

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

OPERATING PROCEDURES FOR CITY COUNCIL RECOGNITION
OF THE
BARRIO LOGAN COMMUNITY PLANNING GROUP
AS AN INDEPENDENT COMMUNITY PLANNING GROUP
PER CITY COUNCIL POLICY 600-24

Introduction and Background

Through this document, the **Barrio Logan Community 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.

If applicable, 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 also includes with these Operating Procedures, a Community Participation and Representation Plan as **Exhibit A**, and Ethical Standards as **Exhibit B**, and maintains 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 **Barrio Logan Community Planning Group**.

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The community planning boundaries of this planning group are the boundaries of the **Barrio Logan** Community, as shown in **Exhibit B**.

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 C, 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. The planning group can review projects and submit recommendations without applicant or City staff presentation.

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

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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 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.

As an independent entity, the planning group may develop a policy for financial contributions from the board and citizens of the community for the purposes of furthering the efforts of the planning group to promote understanding and participation in the planning process. However, no membership dues shall be required and no fee may be charged as a condition of attendance at any planning group meeting. All contributions must be voluntarily made, and no official planning group correspondence may be withheld based on any individual's desire to not make a voluntary contribution.

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.

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3.2 Community Outreach

The planning group and its voting members shall 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.

3.3 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 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 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 **Barrio Logan Community Planning Group** shall consist of: **fourteen (14)** elected members to represent the community. See Section 4.3 for community representation requirements for elected seats.

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 elected youth representative. Youth members shall be a minimum age of 16 years old.

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 the 12-month period between March and April, 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 disqualified voting members when seeking 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

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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.

The **Barrio Logan Community Planning Group** shall consist of: **fourteen (14)** elected members, with seats distributed among the following interests that represent the community: six (6) seats for residents; six (6) seats for business representatives; and two (2) seats for school and nonprofit representatives.

Voting member seat eligibility is further defined to ensure representation from renting, home owning, and unhoused residents; from industrial, maritime-serving, and small community-serving businesses; and from owners of residential and non-residential real property, as follows:

Number of Seats	Additional Eligibility	Seat Description
Six (6) Resident Seats		
2	Homeowner	Any individual who owns their primary residence; and whose primary address of residence is an address in the community planning area.
2	Renter	Any individual who rents or leases their primary residence, and whose primary address of residence is an address in the community planning area.
1	Renter, with preference for a youth, ages 16-24.	Any individual who rents or leases their primary residence, and whose primary address of residence is an address in the community planning area, with preference given to a youth.
1	Unhoused, if available to serve. If no unhoused community member is available to serve, the seat defaults to renter.	Any unhoused individual who primarily resides within the Planning Area boundaries; or any individual who rents or leases their primary residence, and whose primary address of residence is an address in the community planning area.
Six (6) Business Seats		
2	Maritime, manufacturing or heavy industrial business	Any person who owns or is appointed by an owner of a maritime-serving, manufacturing or heavy industrial business within the community planning area.

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Number of Seats	Additional Eligibility	Seat Description
1	Real Property Owner (Landlord)	Any individual who is identified as the sole or partial owner of record of a real property (either developed or undeveloped, residential or non-residential), within the community planning area; whose primary address of residence is NOT within the community planning area.
3	Small Business Owner	Any person who owns or is appointed by an owner of a retail, restaurant, commercial, or professional services business within the community planning area.
Two (2) Non-profit/School Seats		
2	None	Any person who works in a school or at a non-profit organization within the planning area or is appointed by such a school or a non-profit organization.

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.

In addition to elected members, the Barrio Logan Community Planning Group has two (2) appointed seats to better represent specific interests or unique stakeholder interests of the community. One (1) seat is appointed by the United States Navy, and one (1) seat is appointed by the Port of San Diego. Appointed seats are not counted in the fourteen (14) planning group voting membership or meeting quorum and are advisory only.

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 planning group and committee discussions and in voting on matters being heard by the planning group. 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 planning group. The planning group allows for one renter seat to be occupied by a youth from ages 16-24.

