

Attachment to CP 600-24 – Operational Procedures

**OPERATIONAL PROCEDURES FOR THE
University Community Planning Group (UCPG)
AS AN INDEPENDENT COMMUNITY PLANNING GROUP
PER CITY COUNCIL POLICY 600-24**

Introduction and Background

With the Operational Procedures established herein, the City desires to establish minimum standards the University Community Planning Group (UCPG) (the “UCPG”) will adhere to and designated services the UCPG will provide in order to obtain and maintain official recognition by the City pursuant to Council Policy 600-24 (Policy 600-24). CPGs are independent organizations voluntarily created and operated by community members who are not City employees, City agents, or City representatives. CPGs are not City-controlled or managed organizations. The City does not direct or recommend the election, appointment, or removal of CPG voting members, or delegate authority to CPGs to act on its behalf.

The UCPG, in adopting these Operational 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 UCPG 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 CPG in the City of San Diego. The UCPG acknowledges that the City can revoke recognition of any CPG if the City, in its sole discretion, determines these standards are not being met.

The UCPG 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 UCPG’s founding, operation, or organization.

The UCPG submits the documents listed in Exhibits A - G of these Operational Procedures with its application for Council recognition and will maintain these documents in accordance with sections 2.5 and 7.2 herein.

In consideration of Policy 600-24 and the Operational Procedures established herein, the UCPG hereby agrees to abide by the following:

1. Name and Geographical Boundaries

The name of this City recognized CPG shall be the University Community Planning Group (UCPG).

The community planning boundaries of the UCPG are the boundaries of the University Community, as shown in Exhibit C. The University Community specifically includes residents

living at the University of California San Diego campus.

In addition to the requirements in these Operational Procedures, Section 3, Community Participation and Representation, the UCPG shall represent the various geographic sections of the community to the extent possible. To this end, the UCPG divides the Plan Area into the following districts, described here and shown in Exhibit D.

District 1: That portion of the Plan Area south of the railroad tracks located in Rose Canyon.

District 2: That portion of the Plan Area north of the Rose Canyon railroad tracks; west of Regents Road; and, south of La Jolla Village Drive.

District 3: All portions of the Plan Area not contained within Districts 1 and 2, including Scripps Memorial Hospital and the Salk Institute, but not including the UC San Diego campus.

District 4: The UC San Diego campus.

2. Responsibilities

2.1 Collaboration with City Staff

As a recognized independent body, the UCPG 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 CPG Review

The UCPG may make advisory recommendations to the City and other governmental agencies on land use matters within the UCPG'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 UCPG may, at the request of UC San Deigo, make advisory recommendations on land use or other planning issues within the UC San Diego campus.

The UCPG may, upon City request or at its own initiative, make recommendations, or participate in, additional efforts such as identifying CIP infrastructure needs or additional City matters.

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

2.3 Timely Submittal of UCPG Recommendations to the City

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

In addition, the UCPG shall submit its recommendation and any conditions to the project proposed by the UCPG, using the Information Bulletin 620 CPG Distribution Form, or reasonable facsimile.

The UCPG will follow a uniform mandatory process for recording CPG project review recommendations through the use of an annual report that includes all project recommendations and shall be part of the UCPG's official records.

2.4 Adherence to Ralph M. Brown Act

The UCPG must comply with California's Open Meeting Law, the Ralph M. Brown Act, set forth at California Government Code sections 54950 through 54963 (Brown Act), by conducting meetings that are open to the public, properly noticed, and in compliance with each of the Brown Act provisions. Failure of the UCPG to conduct meetings in compliance with the Brown Act provisions shall constitute sufficient reason for the UCPG to lose its Council recognition and may subject the UCPG and UCPG voting members to a loss of indemnification by the City.

At least 72 hours before a regular meeting, the agenda containing a brief general description of each agenda item shall be posted. The brief general description of each agenda item need not exceed 20 words per item unless the item is complex. The agenda shall also provide notice of the date, time and location of the meeting. The agenda shall be posted in a place freely accessible to the general public and shall include information on how a request for accessible accommodation may be made. Proper noticing is defined as posting in the two University Community Libraries and at a central location at UC San Diego.

2.5 Maintenance of Open Records

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

2.6 Independent Entity

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

2.7 Participation in the Community Planners Committee

The UCPG Chair shall be a representative on the Community Planner's Committee (CPC). However, by vote of the UCPG, a planning group member other than the Chair may be designated as an alternate to the CPC. The UCPG shall notify the CPC in writing of any changes to its current representative(s) to CPC.

The UCPG officers and representatives to the CPC shall promptly disseminate to all planning group voting and appointed members pertinent information that is received by the planning group regarding its official business.

3. Community Participation and Representation

3.1 Membership

The UCPG 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 UCPG and its voting members should routinely seek robust community participation in the UCPG's planning and implementation process to serve the best long-term interest of the community at large. See Exhibit B, Community Participation and Representation Plan.

3.2 Community Outreach

The UCPG and its voting members shall routinely seek community participation in the UCPG's 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 UCPG shall gather demographic data of existing and new CPG voting members at the time of elections or other regular periods to measure inclusion and diversity on the UCPG. 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. UCPG Composition

4.1 Number of Voting Members

The UCPG shall have twenty-one (21) voting members and three (3) appointed members. The twenty-one (21) elected seats are filled by distribution of seats among the following interests that

represent the community: twelve (12) seats for residents or residential property owners: (3) from District 1, 2, 3, and 4; nine (9) seats for business representatives or non-residential property owners (3) from each business District 1, 2, and 3.

4.2 Voting Member Eligibility

The UCPG 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.

4.2.2 Minimum Attendance Requirements

The UCPG shall take attendance to ensure that each voting member attends at least two-thirds of the UCPG's regularly scheduled meetings in any 12-month period throughout their term as a voting member. Failure to meet minimum attendance shall be grounds for disqualification of the voting member. No attendance requirements for voting members prior to their election or appointment as a voting member are allowed.

4.3 Community Representation

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

Voting members are elected to represent a given district, as defined above. Each voting member must reside, own residential property, or have a business in the district for which they are elected. Any voting member who uses their residential address to establish their community affiliation may change their address within the UC Plan area without affecting their eligibility to remain a voting member from their elected UCPG District.

4.3.1 Appointed Seats

The appointed members are as follows: one (1) UC San Diego Administration representative (appointed by the Office of the Chancellor), one (1) UC San Diego Faculty representative (appointed by the UC San Diego Academic Senate), and one (1) MCAS Miramar representative (appointed by the MCAS Miramar base commander).

4.3.2 Voting Member Term

Members of the UCPG shall be elected to serve for fixed terms of three (3) years that expire during alternate years to provide continuity. See Exhibit D for UCPG representation by district and positions elected in alternative years.

4.4 Voting Member Term Limits

The UCPG establishes the following 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.

4.4.1 Maximum Time of Service

No person may serve as a voting member for more than nine (9) consecutive years. The nine-year term limit refers to total maximum consecutive years of service time, not to individual seats held.

