

El Cerrito Community Council Bylaws - Adopted February 21, 2002

Article 1. Name

Section 1.1

The name of this organization shall be the El Cerrito Community Council (ECCC).

Section 1.2

The geographic area within the City of San Diego bordered by 54th/Collwood Streets (east side only), University Avenue (north side only), College Avenue (west side only), and south of Baja Canyon (the canyon south of Baja Drive) shall be known as the El Cerrito community.

Article 2. Purpose

The purpose of this Council is to promote the public good and the welfare of the El Cerrito 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.

Article 3. Community Council

Section 3.1

Membership in the Council shall be open to any individual at least 18 years of age and residing or owning property within the El Cerrito community or any business owner whose place of business is within the El Cerrito community. Membership shall be granted upon receipt of an application verifying qualification.

Section 3.2

No absentee or proxy voting is allowed. Only active members may vote at any meeting. An active member is any member who has attended at least one prior meeting within the previous 12 months. The Board of Directors shall be responsible for maintaining updated attendance records, membership rolls, and any other voter eligibility records.

Section 3.3

Regular meetings of the Council shall be held at least once every three months. A quorum of the Council is obtained as long as a quorum of the Board of Directors is present at any regular meeting of the Council announced at least two weeks prior to the meeting date. No Council business may be conducted at a meeting not satisfying quorum.

Section 3.4

It is the responsibility of the Board of Directors to organize and facilitate meetings of the Council. Decision items may be placed on the Council agenda by decision of the Board, or by decision of the Council at a previous meeting, or by petition of twenty-five Council members presented to the Board chairperson at least three weeks prior to the meeting date. Decision items on the agenda shall be announced at least two weeks prior to the meeting date.

Article 4. Board of Directors

Section 4.1

The executive body of the Council shall be the Board of Directors consisting of nine persons elected from the active Council membership during the March Council meeting via a Choice Vote secret ballot election with a 1/10 threshold (see appendix). Nominations shall be requested starting in January and may be made from the floor. Members are encouraged to nominate themselves. Directors shall take office at noon on the day following the election and shall hold office for a term of one year or until their successors are elected.

Section 4.2

A vacancy on the Board of Directors may occur upon: (1) failure to elect a full slate during the Council election, (2) receipt and acceptance of a resignation, (3) the third consecutive unexcused absence or the sixth absence whether excused or not. An unexcused absence is any absence for which the member fails to notify another member of the Board at least 12 hours prior to the meeting. Vacancies on the Board may be filled by appointment. Such appointments require two weeks prior notice and a 2/3 vote of the current membership of the Board.

Section 4.3

The Board of Directors is empowered to act in the name of the El Cerrito Community Council between meetings of the Council in all matters unless otherwise indicated within these bylaws or by resolution of the Council.

Section 4.4

Within one week after the March election, the Board of Directors shall hold a special meeting to conduct internal elections to appoint from among its membership a chairperson, a vice-chairperson, a secretary, a treasurer, a membership coordinator, and any other officers the Board deems necessary. New internal elections may be called at any time by majority vote of the Board.

Section 4.5

The chairperson shall preside over all meetings of the El Cerrito Community Council and the Board of Directors and be primarily responsible for all other meeting preparations. The vice-chairperson shall serve as chairperson in the absence of the chairperson. Unless otherwise specified, the chairperson shall also serve as the primary spokesperson for the El Cerrito Community Council.

Section 4.6

Regular meetings of the Board of Directors shall be held at least once every month unless a “dark” month is declared by resolution of the Board. A quorum of the Board of Directors shall be 50% of the current membership of the Board. No business may be conducted at a meeting not satisfying quorum. Any proposed decision items on the agenda shall be announced at least two weeks prior to the meeting date. All meetings of the Board shall be open to the public.

Section 4.7

It is the responsibility of the Board of Directors to inform the community, to the best of their ability, about the meeting schedules, agendas, and actions of the Council and the Board. The Board shall organize block captains throughout the neighborhood to facilitate the distribution of notices door-to-door and shall endeavor to contact every resident within the community at least once a year. Any prior notice or announcement actions required within these bylaws may be satisfied by posting a notice onto each of the community bulletin boards which shall be maintained by the Board of Directors at the following locations:

1. ECCC web site, www.elcerritocommunity.org
2. Mission Trails Courier community newspaper.
3. Old Firehouse Community Service Center, 4704 College Ave.
4. Von’s Market, 6145 El Cajon Blvd.
5. Albertson’s Market, 6331 El Cajon Blvd.
6. Food 4 Less, 5975 University Ave.
7. Ralph’s Market, 6670 Montezuma Rd.
8. Livingroom Café, 5900 El Cajon Blvd.
9. Starbucks Coffee, 6145 El Cajon Blvd.
10. And any additional locations as determined by the Board of Directors.

Section 4.8

All financial records, membership lists, meeting minutes, and other records maintained by the Board of Directors shall be open for inspection by any active member. Exceptions may be made for certain confidential personnel, contractual, or legal records where authorized by the Council. Exceptions may also be made for the contact information (phone, address, email) of members who have submitted a written request to restrict its distribution.

Article 5. Parliamentary Authority

The rules contained in the current edition of **Keesey’s Modern Parliamentary Procedure** shall govern this Council in all cases in which they are applicable and not in conflict with these bylaws or any special rules that the Council may adopt.

Article 6. Amendments

These bylaws may be amended at any regular meeting of the El Cerrito Community Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting. Bylaw amendments may be placed on the Council agenda by the Board or by petition of twenty-five Council members.

Article 7. Dissolution

Upon the dissolution of the El Cerrito Community Council, any assets remaining after payment of all debts and liabilities shall be distributed equally to the College Area Community Council and the Eastern Area Community Planning Council. If either of these organizations do not exist, that organization’s share shall be distributed to the general fund of the City of San Diego. Dissolution is triggered automatically if the active membership of the Council falls below 25 persons for more than 12 consecutive months.

Article 8. Temporary Provisions

These bylaws have been approved on a trial basis by a majority vote of the self-identified community members present at the first “official” meeting of the Council. At or after the first regular meeting of the Council following the one year anniversary after the initial adoption of these bylaws, the Board shall resubmit these bylaws or a replacement for final approval by the Council. Final approval shall require prior notice at the previous regular meeting and approval by a majority vote of the active community members present at the meeting as defined within these bylaws. Until final approval is achieved, amendments to these bylaws (see Article 6) shall only require prior notice and a majority vote for approval.