

## COLLEGE AREA COMMUNITY COUNCIL

### STANDING RULES

#### A. Executive Board Meetings

1. The Order of Business at regular monthly meetings shall be as follows:

- Call to order
- Roll call of Executive Board members
- Approval of the minutes of the previous Executive Board meeting
- Approval of the agenda
- Public comment
- Reports from governmental liaisons
- Special presentations/guest speakers
- Treasurer's report
- Report from committees
- Unfinished business
- New business
- Guest speakers
- Adjournment

The College Area Community Council (CACC) shall meet concurrently with the College Area Community Planning Board (CACPB). CACPB items will be indicated on the agenda and are subject to the Brown Act and City of San Diego polices governing community planning groups.

2. Persons wishing to make planned presentations must contact the President ten (10) days prior to the meeting. Exceptions to this requirement can, at the discretion of the President, be made for extenuating circumstances. The President shall establish a time limit for such planned presentations.

3. The President or Secretary shall post the agenda at the meeting place and/or other public forum, including but not limited to, the Internet Web site for the College Area Community Council, at least 72 hours prior to the meeting. The Secretary shall also distribute the agenda for the meeting, along with the minutes from the previous meeting, to the Executive Board members at least one-half hour prior to each regular meeting.

4. Regular Executive Board meetings are held the second Wednesday of each month beginning at 7:00 p.m. and adjourning no later than 9:00 p.m.

5. Committee reports should be limited to three (3) minutes, excluding discussion, unless the President has approved a longer time limit .

6. Government liaison reports shall be limited to five (5) minutes and guest speakers shall be limited to ten (10) minutes unless a longer time limit is approved when the agenda is approved.

7. At each Executive Board meeting, the Secretary shall have a sign-in sheet to get names and addresses, telephone numbers, and affiliations of all guests present. This sheet shall be kept on file with the minutes of the meeting.

#### B. Informal Executive Board Meeting

1. The President may, at his or her discretion, as the need arises, organize informal Executive Board meetings (committee or the whole) to discuss internal matters. No official business may be conducted at such meetings. (Attendance requirements stipulated in the CACP B Bylaws do not apply to informal CACC Executive Board meetings.)

#### C. Annual Meeting

1. An Annual Meeting of the general membership shall be held each April in conjunction with the CACP B annual board election. At the Annual Meeting all committee chairpersons shall present a report of activities over the previous year.

#### D. Financial Policies

1. The fiscal year of the Community Council shall be April 1 through March 31 of the subsequent year. The membership year shall be the calendar year. First-time members who join during the last quarter of the year (October 1 through December 31) shall be credited with membership for the remainder of that year as well as the subsequent calendar year.

2. Households that contribute annual voluntary dues of ten dollars (\$10.00) shall be designated "subscribing members." Households that contribute annual voluntary dues of fifteen dollars (\$15.00) shall be designated "contributing members." Households that contribute twenty-five dollars (\$25.00) shall be designated "sponsoring members." Household that contribute fifty dollars (\$50.00) shall be designated "College Area Angels." Businesses or organizations that contribute fifty dollars (\$50.00) shall be designated "business sponsors."

3. All one-time expenditures under seventy-five dollars (\$75.00) must be approved by the President or Treasurer. One-time expenditures over seventy-five (\$75.00) must be approved by the Executive Board prior to commitment.

4. Officers and committee chairs who routinely require funds (e.g., for newsletter production) should request an annual allocation. Such officers or committee chairs shall not exceed their annual allocation by more than seventy-five (\$75.00) without approval of the Executive Board.

5. An invoice, receipt, or purchase request stating the purpose and the committee or budget line item must be given to the Treasurer prior to the issuance of a check.

6. All checks for the payment of more than \$250.00 shall be co-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 the President only.

7. An annual audit shall be completed at the end of each fiscal year and prior to delivering the books to the new Treasurer. The President will appoint two members to do the audit.

8. In May of each year, the President and the Treasurer shall propose an annual budget to be approved by the Executive Board. Once the budget is approved, committee chairs and other officers may expend up to the amount of their line item without further approval of the Executive Board.

9. The monthly financial report shall list income and expenses according to the line-items in the annual budget, with columns showing amounts for the previous month, year to date, and annual budgeted amount.

#### E. Public Participation

1. Time shall be allowed at each Executive Board meeting, at a time published in the agenda, to provide interested community members an opportunity to address the Executive Board. During this portion of the agenda, each speaker shall be limited to three minutes.