4.4 Voting Member Term Limits

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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 Barrio Logan Planning Group shall be elected to serve fixed terms of: four (4) 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, cumulative of any designated seat held. 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 waive 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 16 voting members (See Section 4.1).
- (2) Waiver of Maximum Time of Service to ensure there are at least 16 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; should new, qualified candidates arise at any subsequent election, the Maximum Time of Service provisions continue to apply.

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 vote cast per business tax certificate
- Only one vote cast 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

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or Section 5.1.1.

5.1.1 Voter Identification for Resident Community Members

Residents must provide proof of both residency and identity. 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 the planning group 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

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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.

5.2.1 Election Timing

The planning group will endeavor to host its regular elections during the month of March each year to be consistent with other planning groups. The planning groups regular elections shall be held every two years, at the regular meeting date in March. Special elections should be held within 90 days after three or more concurrent vacancies are announced to ensure the seats are filled within 120 days from the date of vacancy.

5.2.2 Election Logistics & Procedures

VOTING LOCATION - Voting shall occur at or near the location for the regular planning group meeting. The polling area should be located so as to not cause undue disruption to the progress of the regular meeting. The polling place shall be adequate to conduct a private vote, equipped with all necessary tables, seating, and partitions if needed. The polling place and voting process shall be accessible for persons with disabilities.

VOTING TIME - Voting shall occur from 4:00 p.m. until 7:30 p.m. The Chair or Secretary shall announce the planned closure of the polls at the Barrio Logan Planning Group regular meeting when both 30 minutes and 15 minutes of polling time remain.

VERIFICATION OF VOTER ELIGIBILITY AT TIME OF ELECTION - Eligible voters shall be required to verify identity and residence per Section 5.1.1 at the time of voting.

The Election Subcommittee will ensure that eligible community members are recorded as voting and are provided with one ballot.

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DISCOURAGEMENT OF ELECTIONEERING - The planning group discourages individuals from actively trying to convince voters to vote for a specific candidate at the time and place of the election. The Election Subcommittee shall be responsible for ensuring electioneering is not taking place within 100 feet from the polls.

MANAGEMENT OF POLLS - The Election Subcommittee will either secure a neutral third party to conduct the management of polls, or assign volunteers, members of an election subcommittee, or a combination thereof to manage the polls. Accommodations for individuals with disabilities must be provided, including but not limited to wheelchair access to polls, large print ballots, and assistance for blind or hearing impaired voters.

BALLOTS - Voting to elect new community planning group members shall be by secret written ballot. Ballots shall be prepared for each seat open for election. The ballot shall contain the seat being voted upon, the name(s) of the candidate(s) in last-name alphabetical order, the name of the business (if applicable), the number of seats open for election, and a statement of the maximum number of votes that may be cast. The ballot shall also contain a statement indicating that write-in candidates are not allowed.

BALLOT BOX - A ballot box shall also be prepared for the deposit of voted ballots. To maintain confidentiality of secret written ballots, the Election Subcommittee shall ensure that the ballot box allows for the insertion of voted ballots and remains otherwise closed until the end of the election and the counting of ballots.

WRITE-IN CANDIDATES - Valid votes may be cast only for candidates who are listed on the official ballot. Write-in candidates are not permitted.

PROXY OR ABSENTEE BALLOTING - Eligible voters must be present in person to cast ballots. Proxy or absentee balloting is not allowed in any circumstance.

COUNTING OF VOTES - Upon the closing of the polls, the Secretary or member of the Election Subcommittee shall ensure that all persons other than election subcommittee members leave the room or the area where the elections have been conducted and/or where the ballot counting will occur. The Secretary or member of the Election Subcommittee shall also immediately close and secure the ballot box. All unused ballots, rosters, and election supplies shall be separately secured.

The voted ballots shall be tallied and recorded by two or more members of the subcommittee, or a neutral third-party engaged by the subcommittee to conduct the election proceedings.

Ballots shall be counted and tallied in writing twice, by two separate members of the subcommittee or a neutral third party. If the two separate tallies are not consistent, the

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subcommittee shall proceed with a verification count. If the subcommittee is unable to adequately reconcile the ballot count, that information shall be reported to the Chair by the Secretary.

All tally and record sheets shall be retained as part of the election's official records for five (5) years.

