to relay information regarding attendance at the meeting, public comment, developer comments, owner comments, and summarize other criteria of the subcommittee meeting to the full EACPC in order to allow the members to make a well-informed decision.

6.3.6.2 Ad Hoc Subcommittees

Ad hoc subcommittees may be established for finite period of time to review more focused issue areas and shall be disbanded following their review. Topics may include those not regularly within the purview of the EACPC, but are of interest to the EACPC and are consistent with responsibilities according to Council Policy 600-24.

6.3.6.3 Subcommittee Composition

Subcommittees shall contain a majority of members who are members of the EACPC.

Non-members, who are duly appointed by a planning group to serve on a subcommittee, may be indemnified by the City in accordance with Ordinance No. O-19883 NS, and any future amendments thereto, provided they satisfy any and all requirements of the Administrative Guidelines. Each non-member appointed to a subcommittee is encouraged to pursue indemnification in accordance with Ordinance No. O-19883 NS. It shall be strictly the responsibility of any non-member serving on a subcommittee of the EACPC, to pursue indemnification should he or she desire to be indemnified by the City in accordance with Ordinance No. O-19883 NS. It shall not be the duty of the Chairperson, Vice-Chairperson, Secretary, Treasurer or any other member of the EACPC to ensure that a non-EACPC-member subcommittee member take the necessary steps to become indemnified regardless of whether the committee to which the non-member is appointed be a standing subcommittee or an ad-hoc subcommittee.

6.3.6.4 Recommendations

Subcommittee recommendations must be brought forth to the full EACPC for formal vote at a noticed public meeting. In no case may a committee or subcommittee recommendation be forwarded directly to the City as the formal recommendation of the EACPC without a formal vote of the full planning group.

6.3.6 Abstentions and Recusals

6.3.6.1 Recusals

Any member of the EACPC with a direct economic interest in any project that comes before the planning group or its subcommittees must disclose to the EACPC that economic interest, and must recuse from voting and not participate in any manner as a member of the EACPC for that item on the agenda.

6.3.6.1 Abstentions

In limited circumstances, EACPC members may abstain from either voting on an action item, or from participating and voting on an action item. The member must state, for the record, the reason for the abstention.

6.3.7 Meeting Documents and Records

6.3.7.1 Agenda by Mail

Requests to mail copies of a regular agenda, and any accompanying material, shall be granted. Such materials shall be mailed when the agenda is posted, or upon distribution to a majority of the members of the EACPC, whichever occurs first. A request to receive agendas and materials may be made for each calendar year and such request is valid for that entire year, but must be renewed by January 1 of the following year. A cost-recovery fee may be charged for the cost of providing this service.

6.3.7.2 Agenda at Meeting

Any written documentation, prepared or provided by City staff, applicants, or EACPC members that is distributed at the EACPC meeting, shall be made available upon request for public inspection without delay. If such material is distributed at the EACPC meeting, then it shall be made available upon request at the meeting. If such material is prepared by someone other than City staff, applicants, or EACPC members, or is received from a member of the public during

public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the meeting. A cost-recovery fee may be charge for the cost of reproducing any the materials requested by an individual or individuals.

6.3.7.3 Minutes

For each EACPC meeting, a report of EACPC member attendance and a copy of approved minutes shall be retained by the EACPC, and shall be available for public inspection. A copy of the draft minutes should be made available for public inspection as soon as possible but no later than the EACPC's next regularly scheduled meeting. The minutes of each EACPC meeting shall include the votes taken on each action item and reflect the names for, against and abstaining when the vote is not unanimous. Recusals shall also be recorded. Minutes should record speakers and public testimony, and whether each project applicant (whose project was subject to planning group action) appeared before the EACPC. If an applicant did not appear before the EACPC then the meeting minutes must indicate the date when and type of notification (e.g., electronic, telephonic, facsimile) provided to the applicant requesting his or her appearance at the EACPC meeting. A copy of the approved minutes shall be submitted to the City within 14 days after approval by the EACPC.

The EACPC is not required to audio or videotape meetings but if recordings are made, they are subject to a public request to inspect without charge. A cost-recovery fee may be charged for copies of recordings.

6.3.8 Representative to the Community Planners Committee

The Chairperson shall be a recognized community planning group's representative to the Community Planners Committee (CPC). However, by vote of the EACPC, a EACPC member other than the chair may be selected as the official representative to CPC with the same voting rights and privileges as the chair. Designation of a member other than the chair for either representative, as well as for the EACPC's alternate to CPC shall be forwarded in writing to the staff representative to CPC prior to extension of voting rights and member attendance.

6.4 Planning Group Officers

The officers of EACPC shall be elected from and by the members of the EACPC. Said officers shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. The length of an officer's term shall be 1 year.