2. During Executive Board meetings, questions and comments are encouraged from community members present. The President has the discretion to limit the time of such questions or comments.

3. Community members who wish to address the council should complete a speaker slip. The slip should include the name of the speaker, address, telephone number, and email address (if applicable) and the agenda item or topic of a non-agenda item. For agenda items, the slip should indicate if the person wishes to speak in favor or opposition to the proposed project or action. This

requirement does not preclude audience members from asking questions or providing feedback when requested of the audience.

4. All regular, special and informal Executive Board meetings, committee meetings, and the Annual Meeting shall be open to the public. The date, time and location of all Executive Board meetings shall be announced at a regular meeting or in the newsletter so that the public may attend.

#### F. Political Forums

1. For any College Area Community Council sponsored forum of candidates for public office, invitations to participate shall be sent to all persons who have officially filed as candidates for the office(s).

2. In the event that the CACC permits an official candidate for public office to address a meeting of the Executive Board or the general membership, the same opportunity shall be afforded to all other candidates for the same office.

3. In the event that the CACC permits a presentation regarding a ballot initiative, at an Executive Board or general membership meeting, equal time shall be afforded at that same meeting to both proponents and opponents of the initiative.

#### G. Membership Lists

1. The general membership list (including e-mail addresses) is not for public distribution and shall not be rented, traded or sold. The list shall be used for official CACC business only and not used for any commercial purposes.

#### H. Newsletter

1. The Editor of the CACC Newsletter is to be appointed by the President, subject to confirmation by the majority vote of the Executive Board. The Editor shall be a current CACC member but need not be a member of the Executive Board.

3. The Newsletter is to report cogent activities of CACC as well as information of general interest to the membership. The Editor shall solicit input from the officers and committee chairpersons.

4. The Newsletter is not to endorse any candidate for elected office, endorse any ballot measure, be used for the political promotion of any Executive Board member or other individual, or give the appearance of political preference. Controversial issues shall be reported in an impartial,

non-judgmental manner.

5. The Newsletter is to be published monthly, excluding any month that the Executive Board does not meet.

6. The Newsletter is to contain, each month, an announcement of the time, date, and location of the next regularly scheduled Executive Board meeting.

7. The Newsletter shall be in the mail approximately one week before each regularly scheduled Executive Board meeting.

8. The Newsletter shall be sent to all dues-paid CACC members; to City, County, State and Federal officials who represent or have an interest in the College area; to appropriate San Diego State University officials; and to such other persons who shall, from time to time, be designated by the Executive Board.

#### I. Committees

1. Committee chairpersons shall be Executive Board members appointed by the President, subject to confirmation by a majority vote of the Executive Board. Standing committee members are appointed by the President, in consultation with the standing committee chairperson, subject to a majority vote of the Executive Board. All Executive Board members, except officers, shall be required to serve on at least one standing committee; however, officers may request standing committee assignment(s). Any general Community Council member is also eligible for service on a standing committee. Persons with voting rights in committees include, and are limited to, Community Council members appointed to the committee by the President and confirmed by the Executive Board. If more than one member of a household is appointed to the same committee, each shall be entitled to a vote. The positions of non-committee members present, however, may also be recorded in the committee minutes for informational purposes. Where appropriate, a person who is not a general member of the Community Council may be appointed as a nonvoting consultant to a standing committee. The President is an ex-officio voting member of all committees.

2. With regard to policy matters, the standing committee shall only serve to advise the Executive Board; all statements of position or policy must be approved by the Executive Board. A quorum for standing committee meetings is a majority; however, if a quorum is not present a minority recommendation can be made. When a standing committee chairperson is required to take action between meetings, the chairperson is expected to consult with the other members of the committee.

All standing committee meetings are open to the public.

Each standing committee chairperson shall submit a brief written report at each

monthly Executive Board meeting and shall prepare a complete written annual report, preferably typed, for the Annual Meeting. Committee chairs are responsible for maintaining committee records and for passing the committee records to their successor.

Chairs of all committees shall call a meeting at least once each quarter. Committee chairs should, whenever possible, announce at the preceding Executive Board meeting, the date, time and location of the next committee meeting. If circumstances require calling a committee meeting between Executive Board meetings, it is the responsibility of the committee chair to provide, to all committee members and all Executive Board members, the date, time and location of the meeting.

*Adopted February 13, 2008.*