All cast ballots, all unused ballots, all rosters, and all tally and reporting sheets shall be secured after the election by the Secretary and held in a secure location for at least 12 months following the election or as otherwise directed by the City of San Diego. At the end of the required retention period, the Secretary may dispose of the retained materials.

DETERMINATION OF ELECTION WINNERS - A plurality vote shall be the basic method for determining how many votes cast will determine the election of a candidate, except as noted. A plurality vote specifies that the candidate receiving the largest number of votes is declared a winner. New candidates or members seeking reelection who are not termed out after eight (8) years will need only a plurality of votes to win. Candidates who have served more than eight (8) consecutive years must receive a two-thirds (2/3) majority of the vote, per Section 4.4.2.

TIE-BREAKING PROCEDURES - Should two equally qualified candidates receive an equal amount of votes for one seat, a coin toss will be used to determine the winning candidate. The coin-toss will be performed by the Secretary, a member of the Election Subcommittee, or a neutral third-party engaged to manage the polls. The coin toss shall transpire in the presence of the Secretary, and a minimum of two additional witnesses not on the planning board, prior to the reporting of the election results.

CONTINUED VACANCY - If not all vacant board seats are filled during an regular or election, the remaining seats are considered a new vacancy. The provisions in Section 5.2.5 newly apply and the time requirements restart.

REPORTING OF ELECTION RESULTS - Election results shall be reported in writing by the Secretary or Election Subcommittee to the Chair immediately upon the conclusion of the counting of votes.

ANNOUNCEMENT OF VOTING RESULTS - The results of the elections shall be announced by the Chair or by the Secretary, at the direction of the Chair, and become final after announcement, prior to the conclusion of the regular planning group meeting during which the election occurs. The announced results shall include the number of votes cast for each candidate and the total number of votes cast for each seat.

The Chair is responsible for certifying and forwarding the election report to the City after one

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week, if no election challenges are filed.

SEATING OF NEW MEMBERS - New members shall 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. For special elections, new members shall be seated at the beginning of the next regularly scheduled meeting following the election.

ELECTION QUESTIONS AND CHALLENGES - Any questions or challenges to the results of any planning group election shall be submitted in writing via email or hard copy to the Chair or Secretary, or a member of the Election Subcommittee within 48 hours of the counting of the ballots in order to allow enough time to resolve. The Election Subcommittee shall retain all ballots and voter records for a minimum of 48 hours before submitting to the Secretary for filing and retention, to allow enough time to receive any challenges.

If election results are challenged, it is the responsibility of the Election Subcommittee to examine these bylaws to attempt to resolve any challenges. If a specific member of the Election Subcommittee is named in the challenge, they must recuse themselves from the investigation proceedings.

Within 10 business days, the Election Subcommittee will provide a response detailing the outcome of their examination to the Barrio Logan Planning Group Chair and Secretary and/or City of San Diego staff, including recommendations for rectification if a challenge is deemed appropriate. The Planning Group shall consult with the City of San Diego staff before implementing any mitigations.

A report detailing the outcome of the investigation and any remedying actions will be reported at the following regularly scheduled Planning Group meeting.

All matters related to elections are subject to review by the Barrio Logan Planning Group and the City of San Diego.

5.2.3 Election Subcommittee Roles & Responsibilities

DUTIES - The duties of the Election Subcommittee (committee) are to seek eligible candidates, to prepare the ballots, to qualify voters, to publicize elections, and to conduct all other necessary processes and procedures to execute planning group regular elections and any special elections.

ESTABLISHING ELECTION SUBCOMMITTEE - The committee shall be established no later than the regularly scheduled planning group meeting held two months prior to the upcoming election.

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ELECTION NOTICING & OUTREACH - The committee shall make a good faith effort to use appropriate means to publicize the planning group's eligibility requirements for candidacy and the upcoming elections; and shall be responsible for the distribution of information concerning upcoming elections, including candidacy, in accordance with these procedures and the planning group's Community Participation and Representation Plan (CPRP).

The committee shall notice the call for candidates for general elections by January 30, and for special elections by 6 weeks prior to the election, utilizing the Strategies for Community Engagement outlined in the CPRP. The committee shall report at the February meeting as to a planned and conducted election outreach. Such outreach should be conducted in English and Spanish.