6.4.1 Chairperson

The Chairperson shall be the principal officer of the EACPC and shall preside over all EACPC and communitywide meetings organized by EACPC. The Chairperson will be EACPC's representative to the Community Planners Committee (CPC), unless otherwise designated.

The Chairperson shall be additionally be responsible to set the agenda, provide adequate notice of the EACPC meetings, be the point of contact for development applicants and community representatives, shall attend meetings on behalf of the EACPC or may make arrangements for an alternate representative to attend.

Appeals of discretionary decisions to the City shall be made by the Chairperson or, if necessary, because of direct economic interest or absence, by a designee identified to appeal that particular action on behalf of the EACPC.

6.4.2 Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.

6.4.3 Secretary

The Secretary shall be responsible for the EACPC's correspondence, attendance records, and minutes and actions [including identification of those EACPC members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons] and shall assure that EACPC members and members of the public have access to this information. The Secretary may take on these responsibilities or may identify individuals to assist in these duties.

6.4.4 Treasurer

The treasurer shall keep an accurate record of all funds received and disbursed. At the request of the EACPC, the treasurer shall prepare an annual chapter budget and report of finances, and submit them for approval. In the absence of the president, vice president, and secretary, the treasurer shall preside at meetings of the EACPC.

6.4.5 Other Officers

The EACPC may identify additional officers responsible for the effective operation of the EACPC.

6.5 Additional EACPC Officer Responsibilities

The EACPC officers and representatives to the CPC shall promptly disseminate to all elected EACPC members pertinent information that is received by EACPC regarding its official business.

7. Additional Planning Group Responsibilities

7.1 Commitment to Non-Discriminatory Practices

The EACPC, in conducting its responsibilities, will not discriminate against any person or persons by reason of race, color, sex, gender, age, creed, national origin, ancestry, sexual orientation, marital status, military or veteran status, genetic information, medical condition, or physical or mental disability.

7.2 Records Retention

The EACPC will maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five (5) years (either on its website, in electronic files, or in hard copies) from the date each record is created, and will make all official records available to the City and to any member of the public upon request.

7.3 Ethical Standards

The EACPC will commit to ethical standards to guard against potential conflicts of interest and undue influence on any recommendation. These standards include how the EACPC voting members can recuse themselves or abstain from voting on decisions when such a conflict exists. The EACPC shall submit its adopted ethical standards (see Exhibit A) or incorporate their ethical standards within this section of their Operating Procedures. The EACPC should use the [City's Ethics Ordinance](#) as a guide in drafting its ethical standards.

7.3.1 Direct Economic Interest

The EACPC voting members with a potential conflict of interest shall recuse themselves from participation in a recommendation if they have a direct economic interest. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest in real property, source of income, source of gifts, and personal finances.

7.3.2 Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by a planning group board to other planning group voting members who can show that the decision will not have an effect on their economic interest.

7.3.3 Abstentions for Potential Conflicts of Interest

The EACPC voting members may voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or a where that voting member lacks sufficient information upon which to cast a vote. The EACPC's record of the vote on the item will reflect an abstaining voting member in the vote and they are still counted in a EACPC quorum for that item, regardless of the point in time they declare their abstention.

7.3.4 Political Actions

Neither the EACPC nor voting members in their capacity as such may use their title from or position on the EACPC for political endorsements of individuals. The EACPC may, however, upon majority vote, take a position on pending legislation that is within the EACPC's purview.

7.3.5 Donations

Neither the EACPC nor its voting members shall accept donations on behalf of any individual running for office.

7.3.6 Equal Time for Candidates or Ballot Measures

The EACPC group will endeavor to grant equal time for candidates or ballot measures if docketed on the planning group agenda. Equal time does not apply to individuals speaking during non-agenda public comment.

7.3.7 Professional Conduct

The EACPC voting members shall treat each other, applicants, city staff, and the public with courtesy and respect at all times.

7.4 Voting Member Training

Each EACPC voting member shall complete the formal education program in-person or on-line offered by the City.

The EACPC will require voting members to complete the training each year within sixty (60) days of being initially elected or appointed to the EACPC, and by no later than June 1 of each succeeding year for as long as the voting member is serving or re-elected.

Evidence of completion of annual training shall be part of the EACPC's official records. Failure of voting members to complete the specified training each year will make the member ineligible to serve.

7.5 Collaboration with City Staff

The EACPC voting members will collaborate with the City on an ongoing basis and as requested by the City to increase its voting members' understanding of the role and responsibilities of EACPC.