After a two-year break in service as a voting member, an individual who had served for nine (9) consecutive years shall again be eligible to become a voting member.

4.4.2 Waivers of Maximum Time of Service

The UCPG establishes the following procedures for waiving the maximum time of service by vote of its voting members if the CPG cannot find sufficient new voting members to fill vacant open seats after a good faith effort to do so.

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

5. Open and Public Elections

Specific policies and procedures are given in Section 5.4, Policies and Procedures for Elections, and are guided by the principles contained in Sections 5.1 through 5.3.

5.1 Equal Participation

All members of the public affiliated with the community within the geographical boundary of the UCPG will be allowed to vote in UCPG elections, so long as they meet minimum conditions for eligibility per Section 4.2 of these Operational Procedures.

The UCPG establishes the following category of membership from which voting members are selected and from which eligibility to vote in elections may be demonstrated.

Individual members, business members, and non-profits may become eligible members of the community by submitting an Eligible Member of the Community Application demonstrating qualifications to the planning group Membership Secretary. These qualifications are given in Section 5.1. Any submitted Application is subject to review and approval by the Membership Secretary. See Exhibit F attached to these Operational Procedures for the UCPG Eligible Member of the Community Application.

The primary purpose of membership is as a simple demonstration of eligibility for voting in elections. The membership requirement is not intended to be a barrier to participation in elections or to becoming a voting member: *membership may be established at any time, including during elections.*

A business or non-profit organization may not designate nor be represented by more than one elected member regardless of being located in more than one district. The intent shall be only one vote for each business in its own right or as a designee, but not both.

Once eligibility to vote is established, a member remains an eligible member of the community until a determination is made that the member does not meet the planning group's criteria and formal action is taken by the planning group. However, the UCPG shall require proof of eligibility during elections. The intent is that all adults at a residential address may vote for residential voting members, but only one adult per residential address can be a voting member. Businesses may cast one vote and have at most one voting member.

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

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

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

5.1.1 Voter Identification for Resident Community Members

Consistent with state and federal law, proof of residency or identity should consist of presenting an original or copy of any of the documents described below in either paragraph (1) or (2). These requirements should be construed liberally by CPGs 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 UCPG boundaries. These requirements should be construed liberally by the UCPG 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

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

5.2 Transparency and Inclusion in Operations

The UCPG is committed to provisions that provide for a fair and transparent election 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 CPG operations.

Section 5.2.1 Vacancies

The UCPG shall find that a vacancy exists upon receipt of a resignation in writing from one of its members or upon receipt of a written report from the planning group's secretary reporting the fourth absence in any 12-month period of a member(s) from the planning group's regular meetings.

A vacancy may also exist following a vote of a community planning group, as described in Sections 8.5 of these Operational Procedures related to ineligibility or following conclusion of a member-removal process conducted under Article IX of the Policy, or due to adopted bylaws violations.

Vacancies that may occur at the UCPG should 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.

The UCPG shall fill a single vacancy at a noticed regularly scheduled meeting. Vacancies shall be filled by appointment as soon as possible after the vacancy. A vote to fill a vacancy may be by a voice vote of the voting UCPG members, or by a written ballot that is collected and counted. The vote shall be followed by an announcement of which voting members voted for which candidate and recorded in the minutes.

Two or more concurrent UCPG vacancies shall be filled by a vote of eligible members of the community in the Districts where the vacancies occur by secret written ballot in accordance with election procedures in Section 5.4.

If the vacancy occurs within 60 days of the expiration of the term, the elected members may elect to defer the filling of the vacancy to the regularly scheduled election.

When the UCPG 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 planning group election, or these bylaws may be amended to permit decreased membership to a minimum of twelve (12) members. If a vacancy remains for more than sixty (60) days from the time a vacancy is declared, and there are less than twelve (12) elected planning group members in good standing, the planning group shall report in writing the efforts made to fill the vacancy to the City. If, after sixty (60) additional days, the planning group membership has not reached twelve (12) members, the planning group will be deemed inactive until it has attained at least twelve (12) members in good standing.

5.3 Election Timing

The UCPG will hold its elections during the month of March each year in conformance with CP-600-24.

Voting by members of the community shall be conducted to elect voting members of the University Community Planning Group.

Beyond policies and procedures in these Operational Procedures, Council Policy 600-24 provides additional general guidance for planning group elections.

5.4 Policies and Procedures for Elections

The policies and procedures for UCPG elections are given here.

Eligible members and voters shall be established in accordance with Section 4.5 of these Operational Procedures. The UCPG Membership Secretary shall announce the membership procedures at each UCPG meeting.

The Membership Secretary shall maintain a roster of all eligible members of the community who have qualified to vote in an election by demonstrating their qualifications prior to the close of the regularly noticed February UCPG meeting. This roster shall be used to verify the eligibility of a candidate for election as a voting member, and to facilitate verification of membership status during an election. A member of the community may still vote in any election by demonstrating eligibility according to sections 5.1 through 5.3.

The roster shall be arranged by district. Within each district, residents and owners of residential property may vote for the Residential candidates; business owners, representatives or designee, and owners of non-residential property may vote for the Business candidates.

The contents of the roster of eligible members of the community shall be held in confidence by the Membership Secretary except that, upon request, the Membership Secretary may disclose the name, membership category, and district of any general or elected members.

Each eligible member of the community shall be provided with one ballot for either residential candidates or business candidates in the appropriate district as registered.

The UCPG's election subcommittee shall be established no later than January of each year and shall begin soliciting eligible community members to become candidates. The deadline to qualify for candidacy in the March general election shall be prior to or not later than midnight of the February noticed regular or special meetings of the full planning group membership preceding the election. In February, the Membership Secretary, Chair of the Election subcommittee, shall present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting.

Prospective candidates shall also submit a written notice of intent to become a candidate to the Membership Secretary prior to or not later than the day of the regular UCPG meeting in February. The notice of intent letter must state the seat for which the candidacy is made and shall contain biographical information about the candidate, as well as any information that the candidate chooses to supply regarding goals and objectives. The candidate must be an eligible community member at the time of submission of intent letter.

Candidate information shall be announced by the Membership Secretary in February and March, and each candidate shall be provided with an opportunity to make a brief statement and/or presentation regarding their candidacy. Candidates should submit statements in writing for posting on community news outlets and other media. If the candidate is unable to attend a candidate forum, the Chair or a designee shall read the candidate's statement during the forum.

The election subcommittee shall be responsible for the distribution of information concerning upcoming elections, including candidacies. Appropriate information shall be made available at UCPG meetings, provided to the UCPG Chairperson to include in the monthly agendas, posted at University City libraries and other community bulletin boards, distributed to area newspapers and newsletters, and made available to community organizations and to any other interested individuals or groups. The Membership Secretary shall report at the January meeting as to a planned election outreach program.

In addition, a notice of elections shall be provided to the City website, electronic mail or any other effective means of distribution available to the UCPG to publicize elections. The Participation and Representation document (Exhibit B) provides additional guidance for UCPG elections.

