

PLANNING DIRECTOR/CITY ATTORNEY RESOLUTION NO. 31

APPROVING THE LA JOLLA COMMUNITY PLANNING ASSOCIATION BYLAWS

WHEREAS, it is the policy of the Council of the City of San Diego to require each community planning committee, as a condition of official recognition by the City of San Diego, to write and submit bylaws to the Planning Director and City Attorney;

WHEREAS, the 1989 amendment to Council Policy 600-24 requires community planning committees to amend their bylaws to standardize operating procedures and elections;

WHEREAS, the LA JOLLA COMMUNITY PLANNING ASSOCIATION has submitted bylaws (Attachment 1), to the Planning Director and the City Attorney that meet the requirements of Council Policy 600-24;

WHEREAS, it is the policy of the Council of the City of San Diego to authorize the Planning Director and the City Attorney to approve amendments to bylaws that conform to Council Policy 600-24;
NOW, THEREFORE,

BE IT RESOLVED, by the Planning Director and City Attorney of the City of San Diego, that the revisions to the bylaws of the LA JOLLA COMMUNITY PLANNING ASSOCIATION are hereby approved.

APPROVED: JOHN W. WITT, City Attorney
SEVERO ESQUIVEL, Deputy City Manager/
Acting Planning Director

By Frederick C. Conrad
Frederick C. Conrad
Chief Deputy City Attorney

Date 12/30/91

By Mary Lee Balko
Mary Lee Balko
Deputy Planning Director

Date 1/2/92

**BYLAWS
OF
LA JOLLA COMMUNITY PLANNING ASSOCIATION**

ARTICLE 1

Name

Section 1. OFFICIAL NAME. The official name of this organization is **THE LA JOLLA COMMUNITY PLANNING ASSOCIATION**, hereinafter referred to as the corporation.

Section 2. ACTIVITIES. All activities of this corporation shall be conducted in its official name as registered with the Secretary of State of California in its Articles of Incorporation.

Section 3. AREA BOUNDARIES. The community planning area boundaries which are applicable to this organization are as shown on Exhibit "A", attached hereto and by this reference made a part hereof, and are on file in the offices of the City Clerk and the Planning Department of The City of San Diego.

Section 4. OFFICIAL POSITIONS. The official positions and opinions of the corporation shall not be established by any organization other than the corporation.

ARTICLE II

Purposes

Section 1. PURPOSES. The purposes for which this corporation is formed are those as set forth in the Articles of Incorporation, and include "community planning activities for the community of La Jolla. . . , to protect, improve, and beautify all areas of La Jolla. . . ", and "to conduct studies and to make comprehensive planning recommendations concerning land use in the community of La Jolla, to assist in the implementation of any adopted community plans in the community of La Jolla, and to do everything necessary, suitable, or proper for the accomplishment of any one of the purposes or any one or more of the objectives herein enumerated." All activities shall be nonpartisan, nonsectarian, nondiscriminatory against any person by reason of race, creed, color, sex, national origin, sexual orientation, or physical handicap, and shall not further the election of any candidate for political office.

Section 2. ADVISORY ROLE. A primary purpose of this corporation shall be to advise the City Council, Planning Commission and other governmental agencies as may be appropriate in the initial preparation, adoption of, implementation of or amendment to the General or Community Plan as it pertains

to the area or areas of concern to the corporation (hereafter referred to as the planning process). The corporation review of individual development projects should focus on conformity with the adopted Community Plan and/or the General Plan. Whenever possible, all review shall be completed, and written comments submitted to the City, during the environmental review process (substantive changes in projects subsequent to completion of the environmental review process will sanction further evaluation by the corporation). This is done to provide city staff and project proponent the opportunity to respond to the comments or concerns and potentially resolve possible conflicts before the project is noticed for discretionary action.

ARTICLE III

Community Planning Association Organization

Section 1. PRINCIPAL OFFICES. The principal office for the transaction of business of this corporation is hereby fixed and located in the County of San Diego at such place as may from time to time be designated by the Board of Trustees.