8. Planning Group Rights and Liabilities

8.1 Indemnification

Pursuant to the policy of the City Council, the City will indemnify, and the City Attorney will defend, the EACPC or its individual voting members, acting in their capacity to the City, under the specified terms set forth in [San Diego Ordinance No. O-19883](#) NS, adopted July 28, 2009, titled "An Ordinance Providing for Defense and Indemnification of Community planning groups," (Ordinance), which may be amended from time to time. Defense and indemnification cover any claim or action of civil wrongdoing against the EACPC or its duly elected or appointed voting members resulting from their obligations to advise and assist the City and its agencies with land use matters as specified herein, so long as their conduct was in conformance with these [Council Policy 600-24](#) and these Operating Procedures, all of the findings specified in the Ordinance can be made, and the rights to defense and indemnification are consistent with state law. The right to defense and indemnification do not apply to allegations of criminal wrongdoing, including alleged criminal violation of the Brown Act.

When the EACPC or one of its individual voting members is found to be out of compliance with the provisions of [Council Policy 600-24](#), or with these Operating Procedures, they acknowledge they risk loss of defense and indemnification pursuant to the Ordinance, and any future amendments.

8.2 Violations and Remedies Related to Provisions Citing the Brown Act

Pursuant to provisions required by the Brown Act, including civil remedies (California Government Code sections 54960 through 54960.5) and criminal penalties (Government Code section 54959) for violation of the provisions, the EACPC will ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void the EACPC actions. Individual voting members of the recognized EACPC, as well as the group as a whole, could be subject to civil remedies. Civil remedies may include relief to prevent or stop future or ongoing violations of the Brown Act, or to void past

actions of the EACPC and may in some cases include payment of court costs and attorney's fees.

Individual voting members of the EACPC may also potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, if the voting member intended to deprive the public of information to which the member knew or had reason to know the public was entitled. Action taken includes collective decisions or promises, and also includes tentative decisions. The EACPC, or any of its individual voting members, may seek assistance by contacting their assigned Community Planner or emailing SDPlanningGroups@saniego.gov, as well as training, from the City to better understand, implement, and comply with the Brown Act.

Any member of the public may refer alleged violations of the Brown Act by the EACPC to appropriate law enforcement agencies, including the California Attorney General, San Diego County District Attorney, or San Diego City Attorney's Criminal Division. The EACPC, or any of its individual voting members, accused of criminal violations of the Brown Act does not have the right to legal protection or representation under these Operating Procedures or [San Diego Ordinance O-19883](#).

8.3 Violations of Membership Eligibility

The EACPC voting member who violates membership eligibility as defined in Section 4.2, may be removed by the remaining EACPC voting members as outlined in Section 5.2.

8.3.1 Removal of Ineligible Voting Members

Procedures for removal of voting members for failure to retain eligibility, shall include providing affected voting members with fair notice and require ineligibility determinations to be supported by documentation.

8.4 Violations and Remedies

If the EACPC violates these Operating Procedures, it may forfeit its status as a recognized planning group and lose its right to indemnification and defense by the City. An EACPC voting member and the EACPC itself risks loss of defense and indemnification pursuant to current San Diego ordinances and any future amendments.

In the case of an alleged violation of these Operating Procedures by an EACPC voting member, the EACPC will conduct an investigation consistent with [Council Policy 600-24](#).

In the case of an alleged violation of [Council Policy 600-24](#), the violation will be forwarded in writing to the City for review by the Mayor or their Designee. The EACPC will respond to the City in a dialogue to determine the validity of the complaint and to seek resolution of the issue or dispute.

The EACPC acknowledges that if the Mayor or their Designee is unable to resolve a dispute or determines that there has been a violation, the Mayor or their Designee may seek to resolve the dispute or violation informally, with the cooperation of the EACPC, or may recommend to the City Council that the EACPC's recognition be revoked.

The EACPC acknowledges that if the City Council determines through a recommendation from the Mayor or their Designee that an EACPC has violated their Operating Procedures or [Council Policy 600-24](#) and the EACPC has failed to take corrective action deemed adequate in the sole discretion of the City Council, the City Council may revoke the EACPC's recognition under this Policy. The City Council may also prescribe conditions under which official recognition may be reinstated.

8.5 Disciplinary Actions of Individual Voting Members in Violation of Operating Procedures

The EACPC acknowledges that any of its voting members found to be in violation of these Operating Procedures shall only be disciplined or removed by the EACPC at a scheduled EACPC meeting. This discipline or removal will be advertised on the agenda as an action item and the investigation or complaint will be reported to the City within sixty (60) days of the allegation so as to ensure a fair and public process.

8.6 Potential Conflicts of Interest

The EACPC voting members found to have a conflict of interest who did not recuse from a vote may be subject to disciplinary action by the officers of the EACPC, which may include expulsion from the board. The EACPC will report in writing instances of disciplinary action to the City within sixty (60) days of any allegation.