The Membership Secretary shall be responsible for the preparation of rosters and ballots used in the election. Rosters containing the names and addresses of eligible community members shall be prepared by district.

Ballots shall be prepared for each seat open for election. The ballot shall clearly contain the seat being voted upon, the names(s) of the candidate(s) in last-name alphabetical order, whether the seat is residential or business, 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. Color-coded ballots (by seat) are preferable.

Eligible members shall be provided with one (1) ballot.

A ballot box shall be prepared for the deposit of voted ballots which shall allow for the insertion of voted ballots and shall remain otherwise closed until the end of the election and the count of ballots.

Eligible voters in UCPG elections may choose to drop off a ballot at one of three secure locations in the community or vote in person at the time and place of regular March UCPG meeting. In person voting procedures are given in this section, and drop-off ballot procedures are given in Exhibit G. Drop off ballot voting is provided as part of the Participation and Representation Plan of the UCPG to foster greater participation in its elections.

The UCPG general election shall be held annually between 5:00 p.m. and 8 p.m. at or near the location of the regularly scheduled March meeting so as to not cause undue disruption to the progress of the regular meeting. The Membership Secretary shall announce the planned closure of the polls at the UCPG regular meeting in progress when both thirty (30) minutes and fifteen (15) minutes of polling time remain. The polling place must be accessible for persons with disabilities.

The UCPG prohibits electioneering (individuals actively trying to convince voters to vote for a specific candidate at the time and place of the election) at its election polling place during elections.

Eligible voters shall be required to present one piece of documentation as described in Section

5.1.1 showing the address at which they are registered. Additional types of documentation for non-residential members of the community are described in Sections 5.1.2, 5.1.3, and 5.1.4. Voting shall be by secret, written ballot. Valid votes may be cast only for candidates who are listed on the official ballot. Write-in candidates are not permitted. Voters shall be present in person to vote. Proxy voting for elections is not allowed under any circumstances.

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

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 is the largest number of votes to be given to any candidate and will be declared the winner. New candidates or members seeking reelection who are not termed out after nine (9) years will need only a plurality of votes to win. Candidates seeking a waiver of term limit after serving for nine (9) years must follow procedures in Section 4.4.2 of these Operational Procedures.

If two candidates receive the same plurality of votes, a drawing of lots or a coin toss shall be used to determine the election of a candidate. If three or more candidates receive the same plurality of votes, a drawing of lots will be used to determine the election of a candidate.

The election subcommittee shall first segregate the voted ballots by district. The voted ballots shall be tallied and recorded by one or more members of the subcommittee. Each group of ballots shall be separately counted and tallied in writing by another member or members of the subcommittee. If the two separate tallies are not consistent, the subcommittee shall proceed with a verification count. If the subcommittee members are unable to adequately reconcile the ballot count, that information shall be reported to the UCPG by the Membership Secretary. All tally and record sheets shall be retained as part of the election's official records.

All cast ballots, all unused ballots, all rosters, and all tally and reporting sheets shall be secured after the election by the Membership 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 Membership Secretary may dispose of the retained materials.

The results of the elections shall be announced by the Chair of UCPG or by the Membership Secretary, at the direction of the Chair, before the conclusion of the regular UCPG meeting prior to 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 UCPG Chair is responsible for preparing, certifying, and forwarding the election report to the City. New members shall be seated in April at the start of the regular meeting to allow full participation as elected voting members at the April planning group meeting.

Any questions related to the conduct of an election which are not clearly resolved by the

examination of these UCPG Operational Procedures shall be submitted to the Membership Secretary.

Any challenge to the election results must be filed with the Membership Secretary in writing within 24 hours of the counting of the ballots to allow enough time to resolve the challenge. The Elections Subcommittee shall promptly discuss the challenge to determine if any facts to support the challenge were provided by the individual filing the challenge. Facts should be related to actions taken during the election process that are not in accordance with Council Policy 600-24, these Operational Procedures, or with announced or published election procedures or lack thereof. The membership secretary shall either provide a response or consult with the UCPG Chair and/or Vice-Chair and/or a designee of the Mayor. If there is no substance to the challenge and the election results can be certified, newly elected community planning group members shall be seated at the beginning of the April regular meeting. A ratification vote of the Elections Subcommittee's findings should be placed on the April agenda for a majority vote of the voting members of the planning group. If there is substance to the challenge, the Elections Subcommittee should identify, with input from the planning group's officers, the appropriate resolution. The resolution should be placed on the April agenda for a majority vote of the voting members of the planning group. In any case, the Membership Secretary's response shall be promptly reported to the UCPG Chair, Vice-chair, and City staff member assigned to UCPG. All matters related to elections are subject to review by UCPG and a designee of the Mayor.

6. Conduct of Meetings

6.1 Professional Conduct

The UCPG and its voting members will conduct themselves reasonably and professionally and refrain from disrupting the public process as set forth on the UCPG's agenda. At all times, UCPG voting members should treat each other, applicants, city staff, and the public with courtesy.

6.2 Rules of Procedure

The UCPG adopts as its rules of procedure for its meetings Robert's Rules of Order.

6.3 Transparency in Operations

The UCPG will maintain transparency in its operating procedures as outlined herein and in Policy 600-24 to ensure open meetings with appropriate public notice to invite community participation in UCPG meetings.

6.4 UCPG Officers

The officers of the UCPG shall be elected from elected and appointed members. Voting members shall elect the officers. UCPG officers shall consist of a Chairperson, Vice Chairperson, Secretary, and Membership Secretary. The length of an officer's term shall be one

year except that no person may serve in the same planning group office for more than nine (9) consecutive years. After a period of two years in which that person did not serve as an officer that person shall again be eligible to serve as an officer.

6.4.1 Chair

The Chair shall be the principal officer of a recognized community planning group and shall preside over overall planning group and communitywide meetings organized by the planning group.

The Chair shall be responsible for the agenda and its posting prior to the monthly or any other meetings. In February the Chair shall present to members an annual report of the UCPG accomplishments for the past calendar year and anticipated objectives for the coming year.

After approval by the elected members, the Chair shall submit the annual report to the City by the end of March. The Chair shall follow through to the completion of any document that requires the City's approval and shall be the point of contact for development applicants.

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

6.4.2 Vice Chair

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

6.4.3 Secretary

The Secretary shall be responsible for the planning group's correspondence, attendance records, and minutes and actions, including identification of those planning group 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 Membership Secretary

The Membership Secretary shall provide and process Eligible Member of the Community Application forms and maintain a current roster of UCPG eligible members. The Membership Secretary shall be responsible for validating the eligibility of members and candidates for election and shall be responsible for conducting the annual elections, providing, however, that the Membership Secretary is either a non-voting member or is not running for a seat in the current election. The Membership Secretary shall also be responsible for maintaining an up-to-date roster of the UCPG members to be provided to the City.

