

STANDING RULES OF ORDER

Conduct and Responsibilities

1.1 - Rules of Procedure

Rosenberg's Rules of Order shall govern the operation of the planning group meetings in all cases so long as there is no conflict with the Brown Act or the Board of Supervisors Policy I-1.

1.2 – General Rules of Conduct

The Members of the Lakeside Community Planning Group (LCPG) are committed to providing the highest quality of services to its constituents. In order to assist in the governance of the behavior between and among Members of the LCPG, the following behavior and procedures shall be observed:

- a. The primary responsibility of the LCPG is advising and assisting the Department of Planning and Development Services, the Planning Commission, the Board of Supervisors in the preparation, amendment and implementation of community and sub-regional plans, discretionary projects as well as on planning and land use matters important to the community.
- b. The needs of the Planning Areas constituents shall be the priority of the LCPG.
- c. The dignity, style, values and opinions of each Member shall be respected. Members should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Differing viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable.

1.3 - Board Member Conduct During Meetings

In addition to the rules of general conduct listed in above, Members shall abide by the following rules of conduct for meetings:

- a. Members should be on time for all meetings.
- b. Members shall thoroughly prepare themselves to discuss agenda items at meetings of the LCPG. Information may be requested from County staff or be distributed to *individual*

Members before meetings. At no time shall communication regarding a Member's opinion or position involving any specific agenda item be discussed other than at a convened meeting of the Board.

c. Members shall conduct themselves with courtesy to each other, staff, project proponents and members of the audience.

d. Responsiveness and attentive listening in communication is encouraged.

e. Members shall defer to the presiding officer for conduct of meetings of the LCPG but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed.

f. Members may request for inclusion into minutes, brief comments pertinent to an agenda item, (including, if desired, a position on abstention or dissenting vote). Such request may only be made at the meeting in which the comments are made.

g. Members shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Members should not abstain from the Board's decision making responsibilities.

1.5 - Attendance at Meetings

Members are required to attend all regular and special meetings of the LCPG. Attendance credit will only be given to those Members who are present for all action items on the agenda. A record of attendance will be maintained by the Secretary which will note which Members were present, absent or arrived late. In addition, if a Member reports their planned absence to the Chair in advance of the meeting, the attendance record may reflect a brief notation of the reason provided for the absence (e.g. – illness, vacation, work conflict).

Any Member who does not receive credit for three (3) consecutive regular or special meetings, or misses non-consecutively one-third of the total number of meetings in any 12 month period shall be deemed to have voluntarily forfeited his/her membership, regardless of the reason for the absence. Such forfeiture shall be acknowledged by a majority vote of the remaining authorized membership at the next succeeding meeting of the group. Also, by a vote of the majority of the remaining authorized membership, the group may waive recognition of the forfeiture for cause.

The Chair shall conduct an attendance review in the administrative portion of the meeting. If a Member has reached the level of absences noted above, the potential forfeiture will be acknowledged in the minutes, and placed on the agenda of the next regular meeting. If by a vote of the majority of the remaining authorized membership the forfeiture is waived, and subsequent to such waiver the Member has additional absences which meet the criteria above, the previous waiver may be rescinded by a vote of majority of the remaining authorized Members.

Board Organization and Structure

2.1 - Election of Officers

The LCPG shall elect its officers at the first regular meeting in January of each year. The officers of the LCPG are a Chair, Vice Chair and Secretary. Elected officers will assume office at the end of the meeting during which they were elected. The Chair will be elected from those Members who have at least one year of experience as a Member of the LCPG.

2.2 - Presiding Officer (Chairperson)

The Chair of the LCPG shall serve as presiding officer at all meetings. He/she shall have the same rights as the other Members of the LCPG in voting, introducing motions and resolutions, and any discussion of questions that follow such actions. In the absence of the Chair, the Vice Chair of the LCPG shall serve as presiding officer. If the Chair and Vice Chair of the LCPG are both absent, the remaining Members present shall select one of themselves to act as presiding officer for that meeting.

2.3 - Committees of the LCPG

2.3.1 - Ad Hoc Committees

The LCPG Chair shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the LCPG. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. No Ad Hoc committee shall contain a quorum of the LCPG.

2.3.2 - Standing Committees

All interested citizens are invited and urged to participate in subcommittee functions. The Chair must be a Member of the LCPG and will present the findings of the subcommittee to the LCPG. This does not preclude anyone from addressing the LCPG as an individual. No subcommittee shall contain a quorum of the LCPG.

2.3.3 - Appointments to Committees

- a. Subcommittees may be formed by the Chair or by a carried motion.
- b. The name, purpose, scope of activities, duration, and chairperson of each subcommittee shall be outlined in writing.
- c. The subcommittee Chair is responsible for keeping records of all meetings, actions and reports of the subcommittee and shall submit these to the LCPG on a regular basis.

- d. A subcommittee Chair will not act as a spokesperson of the LCPG unless authorized to do so in writing. This authorization may be included in b. above.
- e. All subcommittee meetings will be held in a public place at the call of the subcommittee Chair and are open to the public. Notice of subcommittee meetings will be posted in the LCPG agenda.

2.3.4 - Liaison Activities

From time to time the LCPG may be requested to provide liaison representation. All such request must be approved on motion by the LCPG and recorded by the secretary. The LCPG will not take part officially in nor lend its Influence to any political issue. The above requirement in no way precludes a Member from participating with any such organization as an individual citizen.