CANDIDATE SOLICITATION - The committee shall solicit eligible community members to become candidates; and verify eligibility for each declared candidate and maintain documentation per section 5.2.4. The committee shall seek enough candidates to exceed the number of seats open for election in order to allow those who have served for eight consecutive years to leave the group for the required absence per sections 4.4.1 and 4.4.2 of these procedures.

BALLOT PREPARATION - The committee shall prepare the official ballot presented to eligible community members to vote. The ballot shall clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates various categories of eligible community members can vote for and which candidates, if any, must receive a 2/3 majority of the vote due to service beyond eight consecutive years of service.

VOTER RECORDS - The committee shall compile a list of qualified community members who have cast votes and retain all other records of past elections.

RECORD RETENTION - All election, candidate and voter records must be presented to the Secretary and/or Chair within 30 days after any election for retention per guidelines outlined in section 7.2 of these procedures.

5.2.4 Candidate Eligibility

The deadline to qualify for candidacy in the March general election shall be the date of February regularly scheduled meeting of the planning group preceding the election. The deadline to qualify for candidacy in a special election shall be the date of regularly scheduled meeting of the planning group one month preceding the election. Write-in candidates are not permitted.

Candidates must verify eligibility, prior to distribution of a ballot, by submitting to the Election

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Subcommittee via email or in hard copy, forms of verification required for eligibility per Section 5.1.1. through 5.1.4 of these operating procedures.

At both the February and March regular planning group meetings, candidates will be announced and each candidate will be provided an opportunity to make a brief statement and/or presentation regarding their candidacy. For special elections, each candidate will be provided an opportunity to make a brief statement and/or presentation regarding their candidacy at both the meeting prior to the election and the meeting during which the election takes place. In the case of a candidate's absence, they can appoint a proxy to read their statement or ask the Chair to read their statement.

5.2.5 Vacancies

The Barrio Logan Planning Group shall find that a vacancy exists upon receipt of a resignation in writing from one of its members; upon any member becoming ineligible per section 4.2 of these procedures; upon receipt of a written report from the planning group's secretary reporting the fourth absence in a 12-month period of a member(s) from the planning group's regular meetings per Section 4.2.2; or upon removal by a noticed two-thirds vote of planning group members due to violations of these operating procedures, as outlined in Section 8.

Vacancies shall be filled not later than 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.

Two concurrent vacancies can be filled by appointment per majority vote of the remaining planning group members. Appointments must be agendaized and the process discussed at a regularly scheduled planning group meeting.

Three or more concurrent vacancies shall be filled by a vote of all eligible members of the community by secret written ballot during an election, no later than 120 days following the determination of the third vacancy.

When the Barrio Logan Planning Group is unable to fill a vacancy within 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 regular planning group election.

If there are less than 10 members in good standing, and a vacancy remains for more than 60 days from the time a vacancy is declared, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after 60 additional days, the planning group membership has not reached 10 members, the planning group will be deemed inactive until it has attained at least 10 members in good standing.

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5.2.6 Voting Board Member Removal

In cases of alleged violations of these operating procedures or Council Policy 600-24 by a planning group member, the planning group may conduct an investigation consistent with the Council Policy 600-24 and these bylaws.

A complaint that an individual member of a planning group violated one or more provisions of the planning group's operating procedures or Council Policy 600-24 may be submitted to the planning group chair by any individual, including another planning group member. The complaint should be filed within 90 days of the alleged violation.

If, after a thorough investigation, the planning group determines that the individual member has violated a provision of these procedures or Council Policy 600-24, the planning group shall, where feasible, seek a remedy that corrects the violation and allows the member to remain as a member of the planning group.

If corrective action or measures are not feasible, the planning group may remove a member by a two-thirds vote of the voting members of the planning group. The vote to remove the group member shall occur at a regularly scheduled public meeting subject to the procedures outlined in the Council 600-24 and these procedures.

Due to the significant nature of removing an elected member, and to ensure a fair and public process, the procedures for investigating a violation of a member are listed below. While the authority for this process rests with this planning group, City staff may be contacted for assistance at any point in the process.

