OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION
OF THE
Greater Golden Hill Planning Group
AS AN INDEPENDENT COMMUNITY PLANNING GROUP PER
CITY COUNCIL POLICY 600-24

Introduction and Background

Through this document, the Greater Golden Hill Planning Group (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 planning group 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 planning group is not 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 planning group, 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 planning group 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 planning group acknowledges that the City can revoke recognition of any planning group if the City, in its sole discretion, determines these standards are not being met.

The planning group will separately and independently maintain any legally required corporate documents, including articles of incorporation and corporate bylaws, or any other legally required documents related to the planning group's founding, operation, or organization.

The planning group 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 **Greater Golden Hill Planning Group**.

The community planning boundaries of this planning group are the boundaries of the **Greater Golden Hill** Community, as shown in Exhibit A.

2. Responsibilities

2.1 Collaboration with City Staff

As a recognized independent body, the planning group may 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 planning group 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 relates to its boundaries.

The planning group may, upon City request, make recommendations, or participate in, additional efforts such as identifying CIP infrastructure needs or additional City matters.

The planning group recognizes that City staff and development project applicants are not required by the City to present their project or application before the planning group 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, planning group project review recommendations, if any, shall be submitted to the City within seven calendar days of the planning group taking action.

In addition, the planning group shall submit its recommendation and any conditions to the project proposed by the planning group, 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 planning group shall follow a uniform mandatory process for recording planning group project review recommendations through the use of an Annual Report that includes all project recommendations which shall be part of the planning group's official records.

2.4 Adherence to Ralph M. Brown Act

The planning group 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

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location 72 hours in advance of the meeting, and in compliance with each of the Brown Act provisions. Failure of the planning group to conduct meetings in compliance with the Brown Act provisions shall constitute sufficient reason for the planning group to lose its Council recognition and may subject the planning group and planning group voting members to a loss of indemnification by the City.

2.5 Maintenance of Open Records

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

2.6 Independent Entity

The planning group 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 City Manager 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 planning group will ensure that its voting members, to the greatest extent possible, represent the entire community and community interests, including homeowners, renters, individuals with and without school age children, and diverse age groups.

The planning group and its voting members should routinely seek robust community participation in the planning group planning and implementation process to serve the best long-term interest of the community at large.

3.2 Community Outreach

The planning group and its voting members shall routinely seek community participation in the planning group planning and implementation process to serve the best long-term interest of the community at large.

3.3 Collection of Membership Data

To measure community representation, the planning group 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 planning group. 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 planning group 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 **Greater Golden Hill Planning Group** shall consist of: **Sixteen** elected members.

4.2 Voting Member Eligibility

The planning group 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 planning group 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 planning group shall take attendance to ensure that each voting member attends at least two-thirds of the planning group'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 planning group 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 planning group may create appointed non-voting seats. These appointed non-voting seats are described as follows.

NA

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

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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 planning group 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 **Greater Golden Hill Planning Group** shall be elected to serve fixed terms of: 2 years with expiration dates during alternate years to provide continuity. Voting members will not serve their service time for more than eight (8) consecutive years if elected to two- or four-year terms, or nine (9) consecutive years if voting members are elected to three-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 planning group may develop procedures for waiving the maximum time of service by vote of its voting members if the planning group cannot find sufficient new voting members to fill vacant open seats after a good faith effort to do so. Should a planning group 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 planning group 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 planning group will be allowed to vote in planning group 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 planning group voting member per business tax certificate

- Only one elected planning group 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

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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 planning group will adopt provisions within its Operating Procedures that will govern the election or appointment of voting members of the planning group, 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 planning group operations.

Planning group operating procedures in this section will address the following election procedures:
- Cut-off date for candidates to submit nominations, which generally should be a planning group's regular February meeting before an annual March election.
- Verification of candidate eligibility prior to printing a ballot and the forms of verification required for eligibility per Section 5.1.1. through 5.1.4 of these operating procedures and who/where they are submitted.
- Creation of a ballot with all candidates' identification such as name, community affiliation they are fulfilling per Section 4.2 and 4.3, and what terms or remaining terms they are filling.
- Handling of write-in candidates, if applicable, including how to verify eligibility for a write-in candidate's name on a submitted ballot.
- Handling of a candidate's absence from a scheduled candidates' forum, such as indicating whether a proxy representing the candidate can read their statement in their absence or it if a hybrid meeting can be arranged by the planning group if a candidate can't attend in-person for a particular reason.
- Location(s) of polls. Operating procedures can include voting times for poll locations and identify where the poll location or locations (if managing multiple locations is allowed) are listed (such as on an announcement, agenda or website)
- Management of the polls which should also address what roles volunteers, members of an election subcommittee, or a combination thereof will have in managing the polls or how individuals with disabilities are accommodated.
- Verification of voter eligibility as referenced in Sections 5.1.1 through 5.1.4 in these Operating Procedures.
- Ballot construction & content, such as indicating what open positions are available and how many candidates to vote for and indicating any limitations for write-in candidates
- Setting election date(s) such as indicating that the annual election date is the noticed,