6.5 Meeting Procedures

(i) **REGULAR AGENDA POSTING** - At least 72 hours before a regular meeting, the agenda containing a brief general description of each agenda item shall be posted. The brief general description of each agenda item need not exceed 20 words per item unless the item is complex. The agenda shall also provide notice of the date, time and location of the meeting. The agenda shall be posted in a place freely accessible to the general public and shall include information on how a request for accessible accommodation may be made. Proper noticing is defined as posting in the two University Community Libraries and at a central location at UC San Diego.

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

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

(ii) **PUBLIC COMMENT**- Any interested member of the public may comment on agenda items during regular or special planning group meetings. In addition, each agenda for a regular planning group meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda but are within the scope of authority of the 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.

(iii) **ADJOURNMENTS AND CONTINUANCES** – If the UCPG 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 it were a special meeting.

(iv) **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 it were a regular meeting; otherwise, the original meeting agenda is adequate.

(v) **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.

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

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.

It shall be the duty of each voting member of the UCPG to attend meetings of the UCPG.

(vii) DEVELOPMENT PROJECT REVIEW – The UCPG 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.

(viii) ACTION ON AGENDA ITEMS - An item not noticed on the agenda may be added if either two-thirds of the voting members of the UCPG, or every member if less than two-thirds of the voting members of the UCPG 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 planning group subsequent to the agenda being posted.

A two-thirds vote of the voting members of the UCPG is required to remove an elected community planning group member in accordance with Section 8.5.

Removing a member due to ineligibility in accordance with 8.5 requires a majority vote of the voting members of the UCPG 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 UCPG.

A vote to approve a community plan update or a community plan amendment requires a majority vote of the voting members of the UCPG in attendance when a quorum is present.

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

The UCPG planning group's chair participates in discussions but does not vote except to make or break a tie.

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, however, a voting member authorized to attend a UCPG meeting remotely under the Brown Act and its amendments may vote on any item before the UCPG at a meeting.

(ix) COLLECTIVE CONCURRENCE - Any attempt to develop a collective concurrence of the members of the UCPG as to 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.

(x) SPECIAL MEETINGS - The chair of the UCPG or a majority of planning group members, may call a special meeting. An agenda for a special meeting shall be specified as such, and it 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 delivered to each local newspaper of general circulation and radio or television station

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

(xi) **EMERGENCY MEETINGS** – An emergency meeting, requiring no public notice, are called for matters related to public health and safety. These matters are outside of the purview of the UCPG and are prohibited under these Operational Procedures.

(xii) **RIGHT TO RECORD** - Any person attending a meeting of the UCPG 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.

(xiii) **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 planning group 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.

(b) Subcommittees

The UCPG may establish ad hoc subcommittees when their operation contributes to more effective discussions at regular planning group meetings. Standing, or permanent, subcommittees are inconsistent with the purpose of the UCPG and not allowed.

(i) **AD HOC SUBCOMMITTEES** - Ad hoc subcommittees may be established for finite periods of time to review more focused issue areas and shall be disbanded following their review. Ad hoc subcommittees are not subject to the provisions of the Brown Act. However, ad hoc subcommittees should voluntarily comply with the provisions of the Brown Act whenever possible.

(ii) **SUBCOMMITTEE COMPOSITION** – Subcommittees shall strive to contain a majority of members who are voting members of the planning group, whenever possible.

Non-voting members, who are duly appointed by a planning group to

serve on a subcommittee, may be indemnified by the City by completing the same training as a voting member of the UCPG.

(iii) **RECOMMENDATIONS** – Subcommittee recommendations must be brought forth to the full planning group for a 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.

(c) Abstentions and Recusals

(i) **RECUSALS** - Any member of the UCPG 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 the member must recuse from voting and not participate in any manner as a member of the planning group for that item on the agenda. See Section 7.3, Ethical Standards.

(ii) **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 state, for the record, the reason for the abstention.

(d) Meeting Documents and Records

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

(ii) **AGENDA AT MEETING** - 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 charged for the cost of reproducing any the materials requested by an individual or individuals.

(iii) MINUTES – For each planning group meeting, a report of UCPG member attendance and a copy of approved minutes shall be retained by the planning group, and they shall be available for public inspection. A copy of the draft minutes should be made available for public inspection as soon as possible but no later than the group’s next regularly scheduled meeting. 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 fourteen (14) days after approval by the planning group.

The UCPG is not required to make 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.

Section 3.

7. Additional UCPG Responsibilities

7.1 Commitment to Non-Discriminatory Practices

The UCPG, 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 UCPG will maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five 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

This section describes the ethical standards for the University Community Planning Group. Each provision also appears in the Ethical Guidelines document, Exhibit A. These guidelines

do not affect in any way the requirements of CP 600-24. The standards are outlined based on the City's Ethics Ordinance: Chapter 2, Article 7, Division 35 of the City's Municipal Code.

7.3.1 Standards for Conflicts of Interest

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

7.3.2 Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by the UCPG board to other UCPG 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

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

7.3.4 Political Actions

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

7.3.5 Donations

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

7.3.6 Equal Time for Candidates or Ballot Measures

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

7.4 Voting Member Training

The UCPG will require all UCPG voting members to complete the formal education program in-person or on-line offered by the City.

The UCPG will require voting members to complete the training each year within 60 days of being initially elected or appointed to the UCPG, and by no later than June 1st 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 UCPG'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

UCPG 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 UCPG.

8. CPG Rights and Liabilities

8.1 Indemnification

Pursuant to the policy of the City Council, the City will indemnify, and the City Attorney will defend, the UCPG 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 UCPG 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 Operational 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 UCPG or one of its individual voting members is found to be out of compliance with the provisions of Policy 600-24, or with these Operational 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 UCPG will ensure good faith, voluntary compliance with the Brown Act and proactively cure violations themselves, to prevent legal actions that would void UCPG actions. Individual voting members of the recognized CPG, 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 UCPG, and may in some cases include payment of court costs and attorney's fees.

Individual voting members of the UCPG 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 UCPG, or any of its individual voting members, may seek assistance, 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 UCPG to appropriate law enforcement agencies, including the California Attorney General, San Diego County District Attorney, or San Diego City Attorney's Criminal Division. The UCPG, 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 Operational Procedures or San Diego Ordinance O-19883.

8.3 Violations of Membership Eligibility

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

8.3.1 Removal of Ineligible Voting Members

The procedure for removing ineligible voting members is given in section 5.2.2.

8.4 Violations and Remedies

If the UCPG violates these Operational Procedures, it may forfeit its status as a recognized CPG and lose its right to indemnification and defense by the City. A UCPG voting member and the UCPG 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 Operational Procedures by a UCPG voting member, the UCPG will conduct an investigation consistent with Policy 600-24.

In the case of an alleged violation of Policy 600-24, the violation will be forwarded in writing to the City for review by the Mayor or their Designee. The UCPG 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 UCPG 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 UCPG, or may recommend to the City Council that the UCPG's recognition be revoked.