Section 2. MEMBERS. The members of the corporation shall consist of those members of the community who are at least eighteen (18) years of age and (a) have submitted a written application for Membership or Trusteeship to the Secretary, (b) have attended at least one-third or three (3) (whichever is less) of the regular public meetings of the Community Planning Association of La Jolla in the immediate prior calendar year that commenced on January one (1) and ended on December thirty-one (31), and (c) who either (1) own property in La Jolla, or (2) reside in La Jolla, or (3) have their principle place of business or employment in La Jolla. Evidence of attendance for this purpose shall be kept in the records of the corporation, and maintained by the Secretary of the corporation. The boundaries of La Jolla for the purpose of determining the foregoing eligibility shall be those of Article I., Section 3. Members shall continue in good standing until such time as they fail to meet the eligibility requirements, or submit a written resignation.

Section 3. TRUSTEES. The members of the corporation shall elect a Board of Trustees from the Members of the corporation to conduct the affairs of the corporation. Such Trustees shall have the right to vote on all matters requiring a vote of the Directors or Trustees of the corporation under law or the Articles of Incorporation or these Bylaws. Death, resignation, removal, or expiration of term of any Trustee shall automatically terminate such Trustee's office. The Secretary shall maintain a current roster of Trustees on file in the offices of the City Clerk and the Planning Department of the City of San Diego.

Section 4. DUES. The Board of Trustees may time to time call for voluntary contributions from

Members or others for any of the purposes of the corporation, but there shall be no legal liability on the part of anyone to pay such sums and payment is not a condition of membership or office.

Section 5. RESIGNATIONS. Any Member of this corporation may resign his or her membership by presenting a written resignation at a meeting of the Board of Trustees.

Section 6. REPRESENTATION. To the extent possible, Trustees shall be representative of the various geographic sections of the community and/or diverse community interests as determined by the City Council and shall include property owners, residents and local business persons, in addition to other community interests.

ARTICLE IV Vacancies and Operations

Section 1. UNEXCUSED ABSENCES. The seat of any Trustee who is absent from three (3) successive meetings of the Board of Trustees shall be automatically vacated, unless such absences are excused. An absence is excused if an officer is notified of a legitimate reason for the absence either before the absence or in a timely manner thereafter. The existence of a vacancy shall be made known by a written report of the Secretary. It shall be the policy of the corporation that an excused absence be defined as one where a Trustee is unable to attend because of illness (either personal or a family member), business responsibilities, or personal vacation, and where notification of the corporation officer has preferably occurred at least twenty-four (24) hours prior to the meeting missed.

Section 2. VACANCIES. Any vacancy or vacancies in the Board of Trustees resulting from death, incapacity, resignation, expiration of term of office, removal, or otherwise, shall be filled by a vote of the general Members. The term of the new Trustee will expire when the term of the vacated Trustee was to have expired. The election to fill a vacancy must be held no later than 120 days following the determination of a vacancy. The election procedure will follow that of Article V, Section 1. If the corporation is unable to fill a vacancy within the 120 days, as specified above, and there are more than 12 Trustees, the corporation shall either amend its bylaws to permit a decreased number of Trustees to a minimum of 12, or report in writing the actions taken in filling vacancies to the City Council and request its assistance. The Secretary shall report in writing the actions taken in filling vacancies to the City Council in accordance with Article VII, Section 11. The following exception to the twelve (12) month membership rule expressed in Article III, section 2 is made. For the purpose of electing a trustee or trustees to fill a vacancy or vacancies other than at the general meeting in March, the twelve (12) month membership criteria is deemed to end on the last day of the month preceding the month of the election to fill the vacancy or

vacancies.

Section 3.. PLACE OF MEETING. Meetings of the Board of Trustees shall be held at any place within or without the state which has been designated from time to time by resolution of the Board or by written consent of all Members of the Board. In the absence of such designation, meetings shall be held at the principal office of the corporation. Special meetings of the Board may be held either at a place so designated or at the principal office.