2.4 - Vacancies of the Board

- a. When a vacancy occurs by whatever means, the vacant seat number and term remaining will be published in the agenda and announced at the LCPG meeting.
- b. Qualified applicants will have until the following regularly scheduled LCPG meeting to submit a written letter of application to the Chair. Letters of application must contain at least the applicants name, address, point of contact phone number, a statement that they are eligible to be candidates and a brief resume to include why they want to be Members of the LCPG. If there are more applicants than open seats, the Board may (but is not required to) take action on the vacancy at this time. If there are more seats than applicants, the Board shall wait until the next regularly scheduled meeting to take any action.
- c. During the third regular meeting following the vacancy the group will take action to select a candidate, by majority vote, to fill the vacant seat. A letter of recommendation with a copy of the candidate's application letter will be sent by the chair, within two (2) days, to the Supervisor, Second District, for confirmation.

LCPG Meetings

3.1 - Regular Meetings

Regular meetings of the LCPG shall be held on the 1st Wednesday of each calendar month at 6:30 PM in the Lakeside Community Center, 9841 Vine Street, Lakeside, California, 92040. If the regular meeting falls on a holiday, the meeting date may be changed to an alternative date if the new date is noticed and announced in the preceding month's agenda. The LCPG may meet at other locations within the Planning Area when the business of the LCPG dictates.

3.2 - Special Meetings

Special meetings of the LCPG may be called by the Chair or a majority of the Group Members during a regular meeting. The special meeting shall be held on a Wednesday other than the first Wednesday of the month.

3.3 - Board Meeting Facilitation

Meetings of the LCPG shall be conducted by the Chair or designee in a manner consistent with the rules, regulations, policies and procedures of the County Board of Supervisors and the LCPG. Board Policy shall prevail whenever they are in conflict with LCPG Rules of Order.

Conduct of meetings shall, to the fullest possible extent, enable the LCPG to:

- a. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- b. Receive, consider and take any needed action with respect to the preparation, amendment and implementation of community and sub-regional plans, discretionary projects as well as on planning and land use matters important to the community.

The provisions for permitting any individual or group to address the LCPG concerning any item on the agenda shall be as follows:

- a. Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter. Times may be extended by the Chair.
- b. No disruptive conduct shall be permitted at any meeting.

Board Meeting Agendas

4.1 - Preparation of Agendas

Presiding Officer shall cause to be prepared an agenda for each regular and special meeting. Any Member may contact the presiding officer and request that an item be placed on the agenda. Requests for agenda items for regular meetings should be made no later than 12:00 Noon on Wednesday prior to the meeting date. Requests for special meeting agenda items should be made at least 48 hours prior to the meeting or sooner if possible.

4.2 - Order of Agenda Items

The presiding officer shall determine the order in which agenda items are to be considered for discussion and/or action.

4.3 - Public Requests for Agenda Items

Any Member of the public may request that a matter directly related to LCPG's business be placed on the agenda of a regularly scheduled meeting.

4.4 - Posting Requirements

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action, shall be posted for public review in a protected, illuminated location accessible to the public 24 hours a day. The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as regular meeting agendas.

An agenda will be emailed to any Member of the public upon request. There is no charge for this service.

Board Actions and Decisions

5.1 - Quorum Requirements

Action can only be taken by the vote of the majority of the total membership. Actions taken at a meeting where only a quorum is present, therefore, require all eight votes to be effective unless a 4/5 majority vote is required by policy or other law. In this case at least 12 Members must be present and vote affirmatively.

5.2 - Abstentions

Members are encouraged to refrain from abstaining in a vote unless a conflict of interest precludes them from doing so.

Board Meeting Records

6.1 - Official Record of Board Meetings

It is the intent of the LCPG to maintain accurate records of all meetings by means of written recording. The official record of any board meeting is the written minutes; all discrepancies should be resolved through written documentation.

6.2 - Minutes of Board Meetings

The Secretary shall keep minutes of all regular, special, adjourned regular, adjourned special meetings. Copies of these minutes shall be made for distribution with the agenda for the next regular meeting. The official record of the minutes will be maintained by the Clerk of the Board of Supervisors per Board Policy I-1.

6.3 - Content of the Minutes

The minutes of all meetings shall contain, but not necessarily be limited to the following:

- a. Date, time, place and type of each meeting;
- b. Members present and absent by name;
- c. Call to order;
- d. Arrival of tardy Members, by name;
- e. Pre adjournment departure of Members, by name, or if an absence takes place when any agenda items are acted upon;
- g. Adjournment of the meeting;
- h. Record of written notice of special meetings;
- i. Record of items to be considered at special meetings.
- j. Approval or amended approval of the minutes of preceding meetings;
- k. Information as to each subject of deliberation;
- l. Information as to each subject including the roll call record of the vote on a motion if not unanimous;
- m. Approval of all LCPG adopted rules and regulations;
- n. A record of all visitors and delegations appearing before the LCPG.

6.4 - Record of Motions

Motions shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous.

Amendments

These *Standing Rules of Order* may be amended by a majority vote of the authorized membership of the LCPG. Any action of the Board of Supervisors amending Board Policy I-1 that creates a conflict with these *Standing Rules of Order* shall constitute a change to these *Standing Rules of Order*.

Sunset Date: These *Standing Rules of Order* will remain in effect until superseded, and will be reviewed for continuance by November 2016.

LCPG Actions: *Adopted* – 16 December 1987, *Amended* – 2 March 1988, 16 December 1992, 6 February 2004, 3 November 2010, 17 November 2010, 4 December 2013