The UCPG acknowledges that if the City Council determines through a recommendation from the Mayor or their Designee that a CPG has violated their Operational Procedures or Policy 600-24 and the UCPG has failed to take corrective action deemed adequate in the sole discretion of the City Council, the City Council may revoke the UCPG'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 Operational Procedures

The UCPG acknowledges that any of its voting members found to be in violation of these Operational Procedures shall only be disciplined or removed by the UCPG at a scheduled UCPG 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 60 days of the allegation so as to ensure a fair and public process.

8.6 Potential Conflicts of Interest

UCPG 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 UCPG, which may include expulsion from the board. The UCPG will report in writing instances of disciplinary action to the City within 60 days of any allegation.

8.7 Violations and Remedies for Quorum and Attendance Requirements

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

8.8 Violations of City Requests for Input

The UCPG 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 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 CPG

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

10. Term of the Operational Procedures

These Operational Procedures will be effective in perpetuity of the life of the UCPG unless recognition of the UCPG is revoked by the City as described in Section 8.4 or the Operational Procedures are updated to be consistent with Policy 600-24 as it may be amended.

Attachment:

EXHIBIT A: ETHICAL GUIDELINES DOCUMENT

Guidelines for CPG Ethical Standards

**Required for CPG Recognition by Operational Procedures, Exhibit A,
of Council Policy 600-24**

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

1) Conflicts of Interest

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

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

See Section 7 for additional information on Recusals and Abstentions.

2) Abstentions for Potential Conflicts of Interest

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

Discomfort in publicly disclosing their position on a matter is not sufficient reason to abstain. At the time of the vote, a member shall disclose their reason for abstaining.

See Section 7 for additional information on Recusals and Abstentions.

3) Political Actions

Neither the UCPG nor voting members in their capacity as such should use their title from or position on the UCPG for political endorsements of individuals. The UCPG may, however,

upon majority vote, take a position on pending legislation that is within the UCPG's scope.

4) Donations

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

5) Equal Time for Candidates or Ballot Measures

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

6) Professional Conduct

The UCPG and its voting members will conduct themselves reasonably and professionally and refrain from disrupting the public process as set forth on the UCPG's agenda. At all times, UCPG voting members should treat each other, applicants, city staff, and the public with courtesy.

7) Additional Information on Abstentions and Recusals

[Council Policy 600-24 Admin Guidelines \(2015\)](#) maintains consistent direction regarding recusing and abstaining.

Recusals and abstentions are defined as follows by the Admin Guidelines:

- **Recusals** - Mandatory prohibition. Readily identifiable, distinguishable, direct economic interest in any project or matter being considered by the planning group.
- **Abstentions** - Optional situation. Where a member has a legitimate, non-economic, personal interest in the outcome that would, at minimum, give the appearance of impropriety, or cast doubt on their ability to make a fair decision, or a member lacks sufficient information upon which to cast a vote.

Both terms relate to "conflict of interest," but the important distinction between the two is that one involves economic interest (recusals) and the other does not (abstention).

Attachment:

EXHIBIT B: PARTICIPATION AND REPRESENTATION DOCUMENT

Community Participation & Representation Plan
As required for Planning Group Recognition under
Operational Procedures, Exhibit B, of Council Policy
600-24

Purpose

The University Community Planning Group (“UCPG”) 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, students, youth, people raising children, homeowners, individual property owners, businesses, people with disabilities, seniors, and intergenerational households. Soliciting and obtaining broad input on projects and initiatives is critical to the success of our Planning Group as we continue to serve as a recognized advisory body to the City.

The goal of this participation and representation plan is to communicate the UCPG’s general goals for engagement, outreach, and participation, with specific actions to achieve these goals, and a strategy for meaningful, ongoing engagement.

Our plan is crafted to reflect the unique demographics and characteristics of our community, which over time we expect to reflect the demographics of the community as provided by SANDAG’s [Data Surfer](#) website.

General Goals

The following are the UCPG’s general goals for public engagement, participation, and representation. The section “Specific Actions” lists the actions the UCPG has taken or will take to achieve these goals.

1. Educate the community regarding the role and activities of the UCPG in community planning as well as the types of issues that come before the planning group.
2. Increase and diversify community participation in UCPG decision making and its recommendations, both at monthly UCPG meetings and through community events.
3. Partner with community organizations, non-profits, schools, UC San Diego, and businesses to establish regular channels

of input on community issues.

4. Communicate the UCPG's work and goals in straightforward, easy-to-understand language that is accessible for anyone regardless of their background in or knowledge of community planning.
5. Obtain meaningful input from a broad range of community members on land use issues, including General Plan Amendments, Community Plan Amendments, Community Plan Updates, updates to the Land Use Code, city policy frameworks, specific project reviews, and other land use matters.
6. Be proactive in communicating community needs and feedback to the city, including how to make effective project recommendations to decision makers.
7. Engage the community to solicit input and views outside of the UCPG monthly meetings.
8. Evaluate the effectiveness of UCPG participation and representation, on an ongoing basis, among other things, by using the UCPG Annual Report to summarize actions and accomplishments, community participation and engagement, voting member demographics, and a detailed report of community members seeking office, including voting results, along with year-to-year comparisons.

Specific Actions

This section, "Specific Actions", lists the actions the UCPG has taken or will take to achieve the General Goals above. The section numbers below correspond to the General Goal numbering above. Actions currently undertaken by the UCPG are highlighted in green.

1. Educate the community in the role of the UCPG.
 - a. Maintain a one-page "What is the UCPG?" document for use at meetings, community events, and in media.
 - b. Maintain a one-paragraph version of (a) for use in material produced by the UCPG.
 - c. Maintain a bibliography of important documents to help community members to find information on land use, city policies, and projects: "Where can I find

_____?”.

- d. Create an informational piece available to new members and those running for election, designed to supplement information in City CPG training that explains detail not adequately covered.
2. Increase the diversity of community participation in the UCPG.
 - a. Identify each agenda item to determine its likely effect on the community. Make sure to engage with affected community members.
 - b. Use the University City News (on-line) and University City Newsletter (print) to identify agenda items of interest to residents of University City.
 - c. Establish a relationship with the UC San Diego Guardian to identify agenda items of interest to students, faculty, and staff at UC San Diego.
 - d. Continue the use of hybrid meetings, in person and on Zoom, to maximize participation at UCPG monthly meetings by members of the community.
 3. Partner with various community organizations.
 - a. Establish a dialog with our local San Diego Unified Trustee to ensure the UCPG accounts for San Diego Unified concerns on land use issues. Joint Use Parks are a specific, common, partnership.
 - b. The Administrative Representative from UC San Diego to the UCPG is the channel for continuing dialog between the University and the UCPG.
 - c. Use local businesses, small and large, for both education and partnership opportunities. Small businesses will also have connections to other business organizations, and their trade generates many contacts with community members. Many of our large businesses are directly involved in issues within the purview of the UCPG.
 - d. Local community and non-profits organizations can reach many segments of the community, including underrepresented members, that may prove difficult

using direct engagement.

