

SAN DIEGUITO RIVER PARK CITIZENS ADVISORY COMMITTEE BY-LAWS¹

I. NAME AND AREA

- A. The name of this organization shall be San Dieguito River Park Citizens Advisory Committee, known hereafter as CAC.
- B. The area addressed by the CAC shall be the focused planning area of the San Dieguito River Valley Regional Open Space Park and areas which directly impact the focused planning area.

II. PURPOSE

- A. The primary purpose of the CAC shall be to advise the Board of Directors of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority in matters relating to the planning, funding, property acquisition, design, improvement, operation and management of the San Dieguito River Park. The CAC is a standing committee of the San Dieguito River Park Joint Powers Authority.
- B. Additionally, the purpose of the CAC shall be
 - 1. To provide an open forum for community discussion on park related issues;
 - 2. To organize and implement special community events deemed of interest to persons interested in the San Dieguito River Park;
 - 3. To gather and disseminate park-related information to residents and property owners within and adjacent to the San Dieguito River Valley.
 - 4. To advise the JPA on land use matters within or which directly impact the focused planning area.

III. GENERAL PROVISIONS

- A. All CAC activities shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of age, race, color, sex, creed, national origin or sexual preference.
- B. The CAC shall not take part, officially or unofficially, in the election of any candidate for public office.

- C. A copy of current CAC bylaws shall be available for perusal at any public meeting of the CAC. A copy of the bylaws shall be provided at cost to any individual or organization upon request.

IV. GENERAL MEMBERS

- A. Membership shall be open to the following organizations: all community planning groups whose planning area overlaps or directly impacts the focused planning area of the San Dieguito River Park; a selection of homeowner associations; a biologist representing Association of Environmental Professionals; a landscape architect representing American Society of Landscape Architects; Friends of the San Dieguito River Valley; ~~RVR-PARC~~²; San Dieguito Lagoon Committee; San Dieguito River Valley Land³ Conservancy; local governmental entities owning property in the river valley; region-wide environmental organizations with significant interest in the river valley, and selected other special interest organizations with significant interest in the river valley.
- B. Member organizations may be recommended by the CAC and approved by the JPA Board.
- C. Member organizations will appoint, preferably from among their members, an individual and an alternate who will represent the organization on the CAC.
- D. Additionally, the JPA Board shall appoint to the CAC six property owners representing a geographic range of the river valley. Property owners should agree to serve as the conduit for other property owners' interests as well as their own.
- E. Organizations or property owners are expected to be represented at the meetings by either the appointed representative or an alternate. If neither the appointed representative nor alternate attends a meeting the organization or property owner is considered absent. Three consecutive absences or four absences within a twelve-month period shall result in the organization or property owner no longer being a member of the CAC. The Executive Director shall keep an up-to-date roster from which shall be determined membership status and each month's quorum. Organizations or property owners who lose their membership status under this paragraph may petition the JPA Board in writing for reinstatement and upon approval thereof shall be reinstated to full membership status after attendance at two consecutive meetings.⁴
- F. No person shall represent more than one organization on the CAC.

- G. A quorum for the purpose of conducting business will consist of a simple majority of the members of the Citizens Advisory Committee.
- H. When an organization or member is added to a newly created position on the CAC, that organization or member shall not have full voting status until after attendance at two consecutive meetings.⁵
- I. New CAC members and alternates, and new representatives, are required to obtain an orientation about the River Park and the role of the CAC from River Park staff.⁶

V. OFFICERS

- A. Officers of the CAC shall be the Chair and Vice-Chair. The Chair shall be recommended by the CAC subject to the approval of the JPA ~~Board. The Vice-Chair shall be selected by the CAC.~~⁷ The CAC shall select a Chair and Vice-Chair by secret ballot.⁸
- B. The terms of the Officers shall be ~~two one years~~⁹, subject to the stipulations in Paragraph G of this section.¹⁰ ~~renewable by appointment in the case of the Chair and election in the case of the Vice Chair. The term shall begin with the effective date of these by-laws.~~¹¹
- C. Nominations for Chair and Vice-Chair may be made by a Nominating Committee or¹² from the floor by any eligible CAC member. The Vice-Chair must represent an organization or property owners.¹³
- D. A vacancy in the office of the Vice-Chair shall be filled by a majority vote of CAC members present at the meeting following the meeting at which such vacancy is created, provided that such members present constitute a quorum and subject to approval by the JPA Board¹⁴.
- E. The Chair shall be the principal officer and shall preside over all meetings of the CAC. The Chair may or may not represent an organization. Should the Chair be selected from the CAC body, then during the term of office he or she shall no longer be the formal representative of the organization that appointed him or her, and that organization will appoint another representative. The Chair shall vote only in the case of a tie vote.¹⁵

- F. The Vice-Chair shall, in the absence of the Chair, carry out all the duties and responsibilities of the principal officer.

- G. The maximum term of office of the Chair shall be 3 (three) two year terms. However, the Chair may be reelected to office and serve a maximum of 2 (two) additional two year terms if he/she has been out of office for at least one full two year term. This clause shall take effect beginning with election of officers in the first election held after its inclusion in the by-laws.¹⁶

VI. SUBCOMMITTEES

- A. The Chair, with the advice and consent of the CAC, shall establish subcommittees and approve membership in those subcommittees, as necessary or appropriate to carry on the work of the CAC.
 - 1. Each subcommittee shall have a chair, and the chair of each subcommittee shall be a member of the CAC.