8.7 Violations and Remedies for Quorum and Attendance Requirements

If the EACPC is unable to meet quorum and attendance requirements for three (3) consecutive months, then City may place the EACPC in a temporary inactive status, to allow the EACPC to work through its membership issues to return to active status. If the EACPC remains unable to meet quorum and attendance requirements for six (6) consecutive months, then the Mayor or their Designee may recommend to the City Council that the EACPC's recognition be revoked.

8.8 Violations of City Requests for Input

The EACPC acknowledges that a consistent failure to respond to the City's request for input on the preparation of, adoption of, implementation of, or amendment to the General Plan or a community, precise, or specific plans may result in revocation of recognition as referenced in [Council Policy 600-24](#). Consistent failure to provide input on private development applications or public infrastructure projects may result in revocation of recognition. Further, that such a determination resulting in the forfeiture of rights to represent its community for these purposes will be made by the Council upon the recommendation of the Mayor or his/her Designee.

9. Collective Action of the Planning Group

The official positions and opinions of the EACPC will not be established or determined by any organization other than the recognized planning group, nor by any individual voting member or subcommittee of the EACPC.

10. Term of Operating Procedures

These Operating Procedures will be effective in perpetuity of the life of the EACPC unless recognition of the EACPC is revoked by the City as described in Section 8.4 or the Operating Procedures are updated to be consistent with [Council Policy 600-24](#) as it may be amended. Proposed amendments shall be submitted to the offices of the Mayor and City Attorney for

review and approval. Any proposed amendments that are inconsistent with Council Policy 600-24 shall not be approved by the Mayor and City Attorney and shall be forwarded to the City Council President who shall docket the matter for Council consideration. Amendments to the Operating Procedures are not valid until approved by the City.

Attachments:

EXHIBIT A: MAP OF PLANNING GROUP BOUNDARIES.

EACPC will represent the communities of El Cerrito, Oak Park, Redwood Village, Rolando, Rolando Park, and Webster

EXHIBIT B: COMMUNITY PARTICIPATION AND REPRESENTATION PLAN

Guidelines for CPG Ethical Standards
Eastern Area Communities Planning Committee
As required for CPG Recognition by Terms and Conditions, Exhibit A

This document describes recommended ethical standards the Eastern Area Communities Planning Committee (EACPC) bylaws should address to be eligible for recognition by the San Diego City Council. These guidelines do not affect in any way the requirements of CP 600-24. The standards are outlined based on the City's Ethics Ordinance: Chapter 2, Article 7, Division 35 of the City's Municipal Code.

1) Conflicts of Interest

EACPC voting members will not receive any compensation to attend meetings nor will it be part of their job duties.

EACPC voting members with a potential or perceived conflict of interest should recuse themselves from a EACPC hearing on matter for which they have a direct economic interest. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest in real property, source of income, source of gifts, and personal finances.

Exceptions to conflicts of interest may be granted by the EACPC board to a voting member who can show that the decision will not have an effect, positive or negative, on their economic interest.

2) Abstentions for Potential Conflicts of Interest

EACPC voting members should voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or a where that member lacks sufficient information upon which to cast a vote. EACPC's record of the vote on the item will reflect an abstaining member in the vote and they are still counted in a EACPC quorum for that item, regardless of the point in time they declare their abstention. Discomfort in publicly disclosing their position on a matter is not sufficient reason to abstain. At the time of the vote, a member shall disclose their reason for abstaining.

3) Political Actions

Neither the EACPC nor voting members in their capacity as such should use their title from or position on a EACPC for political endorsements of individuals. The EACPC may, however, upon majority vote, take a position on pending legislation that is within the EACPC's purview.