4. Communicate simply and effectively with the community.
 - a. Post monthly agendas at the North and South UC libraries and a central location on the UC San Diego Campus.
 - b. Maintain a UCPG website to provide a consistent location for agendas, minutes, and presentations for each meeting, including an archive of information from past meetings. Ensure meeting information is shared with community and institutional partners, and media. Introductory information (e.g. “What is the UCPG?”) should be prominently displayed on the website.
 - c. Descriptions of agenda items for UCPG meetings descriptions contain Development Services Department (DSD) project description language for accuracy and precision. Ensure straightforward accompanying descriptions with a minimum of jargon are available to aid in understanding each agenda item.
 - d. Ensure the accompanying descriptions for each agenda are published in local media containing UCPG information. (**Specific Actions**, Section 2)
 - e. Publish separate articles for local media written in a straightforward style explaining substantial policy and project issues to be considered by the UCPG.
 - f. Maximize the amount of time available for members of the community to consider and for applicants to present on and respond to issues to be discussed at the UCPG.
5. Gather meaningful input from a broad range of community members on land use issues.
 - a. Determine important community constituencies that may be overlooked or have not been addressed. Be sure to specifically encourage these constituencies to participate in UCPG meetings and/or submit comments in writing on agenda items. Renters are a key, large, constituency in the community and have

different perspectives on land use and development policy. The voting members of the UCPG must respect these views and actively encourage renters to become voting members throughout the community.

- b. Maintain a summary of email received from community members regarding projects and policies.
6. Convey community feedback on projects and policy effectively to decision makers.
 - a. Discuss how each project recommendation will be communicated to the city, especially when additional conditions accompany recommendations or when a project cannot be recommended.
 - b. Ensure that the community is aware of how conditional approvals or rejected projects must be substantiated to decision makers.
 - c. The UCPG Chair should give written and/or oral testimony to decision makers (Planning Commission and City Council) for projects of particular importance to the community, with copies of the testimony included in the monthly minutes.
7. Engage the community to solicit input and views outside of the UCPG monthly meetings.
 - a. Use events (4th of July, Oktoberfest at Standley Park) to engage the community in an informal setting.
 - b. The UCPG should work with community organizations, city officials, and elected officials to participate in community events to promote the UCPG and its role in the community.
8. Participation and Representation Evaluation
 - a. Add periodic UCPG agenda Action Items to discuss and evaluate the effectiveness of UCPG participation efforts.
 - b. Produce the UCPG Annual Report with elements described under **General Goals, Section 8**. The UCPG has Annual Reports for the past 5 years from

2018-2022.

- c. Determine if there are community members or organizations consistently absent from UCPG monthly meetings or discussions and engage with them.
- d. Compare the participants in UCPG elections to the demographic of the University Community. Add this year-over-year demographic information to the Annual Report.
- e. Make the process of running for election as a voting member as simple and transparent as possible, Communicate filing deadlines well in advance.
- f. Ensure that each candidate in the voting process is accorded the opportunity to give oral and written candidate statements on an equitable basis
- g. Make the voting process itself flexible by considering the possibility of bad weather, the convenience of voting, and limiting the effects of possible communicable disease.