DOCUMENTING A VIOLATION - A complaint that a violation of these operating procedures or of Council Policy 600-24 has occurred will be presented to the planning group chair within 90 days of the alleged violation. If the complaint is about the chair, it may be presented to any other officer of the planning group, and the chair must recuse themselves for the investigation proceedings.

The complaint should be detailed enough to provide a description of, and timeframe within which, the alleged violation was committed and who was responsible for the violation. The complaint should provide a citation from these operating procedures or Council Policy 600-24 that determines which type of violation has occurred. If the complaint is from someone other than another planning group member, the chair, or other officer, may assist in providing appropriate citations to assist the complainant.

The chair will confer with the planning group officers regarding the complaint. If any officer is the subject of the grievance or has a business or personal relationship with the alleged violator, they shall be recused from the investigation.

The chair shall create a written record of the complaint and alleged violation to share with the alleged violator and the planning group officers.

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PROCEDURES FOR ADMINISTERING AN INVESTIGATION - Once the information about an alleged violation is completed in writing, the chair, with assistance from the planning group officers, will meet and talk with the planning group member against whom the violation is alleged. The allegations will be presented and the planning group member shall be given opportunity for rebuttal.

If the chair, with assistance from the planning group officers, determines that no violation has actually occurred, the chair may record this in the written record of the complaint.

If the chair, with assistance from the planning group officers, determines that a violation has occurred but the situation can be remedied either by action of the planning group or by the planning group member, then the chair will outline the necessary actions to achieve the remedy.

If the chair, with assistance from the planning group officers, determines that the situation cannot be remedied and that the interests of the community and Barrio Logan Planning Group would best be served by the removal of the planning group member, then the chair shall set the matter for discussion at the next planning group meeting.

DISCIPLINING OR REMOVING A MEMBER - Any action by the Barrio Logan Planning Group to discipline or remove a member must occur at a scheduled planning group meeting and be advertised on the agenda as an action item.

The planning group member who committed the violation shall be given adequate notice about the meeting discussion, and will be given the opportunity to resign prior to docketing the matter for a planning group discussion.

At the regularly scheduled and properly noticed meeting, the planning group may remove a member by a two-thirds vote of the voting members of the planning group.

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 [Simplified Rules of Order](#) as the rules of procedure for its meetings and 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

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community participation in planning group meetings.

Planning group operating procedures in this section will address the following duties, operations and procedures.

REGULAR AGENDA POSTING - At least 72 hours before a regular meeting, and 24 hours before a special meeting, the agenda shall be posted on the exterior of the meeting location, per the Brown Act; and distributed to the planning group mailing list and through outreach methods described in the CPRP.

The agenda shall include notice of the date, time and location of the meeting; a brief description of each agenda item, including whether the item is information or for action by the planning group; and information on how a request for accessible accommodations may be made.

All agendas will be published in English and Spanish. The agenda shall be made available to the City for posting on the City's website.

PUBLIC COMMENT- Any interested member of the public may comment on agenda items during regular or special planning group meetings. Group testimonies and planned presentations by the public are allowed on any agenda item at the discretion of the chair, and are subject to time limits.

In addition, each agenda for a regular planning group meeting shall allow for a public comment period at the beginning of the meeting for non-agenda items that are within the scope of authority of the planning group.

Planning group members may make brief announcements or reports to the planning group on their own activities under the public comment section of the agenda.

The planning group may adopt time limits for public comment to ensure operational efficiencies.

ADJOURNMENTS AND CONTINUANCES – If the planning group does not convene a regularly scheduled meeting, there shall 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 planning group were present, the subsequent meeting, if not a regular meeting, must be noticed as if a special meeting.

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

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regular meeting; otherwise the original meeting agenda is adequate.

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, and
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.

QUORUM - 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 planning group meetings.

PUBLIC ATTENDANCE - No member of the public shall be required, as a condition of attendance at any meeting of the planning group, 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.

DEVELOPMENT PROJECT REVIEW - The Barrio Logan Planning Group 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 planning group shall allow participation of affected property owners, residents and business establishments within proximity to the proposed development.

The planning group 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.

The planning group shall submit a form IB-620, Community Planning Committee Distribution Form, to the City of San Diego Development Services Department for each project on which the planning group votes, detailing the outcome of the vote.