regular meeting date in March or during specific duration of days, if allowed.
- Setting voting time(s.) that are reasonable such as during or just before the noticed, regular March meeting or during multiple days, if allowed.
- Mail-in ballot procedures, if applicable.
- Closing the polls, such as indicating when the closing of the polls is announced during a regular meeting, when a final call for ballots is announced prior to closing or indicating who makes the announcement (e.g. Chair, Elections Subcommittee Chair, Secretary, etc.).
- Counting the ballots, including when, by whom, and how to account for a candidate continuing beyond eight or nine consecutive years of service.
- Clarifying whether a plurality voting system is being used, or if a majority is required for a seat to have a declared winner.
- Ballot record keeping addressing how long ballots are kept in case of challenge and by who (Chair, Election Subcommittee Chair or designated planning group member).
- Tie-breaking procedures such as using a coin toss to determine candidate or holding a run-off election.
- Announcing election results and when the election becomes final such announcing the results of the election at the conclusion of the noticed, regular March meeting and finalizing the results one week after, if no election challenges are filed.
- Election challenge procedures. Operating procedures should address the planning group's role or election subcommittee's role in addressing challenges, where election challenges are submitted and received by whom, timing for resolution and reporting to the planning group.
- Timing of installation of newly elected voting members such as whether newly elected members are seated at the immediately, at the end of the meeting at which the election was held, or the following month.
- Maintaining confidentiality of secret written ballots which could include whose responsibility it is on the election subcommittee and how this is done (e.g. completed ballots are deposited into a sealed container and only opened just before counting).
- Discouragement of electioneering (individuals actively trying to convince voters to vote for a specific candidate at the time and place of the election). Operating procedures could address assigning the responsibility to a planning group member, member of the election subcommittee or volunteer for ensuring electioneering is taking place in close proximity of polls.
- Next steps if a seat remains unfilled due to lack of, or ineligibility of, a candidate, or as a result of a successful election challenge, such as appointing a runner-up candidate or holding a special election.
- Determining that a vacancy exists consistent with Section 4.2.2 Minimum Attendance Requirements within a 12-month period from March to April of each year and Section 8.3 Violations of Membership Eligibility.
- Timeframe for filling vacancies and inability to fill vacancies within the designated timeframe, such as filling vacancies no later than 120 days after a vacancy is declared by the planning group and holding the seat vacant until the next election if the planning group has more than 10 voting members in good standing, when the planning group is unable to fill a vacancy within 120 days.

5.3 Election Timing

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

6.   Conduct of Meetings

6.1 Professional Conduct

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

6.2 Rules of Procedure
The planning group 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 planning group to facilitate public meetings, conduct public business, and resolve disputes.

6.3 Transparency in Operations
The planning group 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 planning group meetings.

Planning group operating procedures in this section will address the following duties, operations and procedures:
- Regular agenda content and posting consistent with the Brown Act, relative to time allotted for non agenda public comment and individual/group testimony on agenda items, adjournments and continuances, consent agenda, quorum, action items especially as it relates to development project review, collective concurrence, special meetings and emergency meetings, right to record and meeting minutes.
- General meeting procedures and planning group responsibilities such as: Recording attendance and absences of voting members, reports from government officials and neighborhood organizations, how a group represents non-project recommendations, internal operating procedures amendment process or development of procedures and participation with other committees or organizations.
- Subcommittees – relative to the purpose of standing subcommittees and ad-hoc subcommittees, subcommittee composition, recommendations and protocol for triggering a joint meeting of the planning group and the subcommittee if there is potential for a quorum of the planning group to be present at a subcommittee meeting.
- Abstentions and recusals consistent with Section 7.3 Ethical Standards. Operating procedures should indicate that recusals are noted in the meeting minutes and also include a planning group member's reason for abstaining.
- Representative (other than the Chairperson) to the Community Planners Committee (CPC). Operating procedures should address if this duty falls automatically within the Vice-Chair's responsibility or if a member of the planning group is appointed.

6.4 Planning Group Officers

The officers of the Greater Golden Hill Planning Group shall be elected from and by the members of the planning group. Said officers shall consist of a Chairperson, Vice Chairperson and Secretary. The length of an officer's term shall be: one year, except that no person may serve in the same planning committee office for more than four consecutive terms. After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.