4) Donations

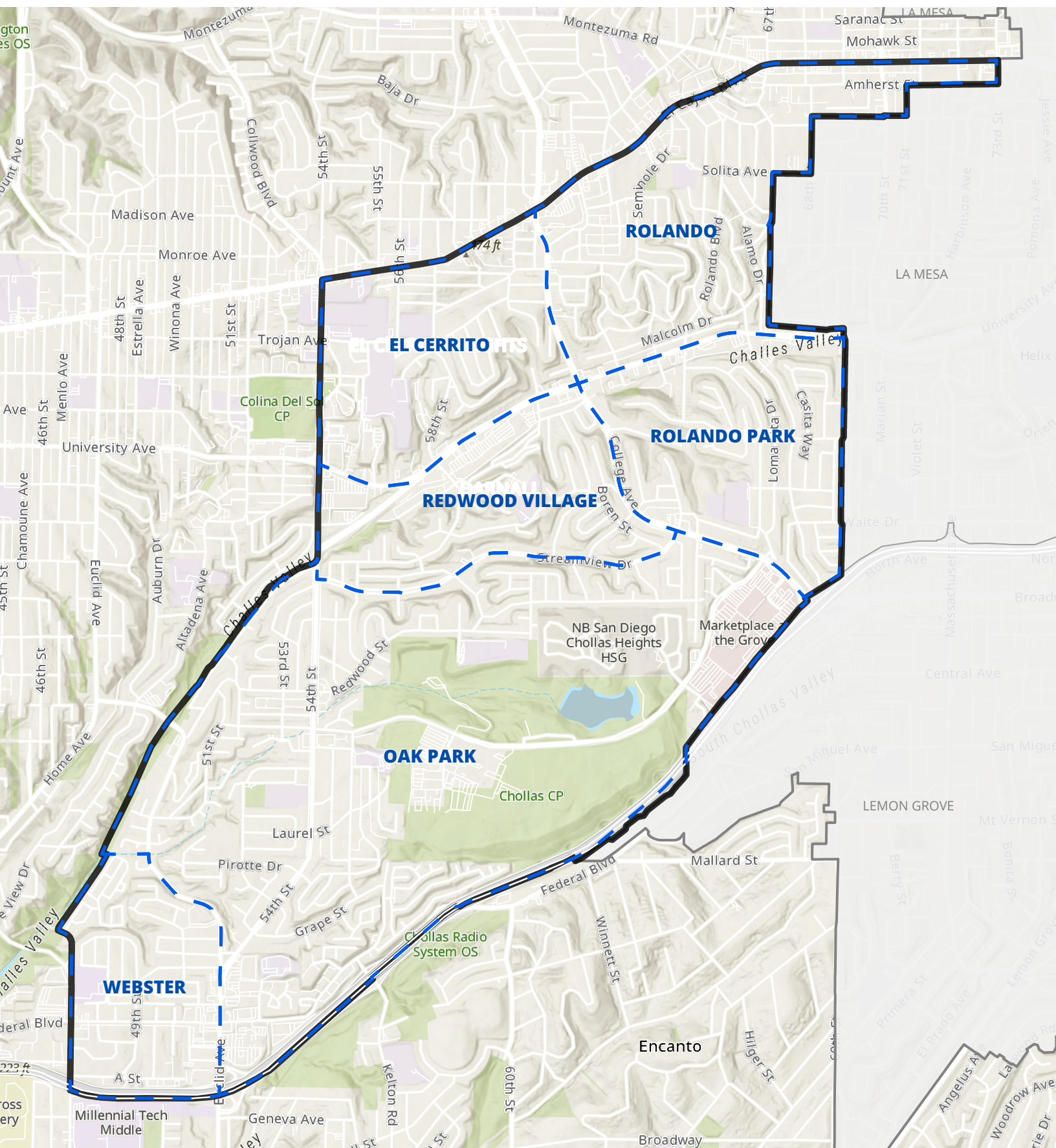
Neither the EACPC nor its voting members should accept donations on behalf of any individual running for public office.




5) Equal Time for Candidates or Ballot Measures

The EACPC will endeavor to grant equal time for candidates or ballot measures if docketed on their agenda. Equal time does not apply to individuals speaking during non-agenda public comment.

6) Professional Conduct

The EACPC shall establish standards for voting member professional conduct. EACPC voting members should treat each other, applicants, city staff, and the public with courtesy and respect at all times.



-  Eastern Area Community
-  Mid City: Eastern Area Neighborhoods
-  City of San Diego

The Mid City Neighborhoods mapped here are those illustrated in the Mid Cities Community Plan.

DRAFT

Suggested Strategies – Community Participation & Representation Plan As required for Planning Group Recognition by Terms and Conditions, Exhibit B of Council Policy 600-24

The Eastern Area Communities Planning Committee, EACPC, (“Planning Group”) is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing EACPC members who are representative of the community and community interests, including, but not limited to renters, youth, people with disabilities, and intergenerational households. Soliciting and obtaining broad input on projects and initiatives is critical to the success of our Planning Groups to serve as a recognized advisory body to the City.

The goal of this participation and representation plan is to communicate the EACPC’s goals, guiding principles for outreach and communication, and a strategy for meaningful, ongoing engagement.

Our plan is crafted to reflect the unique demographics and characteristics of our community. Please see Community Plan Area (CPA) demographics provided by SANDAG’s [Data Surfer](#) website.

Overarching Goal

- Educate community members about the role of the EACPC and opportunities for involvement.
- Establish partnerships with non-profits, community organizations, businesses, schools/universities and government organizations to build relationships and trust with the community.
- Increase and diversify participation in monthly EACPC meetings and decision- making.
- Communicate about the EACPC’s work and goals in simple, easy-to-understand language that is accessible for anyone regardless of their background in or knowledge of community planning.
- Obtain meaningful input from a broad range of community members on land use matters (e.g., General Plan and Community Plan Amendments, Community Plan Updates, project reviews, and other land use matters referred to them by the City).
- Be proactive in listening to community needs and effectively communicating these to the City.