EXHIBIT C: The University Community Plan Area Map

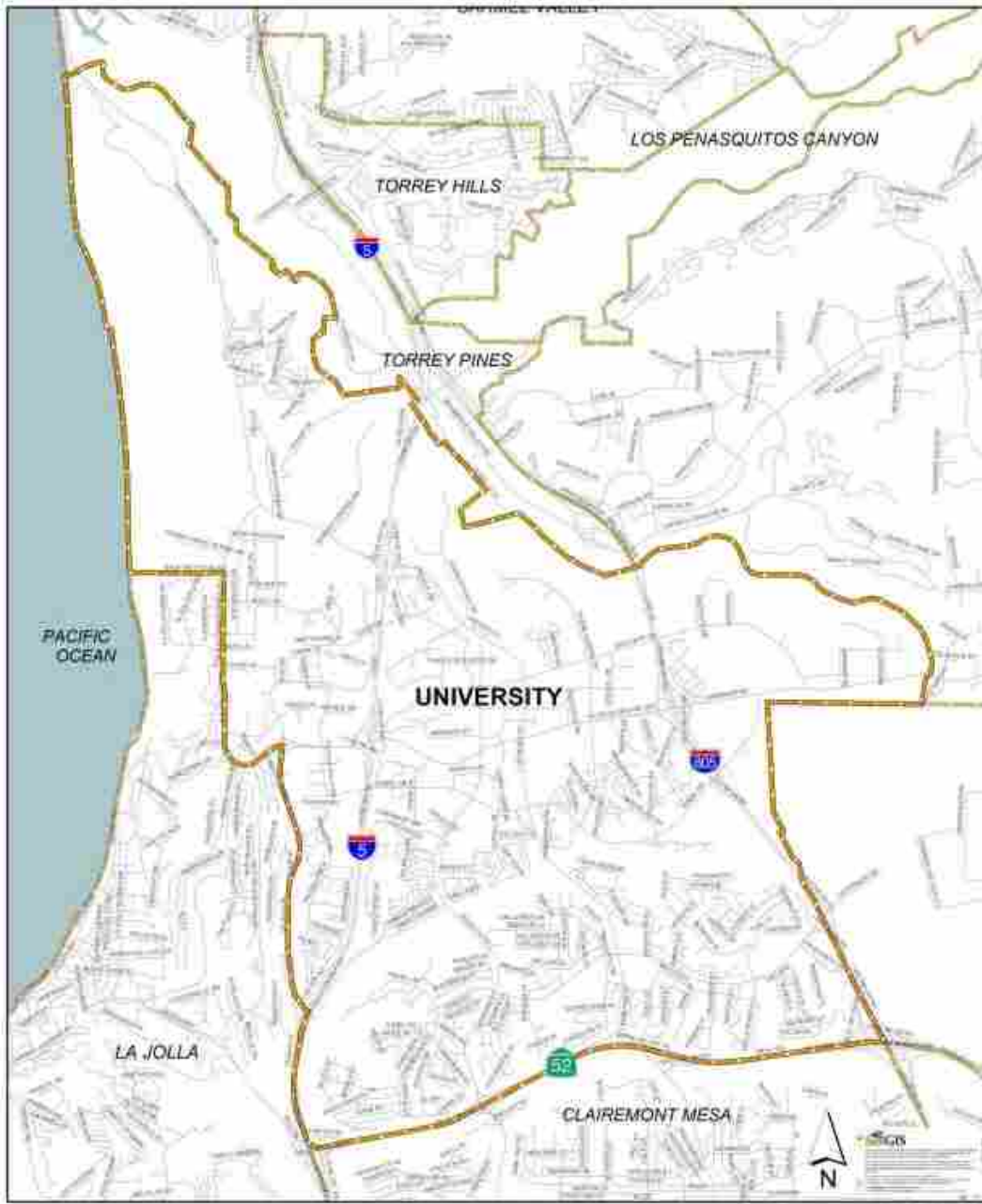


Exhibit A: Boundary Map - University

District 4 – UC San Diego

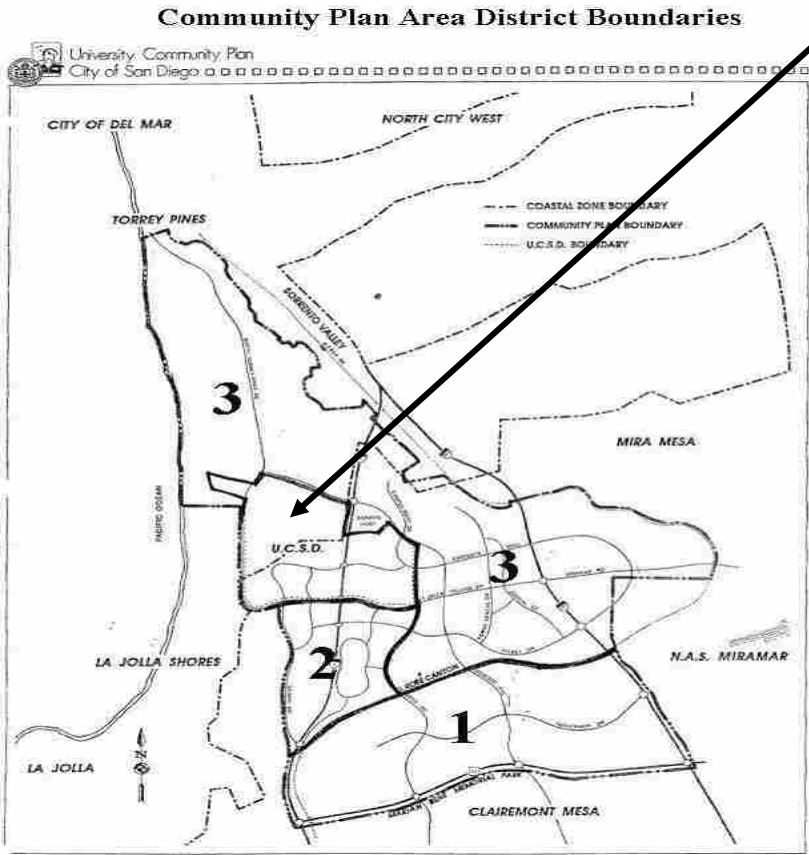


Exhibit D: University Community Plan Area Districts, Rev. 2024

Exhibit E

In accordance with Article III of the UCPG bylaws, members of the UCPG shall be elected to serve for fixed terms of three years with expiration dates during alternate years to provide continuity. The representation by District and the schedule of positions is shown in the table below.

Year 1	Year 2	Year 3
2023, 2026	2024, 2027	2025, 2028, 2031
R-1-A	R-1-B	R-1-C
R- 2-A	R-2-B	R-2-C
R-3-A	R-3-B	R-3-C
R-4-A	R-4-B	R-4-C
B-1-A	B-1-B	B-1-C
B-2-A	B-2-B	B-2-C
B-3-A	B-3-B	B-3-C

Revision 2024 for UCPG Operational Procedures.

Attachment:

EXHIBIT F: MEMBER OF THE COMMUNITY APPLICATION FORM.

This form from UCPG Bylaws is found at <https://www.sandiego.gov/planning/community-plans/cpg/bylaws>

UCPG MEMBERSHIP FORM TO REGISTER AS AN ELIGIBLE MEMBER OF THE COMMUNITY

The University Community Planning Group (UCPG) is the officially recognized organization representing North and South University City in the City of San Diego’s planning process. There is no cost to attend meetings, nor is any individual required to sign-in to a meeting or identify themselves to attend.

To be confirmed as an ‘Eligible Member of the Community’ in accordance with City of San Diego Council Policy 600-24 to vote in UCPG elections or to become a UCPG board candidate, please fill out this application form.

You need not be a registered voter or a citizen for membership.

.....

Membership Classification (see definitions below) * (check one):

DISTRICT (See Exhibit C map (page 3) for district number corresponding to your location.)

- Resident or owner of residential property in University City District 1 2 3 4
- Business owner or owner of non-residential property in University City District 1 2 3

NAME [Please print all]

ADDRESS _____

PHONE _____ E-MAIL _____

BUSINESS NAME (if applying as a business member) _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE: _____ DATE _____

Mail, Email, or Fax completed form to:

Name: Anu Delouri, UCPG Membership Secretary **E-mail:** adelouri@ucsd.edu **Telephone:** 858-610-0376

Address: *Contact for mailing address*

- Receipt of membership application can be confirmed by checking roster available at UCPG meetings or by email. Fill-in e-mail address above and check box here if you want e-mail confirmation.*

Description of Classifications:

*RESIDENT OR OWNER OF RESIDENTIAL PROPERTY: Must be 18 years of age and reside in the

Plan Area. Each adult member of a household is eligible for resident membership. Each member must complete a separate application form. A resident member is anyone who rents or may be an owner of a residential property who does not reside in University City.

*BUSINESS OWNER OR OWNER OF NON-RESIDENTIAL PROPERTY: Must be 18 years of age and shall own

or represent a business or non-profit institution at a non-residential property address located in University City. A business owner may be the owner of undeveloped non-residential property in University City. A business owner does not need to live in University City to qualify for membership.