Section 4. ORGANIZING MEETING. Election of officers shall be held at the first regular meeting in April of each year.

Section 5. RULES OF ORDER. The Board of Trustees may adopt Standing Rules governing procedural matters as they find convenient, provided that such Standing Rules are not inconsistent with the Articles of Incorporation and these Bylaws, or with adopted San Diego City Council policies governing planning groups. In the absence of specific provisions in the foregoing, Robert's Rules of Order shall govern meetings of the Members and Trustees.

Section 6. ADJOURNMENT. In the absence of a quorum at any meeting of the Board of Trustees, a majority of the Trustees present may adjourn the meeting from time to time until the time fixed for the next meeting of the Board. Notice of the time and place of holding an adjourned meeting need not be given to absent Trustees if the time and place be fixed at the meeting adjourned.

Section 7. COMPENSATION. The Trustees shall receive no compensation for their services as such.

Section 8. VOTE OF TRUSTEES. Each Trustee may cast one vote on any question or proposition to be voted upon at a meeting. Votes may not be cast by proxy except for election of Trustees.

Section 9. PUBLIC MEETINGS. All meetings of the Members and/or the Trustees shall be public except those devoted to litigation or personnel. The public shall be informed in advance of all public meetings as prescribed in Article VI.

**ARTICLE V
Elections**

Sections 1. ELECTION AND TERM OF OFFICE. Six (6) of the eighteen (18) Elected Trustees shall be elected by secret written ballot at each annual meeting of the corporation; and shall hold office for three (3) years thereafter provided, however, that no Trustee may serve more than nine (9) consecutive years without at least one (1) intervening year of non-service. No Trustee shall be reelected who is ineligible to serve a full term because of prior service. A term of office shall run April 1 after election to March 31, three years hence.

Exceptions:

- 1) Any Trustee who has served in excess of nine consecutive years may continue in that position until the next Trustee elections; and
- 2) a Trustee may serve in excess of nine consecutive years if that person is reelected to a new term provided that they receive a two-thirds majority of the votes cast by eligible Members participating in a regular election. The number of Trustees serving more than nine consecutive years shall in no case exceed twenty-five percent of the Trustees. No individual may serve as an officer for more than nine consecutive years.

A Nominating Committee of at least three (3) Trustees with remaining terms of at least one (1) year will be selected by the Trustees. They will be charged to call for individuals to submit names requesting consideration for election as Trustees of the corporation. The Nominating Committee will consider these applications and from them, mindful of Article III, Section 6, will recommend a slate of candidates to be mailed to the Members and made public prior to the annual meeting. At the annual meeting, additional nominations may be made from the floor provided that any nominee so named has submitted in writing a statement indicating his or her interest in serving. Those eligible to vote may cast as many votes by secret written ballot as there are vacancies to be filled; provided, however, no one may cast more than one (1) vote for any candidate. A candidate must receive affirmative votes from a majority of the eligible voters casting ballots to be elected. If all the vacancies should not be filled, then successive ballots for the remaining vacancies will be held in a manner similar to the first balloting. A Member may empower another Member to cast his or her votes by giving a written proxy. Whenever unexpired term (s) of a vacated trustee (s) seat is/are to be considered at an election, the candidate securing the most votes, a majority being required, will serve the longest term available. Shorter terms that exist will be filled in a descending order of votes over a majority.

Those eligible to vote include all Trustees and all Members. The Association shall make a good faith effort to contact community newspapers and utilize other means to advertise the elections.

Section POWERS OF TRUSTEES. Subject to the powers of the Members as provided by law or as herein set forth, all corporate powers of the corporation shall be exercised by or under the authority of, and the business and affairs of the corporation shall be controlled by, the Board of Trustees. Without limiting the generality of the foregoing, the Board of Trustees shall have the following powers:

(a) To select and remove all officers, agents, and employees of the corporation, prescribe such powers and duties for them as may not be inconsistent with law, with the Articles of Incorporation or these Bylaws, and fix their compensations

(b) To conduct, manage, and control the affairs and business of the corporation, and to make such rules and regulations therefor not inconsistent with law, with the Articles of Incorporation, or these Bylaws, as they may deem best.