Guiding Principles for Public Participation

- Provide all meeting information necessary to encourage community members to participate in a simple and accessible manner.
- Communicate in ways that are inclusive, transparent and respectful.
- Consistently share information with community members using a variety of methods (See Appendix A -Public Participation Tools).

- Make meeting materials available in the languages spoken within the community. Please see Census data for Community Plan Area (CPA) provided by SANDAG's [Data Surfer](#) website.
- Be respectful of people's opinions and time. Consider establishing grounds rules for dialogue or codes of conduct like those from the [American Bar Association](#) and the [National Conflict Resolution Center](#).
- Ensure a safe, accessible meeting space.

Our Strategies for Community Outreach and Involvement

What we are already doing

- Posting monthly meeting information on social media such as Facebook and Nextdoor for several years as well as sending out to our mailing list
- Holding hybrid meetings that conform to the Brown Act, but still allow as many community members as possible to attend
- Our D9 office already shares our meeting information with the public in weekly newsletters and social media posts; we'll ask our D4 office and our Mayor's Office representative to do the same
- We recently partnered with Groundwork to hold a special meeting with city engineering and the Oak Park and Redwood Village communities to address concerns on the CIP project for Streamview Dr.
- Already sharing information and upcoming events with other Mid-City planning groups and will continue to build relationships with other city advisory boards and planning groups to cross-pollinate messaging

What we will do in the next year

- Create a EACPC promotional flyer in English and Spanish* to distribute in community hubs to help educate the community on the role of EACPC, how to get involved, and the benefits of serving on a Planning Group.
- Launch our website for the EACPC** by the beginning of 2024 that will include:
 - Meeting agendas
 - Approved meeting minutes
 - Links to meeting videos
 - Links to our six communities' websites
 - Calendar of upcoming community events
 - Comment form
 - Community surveys
- Link from community websites to EACPC's website
- Post printed monthly meeting information in English and Spanish* at our libraries:
 - College-Rolando Library
 - Oak Park Library
- Ask communities to include monthly meetings and elections in local community newsletters, e.g., Oak Park and El Cerrito

- Ask our community councils for agenda time at meetings to provide regular updates from our planning group
- Post online surveys both on our website and social media to seek input on community needs/other initiatives
- Continue to look for additional opportunities to partner with community-based nonprofits such as Groundwork to build relationships and to hold special meetings where we can engage more people on community issues

What we will do if we have funding/resources

- Post printed monthly meeting information in English and Spanish and possibly other languages at other places (we have six communities)
 - Park and Rec Building(s)
 - Public transit hubs
 - Grocery stores
 - Coffee shops
 - Schools
- Look for informal events and pop ups such as a table at the next Rolando Street Festival to talk in person with interested parties and hand out literature about our planning group

Measuring Our Success

- Monitor quarterly and year-over-year meeting attendance, number of voters in elections, social media and website metrics as applicable, type and frequency of outreach efforts, events attendance lists, change in composition of voting members as evidenced in annual surveys, etc.
- Success should also be qualitatively measured by the intentional efforts made to bring in community members that have historically faced barriers to participation in Planning Groups. Document information in annual report and submit to the City via email: SDPlanningGroups@sandiego.gov within 14 days of the approval of the March minutes.

*Translation assistance from Groundwork

**Website development and hosting assistance from Groundwork

Community Planning Groups

Engagement Techniques Worksheet

This worksheet aims to build an understanding of public engagement techniques and what to consider when planning for engagement. The toolbox (below) lists the technique description and typical application.

*Adapted from IAP2 - International Association of Public Participation, <https://www.iap2.org>.

Technique and Description	Typical Application
<p>Briefings: A regular meeting to provide an opportunity to inform and educate.</p>	<p>Share Information: An opportunity to reach various individuals by sharing a presentation with a stakeholder group in the community such as a town council, Business Improvement District or community-based organization.</p>
<p>Hotline/Dedicated Planning Group phone number: A phone line for public access to pre-recorded meeting information or to reach the planning group.</p>	<p>Share Information: A dedicated Planning Group phone number could allow the Planning Group or Subcommittee Chair to serve as the point of contact to respond to questions about upcoming agenda items or how project applicants can schedule their project at an upcoming meeting agenda.</p>
<p>Electronic forums, social media groups, and email: Sharing electronic information to notify stakeholders when new materials are posted, invite them to upcoming meetings, distribute comment and evaluation forms, share meeting summaries, collect comments and input, etc.</p>	<p>Share Information: Inexpensive process to directly reach stakeholders and allows people to share messages with each other.</p>
<p>Printed public information materials: Information materials such as fact sheets, newsletters, brochures, progress reports, etc. that can be printed and distributed.</p>	<p>Share Information: A mechanism to reach a large target audience through clear and visually engaging information. Planning Groups can share these materials with public places like libraries, community centers, and schools by asking staff if they can place the information in highly visible locations, as well as publicly indicating their availability on their agenda, website, social media, etc.</p>
<p>Newspaper/Newsletter: Can contain notices, summarized details on past/future engagement opportunities or comment forms in local newspapers.</p>	<p>Share Information: Newspapers/Newsletters – both digital and hardcopy – can include notices and summaries to allow wide distribution of information and gather public feedback.</p>

