

**BYLAWS
COLLEGE AREA COMMUNITY COUNCIL**

ARTICLE I NAME

Section 1. The name of this organization is the College Area Community Council (CACC), hereafter referred to as the Community Council.

ARTICLE II PURPOSE

Section 1. The purpose of this Council is to promote the public good and the welfare of the College Area community by disseminating information and providing a forum for discussion on issues of interest to the community; initiating, organizing, or providing support for activities which benefit the community; facilitating communication between the City or other agencies and the community; and supporting the work of the College Area Community Planning Board.

Section 2. All activities of the Community Council shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, ethnicity, sex, age, religion, political affiliation, national origin, sexual orientation, gender identity or physical or mental disability.

Section 3. The Community Council shall not take part in, officially or unofficially, or lend its influence in, the election of any candidate for political office; however, the Community Council may take a position on a ballot measure. Elected and appointed members shall not identify affiliation with a planning board when endorsing candidates for public office. The Community Council may sponsor candidate forums for elected office pursuant to the policies contained in the Community Council's Standing Rules.

ARTICLE III MEMBERSHIP

Section 1. The general membership of the Community Council is open to College Area property owners and residents, representatives of businesses and non-profit agencies operating within the College Area. The boundaries of the College Area shall be the same as set forth in City of San Diego College Area Community Plan (attached as Exhibit A).

Section 2. Executive Board members, as defined in ~~Section~~ Article IV, are the sole voting members of the Community Council.

ARTICLE IV **EXECUTIVE BOARD**

- Section 1. The affairs of the Community Council shall be administered by an Executive Board consisting of the elected members of the College Area Community Planning Board, the City of San Diego recognized community planning ~~association~~ group for the College Area.
- Section 2. The Executive Board shall hold regular monthly meetings ~~at least once a month~~, to be held in conjunction with the College Area Community Planning Board, at a time and place set by the Executive Board members. The Executive Board, however, may decide, by a two-third(s) vote of the Executive Board members present and voting, to cancel no more than one regular monthly meeting per year.
- Section 3. A majority of non-vacant Executive Board positions must be present to constitute a quorum for the transaction of business. Proxy and absentee voting is not permitted.
- Section 4. Every act or decision taken by a majority of the Executive Board present at a meeting duly called and held, at which a quorum is present, shall be considered as the act or the decision of the Community Council.
- Section 5. Special meetings of the Executive Board, for a purpose or purposes, may be called by the President or; if the President is absent, by the Vice President; or by the Secretary upon the written request of any five (5) or more Executive Board members. Written notice of the time and place of any special Executive Board meeting, shall be given each Executive Board member, either personally, by telephone, by mail or by electronic mail, at least three (3) days prior to such meeting. The notice shall state the purpose of such meeting, and no other business shall be transacted at such meeting. (Exception: In the absence of written notice, the Secretary shall affirm that all Executive Board members have been contacted or that all reasonable efforts have been made to do so; in such event any action shall require a majority vote of the entire Executive Board.)
- Section 6. All meetings of the Executive Board and its committees shall be open to the public. All regular and special Executive Board meetings and committee meetings must be adequately noticed and held within the College Area at a time and place where members and the public may attend.
- Section 7. It shall be the duty of each Executive Board member to abstain from voting on a matter in which they have a direct personal financial interest.

ARTICLE V. **OFFICERS**

Section 1. The officers of the Community Council shall be the same as the officers of the College Area Community Planning Board, elected annually at the April College Area Community Planning Board meeting. Said officers shall consist of a President, Vice President, Secretary, and Treasurer, and, may include such other officers as the Executive Board may deem necessary.

Section 2. President. The President (who is the Chair of the Community Planning Board) shall be the principal officer of the Community Council and shall preside over all Executive Board and Community Council meetings and shall prepare the agenda for the meetings. The President shall be the ex-officio member of all committees. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the Executive Board.

Section 3. Vice President. In the absence of the President, the Vice President shall exercise all the powers of the President. The Vice President shall perform additional duties as delegated by the President.

Section 4. Secretary. The Secretary shall prepare all correspondence, and record and maintain minutes of the actions of Executive Board meetings, and provide said information to the Executive Board as required.

Section 5. Treasurer. The Treasurer shall receive all monies and deposit same in the bank in the name of the Community Council. The Treasurer shall pay all bills as directed by the Executive Board. The Treasurer shall keep an account of all transactions and of the financial condition of the Community Council, shall prepare a monthly financial report for the Executive Board, and shall prepare the books for an audit in March of each year. ~~All checks or orders for the payment of money over \$250.00 shall be signed by the Treasurer and the President or Vice President. All checks or orders for the payment of money for \$250.00 or less may be signed by the Treasurer only or President only.~~ [Note: The deleted provisions are included in the standing rules.]

ARTICLE VI. **COMMITTEES**

Section 1. Specific committees shall be appointed and disbanded as necessary by a majority vote of the Executive Board in order to perform their specified functions. ~~The Chairperson of each committee shall be an Executive Board member.~~ [Note: The deleted provisions are included in the standing rules.]

Section 2. All committee meetings shall be announced in advance and open to the public. No committee will issue any report in the name of the College Area Community Council without approval of the Executive Board.

ARTICLE X **STANDING RULES**

Section 1. In addition to these Bylaws, the Executive Board shall establish a set of Standing Rules. ~~All Standing Rules shall be consistent with these Bylaws and City Council policies.~~

Section 2. Standing Rules can be amended by a two-thirds (2/3) vote of the Executive Board present at any regular meeting, provided the quorum is present.

Section 3. Standing Rules can be temporarily suspended by a two-thirds (2/3) vote of the Executive Board present at any regular or special meeting in which a quorum is present, provided that such action shall not be in conflict with these Bylaws.

ARTICLE XI **PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised, shall govern all meetings of the Executive Board, Committee meetings and other business meetings of the Community Council, unless such rules are inconsistent with these Bylaws or the Standing Rules. Rules of parliamentary procedure may be suspended by a two-thirds (2/3) vote of the members present. The President may appoint a Parliamentarian to advise the President on matters of parliamentary procedure.

ARTICLE XII **AMENDMENTS**

Section 1. A two-thirds (2/3) vote of the Executive Board present and voting at any regular Executive board meeting at which a quorum is present shall be required to amend these bylaws, provided that notice of the proposed amendment was distributed to Executive Board members at least seven (7) days prior to the meeting.

Adopted February 13, 2008