(c) To change the principal office for the transaction of the business of the corporation from one location to another within the same county; to fix and locate from time to time one or more subsidiary offices of the corporation within or without the State of California; to designate any place within or without the State of California for the holding of any Trustees' or Members' meetings; to adopt, make and use a corporate seal and to alter the form thereof from time to time as in their judgement they may deem best; provided such seal shall at all times comply with the provisions of law.

(d) To borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation, or other evidences of debt and securities therefor.

(e) To appoint an Executive Committee, consisting of such persons as may be determined by the Board of Trustees, said Committee to have full power and authority to act, subject to the control of the Board of Trustees, between meetings of the Board of Trustees, on all matters relating to the conduct and management of the corporation.

(f) To appoint other Committees as the Board of Trustees may deem necessary and proper, consisting of such persons, and having such power and authority, as shall be specified by the Board of Trustees and consistent with the Articles of Incorporation and these Bylaws.

ARTICLE VI
Community Planning Association Duties

Section 1. ANNUAL MEETINGS. Annual meetings of the Members of this corporation shall be held in March of each year at such place in La Jolla, California, as may be designated by the Board of Trustees in a notice of such meeting given at least ten (10) days prior to such meeting.

Section 2. SPECIAL MEETINGS. Special meetings of the Trustees and Members of this corporation may be called at any time by the President, or shall be called by the President upon written application of three (3) Trustees. The object of such meetings shall be stated in the notice of such meeting, which shall be given at least seventy-two (72) hours prior to such meeting, and shall designate also the time and place of such meeting as designated by the President. A majority of elected Trustees in good standing shall constitute a quorum, and no business shall be transacted other than that stated in the notice of such meeting. Executive sessions not open to the public are prohibited.

Section 3. REGULAR MEETINGS. The Trustees shall establish a regular schedule of Meetings. Meetings may be added to or omitted from this schedule by vote of the Trustees at any regular meeting. Publicity regarding the time, place, and agenda of the next Regular Meeting shall be arranged through the local newspapers and other suitable media, and through a written docket posted in a location that is freely accessible to members of the public at least 72 hours in advance of such meeting.

Section 4. VOTING. There shall be no cumulative voting. A quorum of the Trustees shall be the same as a quorum of the Board of Trustees, as provided in these Bylaws.

Section 5. MINUTES. Minutes shall be kept for each meeting of the Board of Trustees or Members. A copy of approved minutes, which shall include a report of attendance and the votes taken on each matter acted upon, shall be submitted to the Planning Department within 14 days of approval by the Trustees. Resolutions on specific projects shall indicate whether or not a quorum was present, whether or not the applicant appeared before the planning group, and when and what type of notification the applicant received requesting his/her appearance at the planning group meeting.

ARTICLE VII

Community Planning Association Trustees and Officers

Section 1. GOVERNMENT. The affairs of the corporation shall be conducted by a Board of Trustees.

Section 2. NUMBER OF TRUSTEES. The Board of Trustees shall consist of eighteen (18) elected Trustees, until this number is changed by amendment to the Articles of Incorporation, or by these

Bylaws, as hereinafter provided. In addition, the President of La Jolla Town Council, Inc., shall be a Trustee Ex Officio with full voting rights.

Section 3. QUORUM. A majority of the Trustees in office at any time shall constitute a quorum for the transaction of business with the exception that Ex Officio Trustees shall not be included in the requirements for a quorum, nor in constituting such a quorum.