Websites: Websites are developed to provide accessible information to the public.

Share Information: This online tool helps provide information in a central location about projects, plans, meeting agendas, events, etc. and can allow options for people to join email mailing lists and/or share online comments via a comment form. Websites can also share links to other relevant sites.

Community Planning Groups

Engagement Techniques Worksheet

Technique and Description	Typical Application
<p>Expert Panels: An educational opportunity through a moderated discussion on important issues with experts from various fields.</p>	<p>Share Information: Subject matter experts from the public and private sectors are invited to share information in a panel format open to the public.</p>
<p>Comment Forms: Written or email/web-based forms for collecting and documenting input and comments from the public.</p>	<p>Collect and Compile Input: Comment forms can help collect input from people unlikely to attend meetings or who might feel uncomfortable voicing their input at meetings.</p>
<p>Partnering with Community-Based Organizations: Partnering with qualified local community organizations to help get the word out about Planning Groups or obtain community input.</p>	<p>Collect and Compile Input: Helps promote community-based involvement and advocacy. This strategy also makes the most of existing networks that community organizations have developed.</p>
<p>Pop-Up Events: These events offer an opportunity to participate in a large fair or community gathering by setting up a table with information and resources about participating in the Planning Group.</p>	<p>Bringing people together: These events provide an opportunity to connect with community members on the ground, get feedback, answer questions and share information.</p>
<p>Open Houses: An open house typically includes several informational stations, each addressing a separate issue. A resource guide can assist participants in touring through the exhibits at their own pace.</p>	<p>Bringing people together: This event format helps foster small group or one-on-one communication on multiple land use issues or in coordination with a project applicant on a complex development project.</p>
<p>Tours and Field Trips: This technique offers the Planning Group and community stakeholders an opportunity to visit a particular site or tour an area.</p>	<p>Bringing people together: This activity allows individuals and small groups to understand existing site conditions firsthand and how these areas could be developed in the future. Planning Groups should ensure that a quorum of their group is not present at one time during these events to avoid any Brown Act issues.</p>

Workshops: An informal public meeting that may include presentations and include opportunities for interaction among participants.

Bringing people together: An opportunity for discussion on criteria, analysis of alternatives, developing goals and objectives or creating a “community vision”. This activity helps foster small group or one-to-one communication to answer difficult questions or create new concepts. This format builds credibility and maximizes feedback obtained from participants working through a public process to address any issues.

Community Planning Groups

Engagement Techniques Worksheet

Technique and Description	Typical Application
<p>Public Meetings: These organized meetings are open to the public at large and are used to provide presentations and allow the public to ask questions and provide comments.</p>	<p><i>Bringing people together:</i> Participants are able to hear relevant information and have an opportunity to ask questions and make comments and here opinions and perspectives of others.</p>
<p>Web-based Meetings: Meetings can also be held online to reach people who are normally unable to participate in person.</p>	<p><i>Bringing people together:</i> Online meetings can be cost- and time-efficient, and people can participate from their home, office, or mobile device via an online application. Please consult In-Person Meeting Guidance when hosting a virtual or hybrid meeting per the Brown Act.</p>

Community Planning Groups

Survey Best Practices

Surveys offer the ability to obtain useful data and feedback to inform recommendations and increase understanding of various issues. The following are survey best practices adapted from the City of San Diego Performance and Analytics Department (PandA) and other survey guides.

Types of survey tools to consider:

In-Person	Conducted in-person, generally in a public place.
Mail	Surveys that are sent to participants via mail which may include envelopes to return the survey.
Email	Survey is emailed to potential participant via a link.
Online	A survey that is posted online via link on a webpage.
Telephone	Participants are called by interviewers and asked to answer survey questions.

What is the purpose of your survey and who is your target?