ACTION ON AGENDA ITEMS - An item not noticed on the agenda may be added if either two-thirds of the voting members of the Barrio Logan Planning group, or every member if less than two-thirds of the voting members of the group 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

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planning group subsequent to the agenda being posted.

A two-thirds vote of the voting members of the community planning group is required to remove an elected community group member, and a majority vote is required for an appointed member in accordance with **Article IX**.

Removing a member due to ineligibility in accordance with **Article III, Section 2** requires a majority vote of the voting members of the community planning group **for the purpose of ratifying the findings presented by the Secretary to the group.**

Amendments to adopted bylaws require a two-thirds vote of the voting members of the Barrio Logan Planning Group.

A vote to approve a community plan update or a community plan amendment requires a majority vote of the voting members of a community planning group.

All other community planning group actions, including subcommittee votes, only require a simple majority of the voting members in attendance when a quorum is present.

The Barrio Logan Planning Group planning group's chair fully participates in planning group discussions and votes on all action items.

The planning group 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 planning group identified in the meeting minutes.

COLLECTIVE CONCURRENCE - Any attempt to develop a collective concurrence of the members of the planning group as to an action to be taken on an item by members of the planning group, 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.

SPECIAL MEETINGS - The chair of the Barrio Logan Planning Group, or a majority of planning group 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 24 hours before a special meeting.

Each member of the planning group 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 distributed in writing through outlets indicated in the CPRP at least 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

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may be waived.

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 Barrio Logan Planning Group and are prohibited under these bylaws.

RIGHT TO RECORD - Any person attending a meeting of the Barrio Logan Planning Group must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the planning group that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

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

SUBCOMMITTEES - The planning group may establish standing and ad hoc subcommittees when their operation contributes to the purpose of the planning group, as defined in these procedures.

Each subcommittee is composed of one or more Barrio Logan Planning Group members, as well as interested individuals from the community.

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. The community member will provide a resume and be presented to the board for a vote. A prospective subcommittee member from the community then shall be seated by a majority vote of the board at a properly noticed regular meeting of the planning group. A majority of all subcommittees must be members of the Planning Group.

A meeting of a subcommittee shall at no time constitute a meeting of a quorum of the planning group. If it is determined that a meeting of subcommittee members constitutes a quorum of the planning group as a whole, either the meeting must be adjourned or member(s) must recuse themselves to unmeet quorum.

The Chair of the Barrio Logan Planning Group shall assign the Chairs of each subcommittee. The subcommittees meet as needed throughout the year and will meet all required noticing requirements.

The Chair of each subcommittee will be responsible for carrying out their specific mission, setting meetings, providing venues and for providing minutes of meetings to the Secretary.

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Chairs of each subcommittee will keep the Barrio Logan Planning Group Chair noticed and apprised of all activities and the Chair of the Barrio Logan Planning Group will be an ex-officio member of all subcommittees.

(i) **STANDING SUBCOMMITTEES** - Pursuant to the purpose of the Barrio Logan Planning Group as identified in these procedures, the planning group shall established the following standing subcommittees: Project Review Committee and Elections Committee.

Project Review Committee

The chairperson of the Project Review Committee shall be the Vice-Chairperson of the Planning Group unless the Planning Group otherwise appoints another member of the Planning Group to chair the Committee. The purpose of this committee is to advise, counsel and educate the Planning Group about the ordinances and regulations pertaining to the land development process and to make specific recommendations to the Planning Group pertaining to proposed projects and applications for permits within the planning area. It is the duty of all Committee members to accept a pro rata share of assignments to study and research proposed development projects. It is the primary responsibility of this Committee to provide a recommendation to the full Planning Group for consideration that is based on this research and presented in report form to the Planning Group to facilitate discussion about development projects during full Planning Group meetings.

Elections Committee

The duties of the Election Committee are to seek eligible candidates, to prepare the ballots, to qualify voters, to publicize elections, and to conduct all other necessary processes and procedures to execute planning group regular elections and any special elections. Their duties are outlined in Section 5.2.3 of these procedures.

(ii) **AD HOC SUBCOMMITTEES** - Ad hoc subcommittees may be established for a finite period of time to review more focused issue areas and shall be disbanded following their review.