Section 4. LIAISON WITH BOARD OF TRUSTEES. The Board of Trustees may, by a majority vote, designate one or more individuals to represent other organizations or groups at public meetings of the Board. The purpose of such representatives will be to provide liaison between the corporation and the other organizations or groups thus represented. The individuals thus designated may, but need not, be Members or Trustees of the corporation. Unless they are Members or Trustees in their own right, they shall not have the right to vote at any meeting of the Members or of the board of Trustees of the corporation.

Section 5. DUTIES OF TRUSTEES. The Trustees shall individually and collectively exercise their powers to carry out the following duties:

(a) To work cooperatively with the Planning Department and as appropriate, the City Manager, throughout the planning process, including but not limited to the formation of long-range community goals, objectives and proposals or the revision thereto for inclusion in a General or Community Plan.

(b) To attend all meetings of the Board of Trustees. Regular meetings shall be held periodically by the Trustees to meet with the Planning Department at a mutually agreed upon time and location during appropriate periods in the planning process.

(c) To seek community-wide understanding of and participation in the planning and implementation process as specified in Article II, Section 2. The Trustees shall give due consideration to all responsible community attitudes insofar as these are deemed to be in the best long-range interest of the community at large. The Trustees shall, when reviewing development projects, involve affected property owners, residents and business establishments within proximity of the proposed development. The corporation shall inform the project applicant or representative each time that such review will take place and provide the applicant with an opportunity to present the project. Any interested member of the public shall be given an opportunity to offer input on projects during corporation meetings.

(d) To submit to the offices of the City Clerk and the Planning Department by February 15 of each year a written summary of accomplishments for the past calendar year and anticipated objectives for the

coming year related to Article II.

(e) Each corporation Trustee shall attend an orientation training session administered by the Planning Department. Members are encouraged to attend as well.

(f) Each corporation Trustee and committee member shall abstain from voting on projects in which they have a direct financial interest.

Section 6. OFFICERS. The officers of this corporation shall be a President, Vice President, Secretary and Treasurer, and such other officers as the Board of Trustees may appoint. The officers of this corporation shall be elected from and by the Trustees of this corporation. The manner of election shall be by secret written ballot with no proxy voting.

Section 7. ELECTION. The Board of Trustees shall elect all officers of the corporation for terms of one (1) year. No officer may serve for more than nine (9) consecutive years without at least one (1) intervening year of non-service.

Section 8. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled by the board of Trustees.

Section 9. PRESIDENT. Subject to the control of the Board of Trustees, the President shall have general supervision, direction, and control of the business and affairs of the corporation. He/she shall preside at all meetings of the Members and Trustees, and shall have other powers and duties as may be prescribed from time to time by the Board of Trustees. The President may appoint committees, as approved by the Trustees, for the conduct of corporation business. He/she shall cause, each February 15, to be submitted to the San Diego City Council a report on past year accomplishments and next year objectives, and include the current roster of Trustees and Members. He/she shall represent the corporation on the Community Planners Committee. By special action, recorded in the minutes, he/she may designate another Member as the official representative.

Section 10. VICE PRESIDENT. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and in so acting shall have all the powers of the President. the Vice President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Trustees, and such other duties which the President may delegate with their approval.

Section 11. SECRETARY. The Secretary shall keep a full and complete record of the proceedings of the Board of Trustees, and of the Members, shall keep the seal of the corporation and affix the same to such papers and instruments as may be required in the regular course of business, shall make service of such notices as may be necessary or proper, shall supervise the keeping in the principal office of the corporation of the minute books of the corporation, which shall include a copy of these Bylaws, and shall provide said information to the Trustees and general public as required. The Secretary shall keep a record of the attendance and provide a report of same at each meeting of the Trustees, notify the Trustees when vacancies occur, notify the Planning Department of the attendance record, and notify the City Council when a vacancy occurred and how it was filled. The Secretary shall insure that a report of attendance and a copy of approved minutes for each meeting is made available for public distribution and submitted to the Planning Department within 14 days following approval by the Trustees. The Secretary shall be responsible for checking voter qualifications with official membership lists during voting, including election of Trustees and Officers. The Secretary shall cause to be published at the first regular meeting in January each year a list of members who are qualified to vote in the annual election of trustees in March. This list will be reconciled with any protests or discrepancies prior to the first regular meeting in February when a certified and final voter list will be published. The Secretary shall be responsible for providing for all other information and reports as required herein.