What is the purpose of your survey?	What information are you missing, and how will this survey fill or inform those gaps? It's best to map out your problems, issues you would like to include, questions, and how each survey question will align to a problem. In the introduction, include any background information and articulate to the participant why the survey is being conducted.
Determine how the survey results could influence future decisions.	What decision, course of action or recommendation could you take based on the responses from each question? If you are unsure what action you can take based on a question, omit the question.
Who is taking your survey?	Consider the demographics of the people you're trying to reach. How might you need to design questions to help your audience best interpret them? Does your survey tool need to be translated into another language?
How will you reach your target audience?	Where are your respondents most likely to see the survey (social media, emailed directly to them)? How are they most likely to take the survey (over the phone, online, paper, on a mobile device, other)? How long will the survey be available?

Community Planning Groups

Survey Best Practices

How should you develop your questions?

<p>Making sure that your questions and responses match.</p>	<p>If the focus of your question is about a Planning Group recommendation, then the response should use “recommend.”</p> <p>If the question is asking about the likelihood for someone to support an issue or a concept, then the response should use "support."</p>
<p>Each question should only ask one thing.</p>	<p>Your questions should be direct and seek a specific answer. For example:</p> <p>“Are community parks clean and safe?” = wrong</p> <p>"Are community parks clean?" and "Are community parks safe?" = correct.</p>
<p>Develop clear and concise questions. Avoid technical jargon and abbreviations.</p>	<p>Good survey questions are written at a 5th grade reading level. You can check the reading level and readability of your questions using Microsoft Word or the Hemmingway app.</p>
<p>Ask: How can this question be misinterpreted?</p>	<p>Pretest your questions by asking them among others to gain feedback on the clarity of your questions and to evaluate any initial perceptions.</p>

Writing your questions.

<p>Keep it simple and to the point.</p>	<p>The respondent shouldn't have to re-read the question for clarity.</p>
<p>Use words with clear meanings.</p>	<p>Avoid words like: most, many and several. Instead use: almost all, a majority of, and almost none.</p>
<p>Limit the number of ranking options.</p>	<p>Try not to list more than six items to rank in order of preference or importance. If you have more than six, consider breaking them up into different questions.</p>
<p>Multiple choice questions should cover all options but not overlap.</p>	<p>For example, when asking respondents about their favorite community destinations don't have an option for both “library and recreation center.”</p>

Avoid offering too few or too many options.

Offer the most likely options and then add an “other, please specify” as a fill-in option to capture any responses that are not covered.

Community Planning Groups

[Sample flyer and Planning Group Webpage](#)

Flyers can be used for posting on local community bulletin boards, libraries, coffee shops, or other neighborhood organizations' webpages to invite community members to join and be involved with their local Planning Group.

The following flyer was made by using the [Free flyer maker](#) on [Canva](#). Canva is a free, online design and visual communication platform. Additional tools for designing banners, posters, etc. are offered as well.

 **EXAMPLE FLYER**

Community Planning Group

WHY SHOULD YOU JOIN?

1. GET TO KNOW YOUR NEIGHBORS, DIFFERENT/SHARED PERSPECTIVES AND THE ISSUES THAT MATTER IN YOUR COMMUNITY.
2. GAIN A GREATER UNDERSTANDING OF GOVERNMENT FUNCTIONS AND HOW PLANNING GROUPS INFLUENCE PUBLIC POLICY.
3. SHARE YOUR INPUT ON DEVELOPMENT PROJECTS AND PUBLIC IMPROVEMENTS THAT ARE PLANNED IN YOUR NEIGHBORHOOD.
4. HAVE A SAY IN THE LONG-TERM FUTURE OF YOUR COMMUNITY.


Meets every third Thursday at 6pm.

**1234 Planning Rd
San Diego, CA
12345**

Get in touch with the Planning Group Chair

 **Chair Name Here**
123-456-7890
cpgchair@sandiego.gov

For More Information: www.reallygreatsite.com

Community Planning Groups

[Sample flyer and Planning Group Webpage](#)

[Wix](#) is one of many online platforms that be used to design a Planning Group website. Wix has a free version where you can explore the basics of web design and have access to various templates and pages. You can start building your website on Wix through their [guided process](#).

SAMPLE COMMUNITY PLANNING GROUP



HOME MEETING AGENDAS MEETING MINUTES OPERATING PROCEDURES GET INVOLVED More

Welcome!

The Sample Community Planning Group (SCPG) is the City Council-recognized, independent advisory group for the Sample Community. Our responsibilities include providing recommendations to the City of San Diego on the adoption, amendment and implementation of Sample Community Plan, the General Plan and other land use matters. As the planning group for the Sample community, we are committed to engaging a broad and diverse cross-section of our community and representing the diversity of our community and its interests.



Monthly Meetings:

Occur every 3rd Wednesday of the month.

Location: Community Recreation Center

1234 Anywhere Avenue, SD CA 92199

Time: 6:00 p.m. to 8:00 p.m.

See Menu Bar above for meeting agenda.