6.4.1 Chairperson

The Chairperson shall be the principal officer of a recognized planning group and shall preside over all planning group and communitywide meetings organized by the planning group. The Chairperson will be the planning group's representative to the Community Planners Committee (CPC), unless otherwise designated. The Chairperson shall also be responsible for setting regular meeting agendas, being the primary point of contact for the committee, and for committee correspondence. 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 planning group.

6.4.2 Vice Chairperson

Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. In addition, the Vice Chairperson shall be responsible for identification of those planning committee members that - 20 - constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons. In the absence of the Chairperson, the Vice Chairperson shall assign these duties to another committee member

6.4.3 Secretary

Secretary. The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions [including identification of those planning group's members that constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons] and shall assure that planning group 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.

6.5 Additional planning group Officer Responsibilities

The **Greater Golden Hill Planning Group** officers and representatives to the CPC shall promptly disseminate to all elected planning group members pertinent information that is received by the planning group regarding its official business.

7.   Additional Planning Group Responsibilities

7.1 Commitment to Non-Discriminatory Practices

The planning group, 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 planning group 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 planning group will commit to ethical standards to guard against potential conflicts of interest and undue influence on any recommendation. These standards include how planning group voting members can recuse themselves or abstain from voting on decisions when such a conflict exists. The planning group shall submit its adopted ethical standards (see Exhibit A) or incorporate their ethical standards within this section of their Operating Procedures. The planning group should use the City's Ethics Ordinance as a guide in drafting its ethical standards. [**THE FOLLOWING ARE EXAMPLES OF ACCEPTABLE PLANNING GROUP ETHICAL STANDARDS:**]

7.3.1 Direct Economic Interest

Planning group 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

Planning group 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 planning group's record of the vote on the item will reflect an abstaining voting member in the vote and they are still counted in a community planning group quorum for that item, regardless of the point in time they declare their abstention.

7.3.4 Political Actions

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

7.3.5 Donations

Neither the planning group 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

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The planning 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 planning group 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 planning group voting member shall complete the formal education program in- person or on-line offered by the City.

The planning group will require voting members to complete the training each year within sixty (60) days of being initially elected or appointed to the planning group, 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 planning group'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

Planning group 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 the planning group.

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 planning group 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 planning group 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 planning group 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.

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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 planning group will ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void planning group actions. Individual voting members of the recognized planning group, 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 planning group and may in some cases include payment of court costs and attorney's fees.

Individual voting members of the planning group 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 planning group, or any of its individual voting members, may seek assistance by contacting their assigned Community Planner or emailing SDPlanningGroups@sandiego.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 planning group to appropriate law enforcement agencies, including the California Attorney General, San Diego County District Attorney, or San Diego City Attorney's Criminal Division. The planning group, 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

Any planning group voting member who violates membership eligibility as defined in Section 4.2, may be removed by the remaining planning group 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 planning group 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. A planning group voting member and the planning group 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 a planning group voting member, the planning group 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 planning group 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 planning group 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 planning group, or may recommend to the City Council that the planning group's recognition be revoked.

The planning group acknowledges that if the City Council determines through a recommendation from the Mayor or their Designee that a planning group has violated their Operating Procedures or Council Policy 600-24 and the planning group has failed to take corrective action deemed adequate in the sole discretion of the City Council, the City Council may revoke the planning group'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 planning group acknowledges that any of its voting members found to be in violation of these Operating Procedures shall only be disciplined or removed by the planning group at a scheduled planning group 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

Planning group 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 planning group, which may include expulsion from the board. The planning group 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 planning group is unable to meet quorum and attendance requirements for three (3) consecutive months, then City may place the planning group in a temporary inactive status, to allow the planning group to work through its membership issues to return to active status. If the planning group 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 planning group's recognition be revoked.

8.8 Violations of City Requests for Input

The planning group 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 planning group 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 planning group.

10.   Term of Operating Procedures
These Operating Procedures will be effective in perpetuity of the life of the planning group unless recognition of the planning group 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: COMMUNITY PARTICIPATION AND REPRESENTATION PLAN

EXHIBIT B: MAP OF PLANNING GROUP BOUNDARIES.**:** The Greater Golden Hill
               Planning Group will represent the community of Greater Golden Hill

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

The <u>Greater Golden Hill</u> Community Planning Group ("Planning Group") is committed to engaging a broad and diverse cross-section of our community members in monthly meetings and to electing Planning Group 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 our PLANNING GROUP'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 our Planning Group 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 Planning Group meetings and decision-making.
- Communicate about our CPG'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.