Section. 12. TREASURER. The Treasurer shall be responsible for general supervision of the financial affairs of the corporation, and shall make regular financial reports to the Board of Trustees and to the general members, and shall perform such other duties as may be prescribed by the board of Trustees. The Treasurer shall be responsible for filing all financial reports which shall include but not be limited to all state and federal tax information.

ARTICLE VIII
Miscellaneous

Section 1. CONTROL OF FUNDS. Funds of the corporation shall be paid out only on the checks of the corporation signed by any two of such persons as may be designated by the Board of Trustees, one of whom must be either the President, Vice President, Secretary, Treasurer, or other Trustee.

Section 2. MEMBERS TO HAVE NO PERSONAL, PROPRIETARY OR BENEFICIAL INTEREST IN THE PROPERTY OF THE CORPORATION. No Member or Trustee shall have any personal, proprietary, or beneficial interest in the property of the corporation, either during its corporate existence or after the termination thereof by dissolution or otherwise; all its property and assets remaining after paying or adequately providing for the debts and obligations of the corporation shall be conveyed,

transferred, and assigned to another corporation organized, or to be organized, for non-profit and educational purposes, with no personal, proprietary or beneficial interest to vest in any of its Members.

Section 3. PAYMENTS TO OFFICERS OR TRUSTEES. No fees, salaries, compensation, reimbursements, or other sums shall be paid, directly, or indirectly, to any officer or Trustee of the corporation except upon prior vote of a majority of the Board of Trustees other than the Trustee or Trustees to whom such payment is to be made.

Section 4. AMENDMENTS. These Bylaws may be repealed or amended, or new Bylaws may be adopted, by a majority vote at any annual meeting of the Members of this corporation or at any special meeting of the Members called for that purpose, subject to review and approval by the City Attorney and the City Planning Director.

ARTICLE IX Special Policies

Section 1. OPEN AGENDA. During each meeting of the Board of Trustees, a time shall be set aside for communication from the public. The President shall see that appropriate action is taken on each communication.

Section 2. PUBLIC INPUT. During all discussions, the President shall solicit testimony from members of the public attending each meeting. Votes taken on public issues shall include a tabulation of the votes of members of the public in attendance, recorded as such in the minutes of the meeting.

Section 3. ADDITIONAL POLICIES. The Board of Trustees may from time to time adopt additional policies for the conduct of business. Such policies shall be furnished to the City Clerk and Planning Department upon adoption.

LA JOLLA COMMUNITY PLANNING ASSOCIATION
STANDING RULE

CODE OF ETHICS

PREAMBLE

It is expected that the officers, trustees, and general membership of the Association will maintain a standard of conduct and observe a code of ethics that will earn them the respect and confidence of their associates in the Association and the citizens of La Jolla and San Diego.

POLICY

It is the policy of the Association that the following is a minimum code of ethics to be observed by all members and associates. Conduct not in accordance with this code and/or inimical to the best interests of the Association shall be brought to the attention of the officers of the Association. Where herein used, members means officers, trustees, and general membership. Associates means non-members serving on Association committees.

DUTIES

Members and associates acting in a capacity as a member of a decision making body of the Association are responsible for insuring that they are qualified and informed on matters that come before them. When members or associates participate in the voting, they are expected to be making an informed, fair, and just decision. This is essential to maintain the Association's indemnification protection provided under San Diego City Ordinance 17086.

Members and associates who have a direct economic interest in any project that comes before the Association or any of its committees must disclose that interest in advance and must abstain from voting or participation in any manner as a member of the Association. Members or associates may present projects to the Association or its committees so long as it is clear that they are acting as an applicant or presenter and not as a member of the body hearing the project.