 - 2. All members and alternates shall be eligible to serve on subcommittees.

 - 3. The chair of a subcommittee may invite non-members to attend in a non-voting capacity if necessary.

 - 4. The subcommittee shall report its activities to the CAC at each regularly scheduled meeting.

 - 5. A subcommittee shall not represent itself as speaking for the CAC unless the CAC has taken action on the item being represented.

 - 6. All subcommittees shall be comprised of CAC members only who constitute less than a quorum of the CAC, unless inclusion of outside members is approved by the full CAC and/or unless a membership greater than a quorum of the CAC is approved by the CAC. In either such case all meetings of the subcommittee shall be noticed and held in conformance with the Ralph M. Brown Act. Other subcommittee meetings of less than a quorum and containing

no outside members need not comply with the Brown Act, but as a matter of policy shall be open and public attendance and participation shall be encouraged.

- B. The Chair may appoint a Steering Subcommittee to coordinate CAC activities with staff, and such other tasks as may be necessary. The Chair or Vice-Chair of the CAC shall be a member of the Steering Subcommittee.

VII. MEETINGS

- A. All regular and special meetings of the CAC shall be open to the public.
- B. Regular meetings shall be held at least once a month unless otherwise designated by majority vote of the Board or at the discretion of the Chair.
- C. Special meetings held to obtain input from the community at large shall be publicized and scheduled at a time and place so as to maximize participation.
- D. The Ralph M. Brown Act (Govt Code Sections 54950-54961) shall govern the proceedings, noticing and general activities of this Citizens Advisory Committee.

VIII. AGENDAS

- A. The Chair of the CAC shall establish a proposed agenda for each meeting of the CAC, and shall cause staff to mail it one week in advance of the meeting.
- B. The agenda will have a place for Consent items, Action items, and Information items. It will also list the names of currently active Subcommittees.
- C. At the beginning of each meeting, a supplemental item may be added to the agenda if 2/3 of the total membership agrees to place the item on the agenda, and if the need to place the item on the agenda arose after the publication of the agenda. In addition, if an emergency is found by majority vote, based on specified facts, an item may be added to the agenda. Unless any supplemental items are added as Consent Agenda items, they shall be placed at the end of the Action Agenda and shall be heard at the conclusion of the items on the proposed agenda.

- D. At the beginning of any meeting, any CAC member may request a different order of business than that proposed by the Chair. Granting such a request shall be the decision of the Chair.

IX. TESTIMONY AND DISCUSSION

- A. All agenda items shall be open for public discussion following discussion by the CAC members prior to making a decision.
- B. If necessary, the Chair shall establish appropriate time limits for individuals and group presentations, to maximize the participation of interested parties.
- C. Additional public comment will be accepted at the end of the meeting.

X. ACTIONS

- A. The CAC staff will record the aye votes, no votes, and abstentions on each action taken, and such will be noted in the meeting notes.
- B. Each member organization or property owner representative member will have one vote.
- C. Unless they are time-sensitive, CAC actions will be referred to the JPA Board for review and action. Where time does not permit such referral, a letter from the CAC will be directed to the JPA Boardmember(s) in whose jurisdiction the matter lies.
- D. ~~If no quorum is present, the CAC may, at the discretion of the Chair, take an informal and non-binding vote that conveys the sense of the attendees and that vote may be conveyed to the JPA Board, provided that the Board is informed of the count of the vote and that there was no quorum present.~~¹⁷¹⁸

XI. PARLIAMENTARY AUTHORITY

- A. All matters not covered in these Bylaws shall be governed by the most current edition of Robert's Rules of Order.

XII. AMENDMENTS

- A. These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the CAC membership present¹⁹, provided that the

proposed changes were listed on the agenda mailed out to the CAC members, and are later approved by the JPA Board of Directors.

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- ¹ Adopted by JPA Board, November 15, 1990
 - ² Deleted by JPA Board, April 18, 2003
 - ³ Deleted by JPA Board, April 18, 2003
 - ⁴ Added by JPA Board, October 20, 1995
 - ⁵ Added by JPA Board, October 20, 1995
 - ⁶ Added by JPA Board, April 18, 2003
 - ⁷ Deleted by JPA Board, June 18, 2010
 - ⁸ Added by JPA Board, April 18, 2003
 - ⁹ Changed by JPA Board, April 18, 2003
 - ¹⁰ Added by JPA Board, June 18, 2010
 - ¹¹ Deleted by JPA Board, June 18, 2010
 - ¹² Added by JPA Board, June 18, 2010
 - ¹³ Added by JPA Board, April 18, 2003
 - ¹⁴ Added by JPA Board, June 18, 2010
 - ¹⁵ Added by JPA Board, April 18, 2003
 - ¹⁶ Added by JPA Board, April 18, 2003
 - ¹⁷ Added by JPA Board, July 18, 1997
 - ¹⁸ Deleted by JPA Board, April 18, 2003
 - ¹⁹ Added by JPA Board, April 16, 2010