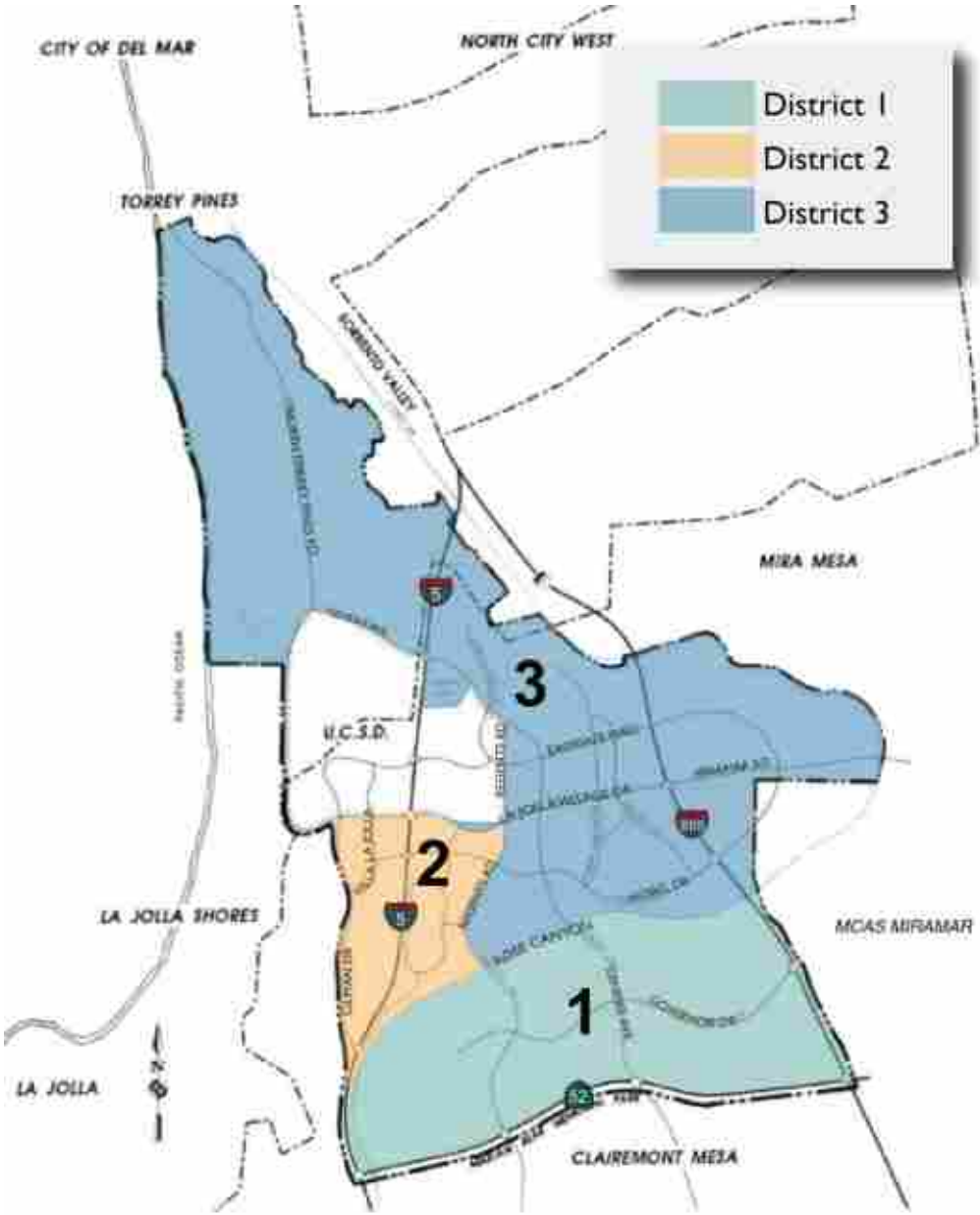
NOTE: A representative other than the Owner, President, or CEO must be designated in writing. A copy of a City of San Diego business tax certificate must be submitted. Eligibility must be verified by the Membership Secretary.

FOR SECRETARY USE ONLY: Demonstrated Resident or Business Owner Eligibility _____

As a University City community member, I am interested in these planning elements:

- Housing
- Homelessness
- Public Transportation and Access
- Mobility
- Traffic and Congestion
- Bike & Pedestrian Mobility and Safety
- Land Use
- Zoning
- Density
- Sustainability, Climate Change, Climate Action Plan, Air Pollution
- Urban Design
- Utilities and Infrastructure
- Commercial and Office Space
- Parks and Recreation
- Open Space Preservation
- Tree Canopy
- Native Plants
- Institutional Amenities – Libraries, Amenities for Seniors, Childcare, etc.
- Community Outreach
- Other (write in)

- _____
- _____



District 1 is south of Rose Canyon, north of SR-52, and between I-805 and I-5.

District 2 is north of Rose Canyon, west of Regents Road, south of La Jolla Village Drive.

District 3: All portions of the Plan Area not contained within Districts 1 and 2, including Scripps Memorial Hospital and the Salk Institute, but not including the UC San Diego campus.

District 4: The UC San Diego campus.

EXHIBIT G: DROP-OFF BALLOT VOTING PROCEDURES

EXHIBIT TO BE REVISED FOR EACH UCPG ELECTION AND POSTED AS “UCPG Notice of Elections XXXX”

**University Community Planning Group Notice of Elections for the Executive Board
March 14, 2023**

The University Community Planning Group (UCPG) will hold its annual March 2023 election for three residential and three business seats for terms beginning April 11, 2023. For this year’s election we’re pleased to offer drop off ballot boxes at the two UC libraries for your convenience. We encourage all UCPG members to take advantage of this and cast your vote. Details are found below.

Where can I get a ballot?

Ballots will be available on the UCPG’s City web site beginning in late February here: <https://www.sandiego.gov/planning/community/profiles/university/agendas>

Which ballot do I use? (You may choose only one)

Residential Seat Ballots:

2023_UCPG_Ballot_District_1_RESIDENT_SEAT_A
2023_UCPG_Ballot_District_2_RESIDENT_SEAT_A
2023_UCPG_Ballot_District_3_RESIDENT_SEAT_A
2023_UCPG_Ballot_District_4_RESIDENT_SEAT_A

Must include one or more District 4 Resident Seats

Business Seat Ballots:

2023_UCPG_Ballot_District_1_BUSINESS_SEAT_A
2023_UCPG_Ballot_District_2_BUSINESS_SEAT_A
2023_UCPG_Ballot_District_3_BUSINESS_SEAT_A

Not sure of your district? See the map on page 3.

How do I fill out the ballot?

- Download the correct ballot.
- Print the first page of the ballot.
- Make your vote selection on the TOP half of the ballot.
- Write your name and address LEGIBLY on the bottom half of the ballot.
- Cut the sheet along the indicated line on the ballot.
- Place the TOP half of the ballot into a sealed envelope that you provide.
- Place the BOTTOM half of the ballot and the sealed envelope which includes your vote into a second envelope..
- Place this SECOND envelope which includes your vote and proof of membership into the BALLOT BOX, located INSIDE the South UC Library adjacent to the

circulation desk or INSIDE the North UC Library across from the circulation desk.
See page 4.

Where do I drop my ballot?

Ballots may be dropped off either INSIDE the South UC Library (4155 Governor Dr.) near the circulation desk or INSIDE the North UC Library near the circulation desk (8820 Judicial Dr., Nobel Recreation area) during business hours.

When can I drop off my ballot?

The ballot box is available for drop off during library business hours which include:

Monday Mar 6	11:30AM – 8:00 PM	DROP OFF ONLY
Tuesday Mar 7	11:30AM – 8:00 PM	DROP OFF ONLY
Wednesday Mar 8	9:30 AM – 6:00 PM	DROP OFF ONLY
Thursday Mar 9	9:30 AM – 6:00 PM	DROP OFF ONLY
Friday Mar 10	9:30 AM – 6:00 PM	DROP OFF ONLY
Saturday Mar 11	9:30 AM – 6:00 PM	DROP OFF ONLY
Sunday Mar 12	CLOSED	
Monday Mar 13	11:30AM – 7:00 PM	DROP OFF ONLY.

Tuesday March 14 from 5PM to 8PM

In person voting ONLY at 10300 Campus Pointe Drive, on the west side of the Alexandria building. Please bring a valid ID for address verification.

How can I vote In Person?

In-person voting will ONLY be held on March 14, 2023, from 5PM to 8PM adjacent to the UCPG meeting room on the second floor of the Alexandria building at 10300 Campus Point Drive. Not sure where this is? See the map on page 4.

Counting the Vote

All votes, those dropped off at the UC Libraries and those cast in person, will be tabulated on March 14 and reported after the close of the election, shortly after 8PM at the UCPG meeting. The City mandates all results from planning group elections be reported prior to the end of the March 2023 meeting.