Members and associates of the Association shall not engage in any enterprise or activity which shall result in any of the following:

- 1) using the prestige or influence of the Association for private gain or advantage of himself or others,
- 2) using time, facilities, equipment, or supplies of the Association for private gain of himself or others,
- 3) using official information not available to the general public for private gain or advantage of himself or others,
- 4) giving, receiving, or accepting, directly or indirectly, any gift or favor to or from anyone under circumstances from which it could be reasonably inferred that such was intended to influence them in the recipient or providers behalf on matters before the Association,
- 5) tending to injure the good name of the Association, disturb its well-being, or hamper it in its work.

ADOPTED 12/19/91

LA JOLLA COMMUNITY PLANNING ASSOCIATION
STANDING RULE

GENERAL GUIDELINES AND OPERATING PROCEDURES FOR GRIEVANCE
COMMITTEE

PREAMBLE

Wherever possible the LJCPA shall endeavor to take a pro-active stance to right any wrongs or perceived wrongs committed by members or associates of its committees relative to LJCPA activities. Complainants shall be apprised of the outcome of their grievance and should be able to feel that they may be heard in an impartial way without fear of reprisals, and that the utmost discretion, tact, and confidentiality shall be maintained at all levels of the procedure.

GRIEVANCE PROCEDURE FOR THE LJCPA

WHO MAY BRING A GRIEVANCE

Any member or trustee may request a hearing before the grievance committee on his own behalf or on behalf of another, when information received indicates that a member or associate may have exhibited acts, demeanor, or conduct contrary to the by-laws of the LJCPA, code of ethics or which would tend to injure the reputation of the organization or its committees.

COMPOSITION OF THE GRIEVANCE COMMITTEE

The grievance committee shall be comprised of the LJCPA president and up to six (6) persons, but no fewer than three (3) persons, appointed by the president. Said members may not have a vested interest in the outcome of the grievance.

INITIATION OF A GRIEVANCE

A request for a hearing shall be in writing, submitted to the president or his designee, and contain a brief description of the grievance.

HEARING

Once it has been determined by the grievance committee that the grievance request is appropriate for a hearing by the grievance committee, a hearing date shall be set. This hearing should take place within thirty (30) days of receipt of the grievance request.

CONFIDENTIALITY

Strict confidentiality is to be maintained by all members attending the hearing and by the executive board, except as may be required for investigation and or resolution purposes. The complainant shall also agree to respect confidentiality until such time as the resolution phase has been completed.

RESOLUTION OF THE GRIEVANCE

The grievance committee, shall decide on the appropriate resolution of the grievance, including the issue of disclosure or non-disclosure of the findings. The complainant shall be apprised of the resolution of the grievance. The grievance committee shall, at its discretion, seek guidance from the executive board.

INTERIM POWERS OF THE PRESIDENT

The president of the LJCPA or his designee has the right to initiate interim action when deemed appropriate pending the hearing and resolution of the grievance.

RIGHTS OF THE SUBJECT(S) OF THE GRIEVANCE

Prior to the committee making its findings, the subject(s) of the grievance shall be given the opportunity to address the grievance committee relative to the complaint.

RIGHT OF APPEAL

The decisions of the grievance committee may be appealed, by either party, to the executive board.

DEFINITION OF TERMS

Trustee: any of the eighteen (18) elected members of the LJCPA
Member: any person who has met the general membership requirements of the LJCPA (not a trustee).
Associate: any person who is neither a trustee nor a member, but who may be serving on a committee of the LJCPA, and/or providing consultation to the LJCPA.
Executive board: the elected officers of the LJCPA.

ADOPTED 12/19/91

LJCPA 8/6/98

LA JOLLA COMMUNITY PLANNING ASSOCIATION

STANDING RULE

An attendance sign-in sheet shall be maintained at each regular meeting of the Board of Trustees. For the purposes of meeting the attendance requirements for membership pursuant to Article III, Section 2 of the Bylaws, attendees must sign the attendance list.

Adopted 4/4/91