(iii) **RECOMMENDATIONS** – Subcommittee recommendations must be brought forth to the full planning group 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 planning group without a formal vote of the full planning group.

RECUSALS - Any member of the planning group with a direct economic interest in any project that comes before the planning group or its subcommittees must disclose to the planning group that economic interest, and must recuse from voting and not participate in any manner as a member of the planning group for that item on the agenda, in accordance with Section 7.3 Ethical Standards. Recusals are noted in the meeting minutes and should include a planning group member's reason for recusal.

ABSTENTIONS – In limited circumstances, planning group members may abstain from either voting on an action item, or from participating and voting on an action item. The member must

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state, for the record, the reason for the abstention.

GENERAL MEETING PROCEDURES -

(i) **ACCESS TO MEETING MATERIALS** - Any written documentation, prepared or provided by City staff, applicants, or planning group members, that is distributed at the planning group meeting, shall be made available upon request for public inspection without delay. If such material is distributed at the planning group 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 planning group 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.

(ii) **MINUTES** – For each planning group meeting, a report of Barrio Logan Planning Group member attendance and a copy of approved minutes shall be retained by the planning group, and shall be available for public inspection.

The minutes of each planning group 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 planning group. If an applicant did not appear before the planning group 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 planning group meeting.

A copy of the approved minutes shall be submitted to the City within 14 days after approval by the planning group.

The Barrio Logan Planning Group 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.

(iii) **CONDUCT OF MEETINGS** - Applicants shall have ten to fifteen minutes to make their presentations, at the Chairperson’s discretion, properly noticed on the meeting agenda.

After an applicant’s presentation, members of the planning group or committee shall have the right to ask the applicant questions. The chair shall have sole responsibility for moderating questions from planning group or committee members.

Public comment, normally three minutes per speaker, may be limited in respect of a full agenda, and may be reduced to no less than two minutes provided each speaker receives the same amount of time.

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Organized presentations may pool individual's time, but the total time for the presentation may be capped by the Chair.

It is to be expected that order and civil discourse will be maintained at all times. Persons who are disruptive, fail to follow the agenda and interrupt meeting progress will be asked to leave the room. If further disruption occurs, the Chair may declare the meeting adjourned. S

Audience and public will have opportunity for input in all matters affecting community or projects that are presented.

6.4 Planning Group Officers

The officers of the Barrio Logan Community 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 2 years, except that no person may serve in the same planning group office for more than eight consecutive years per the term limits established in Section 4.4. 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. **Additional** duties include setting the agenda, presiding over meetings, and being the point of contact for development applicants.

6.4.2 Vice Chairperson

Vice Chairperson. In the absence of the Chairperson, or upon the recusal from any agenda item, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson, including presiding over meetings, acting as the alternate representative to the CPC, reporting as the delegate to provide a written report and/or verbal testimony to the Mayor, City Council, Planning Commission, planning staff, community or institutional boards or agencies, or similar organizations on planning group actions and policies.

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.

6.4.4 Other Officers

The planning group may identify additional officers responsible for the effective operation of the planning group, including a parliamentarian who with the Chair manages the meeting and advises on parliamentary meeting procedures or ex-officio members that hold positions in other

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community organizations; and/or a treasurer who provides general financial oversight of any funds collected for the purpose of executing the functions of the planning group.

6.5 Additional planning group Officer Responsibilities

The Barrio Logan 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 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.

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

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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

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

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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.

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

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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.

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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 Barrio Logan Community Planning Group will represent the community of Barrio Logan.

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

The Barrio Logan 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 community participation and representation plan (CPRP, 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 Goals

- 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).
- Representatives to attend 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.

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><i>Share Information:</i> 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><i>Share Information:</i> 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><i>Share Information:</i> 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><i>Share Information:</i> 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><i>Share Information:</i> Newspapers/Newsletters - both digital and hardcopy - can include notices and summaries to allow wide distribution of information and gather public feedback.</p>
<p>Websites: Websites are developed to provide accessible information to the public.</p>	<p><i>Share Information:</i> 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.</p>

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

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>
<p>Avoid offering too few or too many options.</p>	<p>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.</p>

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.