Strategies for Community Involvement

- Create a simple Planning Group flyer to advertise in community hubs with meeting information included to help educate the community on the role of the CPG, how to get involved, and the benefits of serving on a Planning Group (See Appendix C – Sample flyer).
- Share meeting information in digital formats including social media pages and a dedicated CPG website (See Appendix C – Sample flyer and website).
- Consistently post printed monthly meeting information at local places including, but not limited to:

  - Local library (ies)
  - Park and Rec Building(s)
  - Public transit hubs

  - Grocery stores
  - Coffee shops
  - Schools

- Build relationships with other city advisory boards to cross-pollinate messaging.
- Set up informal meetings or calls with local non-profit organizations to introduce and discuss the Planning Group's role and to build relationships.
- Advertise monthly meetings and elections in local community paper(s)/newsletter(s)/social media (See Appendix C – on information to include on flyers).
- Host informal events outside of Planning Group meetings to invite the public to learn about the Planning Group and how to participate in monthly meetings.
- Organize informal town hall events to solicit feedback on community needs. Select a time/ day, location and format of the events and town halls that maximizes the opportunity for people not already engaged with the Planning Group to attend.
- Work with the council office and the Mayor's Office to amplify outreach.
- Make online interactive activities, such as surveys, to seek input on community needs/ other initiatives (See Appendix B – Survey Best Practices).

Measuring Success

- Monitor month-over-month and year-over-year meeting attendance, number of voters in elections, social media 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.

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
Briefings: A regular meeting to provide an opportunity to inform and educate.	*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.
Hotline/Dedicated Planning Group phone number: A phone line for public access to pre-recorded meeting information or to reach the planning group.	*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.
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.	*Share Information:* Inexpensive process to directly reach stakeholders and allows people to share messages with each other.
Printed public information materials: Information materials such as fact sheets, newsletters, brochures, progress reports, etc. that can be printed and distributed.	*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.
Newspaper/Newsletter: Can contain notices, summarized details on past/future engagement opportunities or comment forms in local newspapers.	*Share Information:* Newspapers/Newsletters – both digital and hardcopy – can include notices and summaries to allow wide distribution of information and gather public feedback.
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
Expert Panels: An educational opportunity through a moderated discussion on important issues with experts from various fields.	*Share Information:* Subject matter experts from the public and private sectors are invited to share information in a panel format open to the public.
Comment Forms: Written or email/web-based forms for collecting and documenting input and comments from the public.	*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.
Partnering with Community-Based Organizations: Partnering with qualified local community organizations to help get the word out about Planning Groups or obtain community input.	*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.
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.	*Bringing people together:* These events provide an opportunity to connect with community members on the ground, get feedback, answer questions and share information.
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.	*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.
Tours and Field Trips: This technique offers the Planning Group and community stakeholders an opportunity to visit a particular site or tour an area.	*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.
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
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.	*Bringing people together:* Participants are able to hear relevant information and have an opportunity to ask questions and make comments and here opinions and perspectives of others.
Web-based Meetings: Meetings can also be held online to reach people who are normally unable to participate in person.	*Bringing people together:* 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.

The City of SAN DIEGO

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?

The City of SAN DIEGO

Community Planning Groups
Survey Best Practices

How should you develop your questions?	
Making sure that your questions and responses match.	If the focus of your question is about a Planning Group recommendation, then the response should use "recommend."
	If the question is asking about the likelihood for someone to support an issue or a concept, then the response should use "support."
Each question should only ask one thing.	Your questions should be direct and seek a specific answer. For example:
	"Are community parks clean and safe?" = wrong
	"Are community parks clean?" and "Are community parks safe?" = correct.
Develop clear and concise questions. Avoid technical jargon and abbreviations.	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.
Ask: How can this question be misinterpreted?	Pretest your questions by asking them among others to gain feedback on the clarity of your questions and to evaluate any initial perceptions.

Writing your questions.	
Keep it simple and to the point.	The respondent shouldn't have to re-read the question for clarity.
Use words with clear meanings.	Avoid words like: most, many and several. Instead use: almost all, a majority of, and almost none.
Limit the number of ranking options.	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.
Multiple choice questions should cover all options but not overlap.	For example, when asking respondents about their favorite community destinations don't have an option for both "library and recreation center."
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.

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](#).

PARK BL

PERSHING DR

FERN ST

30TH ST

GREATER NORTH PARK

BALBOA PARK

FERN ST

FERN ST

CALIFORNIA 15

MID-CITY:CITY H

GREATER GOLDEN HILL

BROADWAY

30TH ST

OWNTOWN

28TH ST

30TH ST

32ND ST

CALIFORNIA 94

25TH ST

MARKET ST

SOUTHEASTERN SAN DIEGO,SOUTHEASTERN