

CPCI review & input  
PCPB Bylaw Ad Hoc Subcommittee  
Revision recommendations requested

----- Original Message -----

**From:** [Kempton, Tony](#)  
**To:** [Morning Star](#)  
**Cc:** [Rothman, Christine](#) ; [Stalheim, Maxx](#) ; [Kempton, Tony](#)  
**Sent:** Thursday, June 16, 2011 4:04 PM  
**Subject:** PCPB Bylaws - revisions

Suhail:

Below is a brief synopsis of the points we covered in today's meeting on the PCPB bylaws proposed revisions.

**Art. III, Sec. 2 (3) Community Planning Board Organizations**

Addition of or a designee is supported by CPCI and reflects Council Policy bylaws Shell language

CPCI recommends removal of paragraph immediately following (3) on how a Recognized Community Member may become an Eligible Candidate and replacing with language from the bylaws shell with selection of OPTION B as follows:

An individual may become an eligible member of the community by demonstrating qualifications to be an eligible member of the community to the planning group Secretary or Election Subcommittee prior to the March election or at the time of voting.

**Art. IV, Sec. 2 Vacancies**

In second paragraph add the after **subject to** in third line.  
CPCI supports filling vacancies by plurality vote.

**Art. V, Sec. 1 Elections**

CPCI recommends retention of Shell language requiring attendance at one of three options (1, 2 or 3 meetings) for Candidate Eligibility. Not requiring attendance at a meeting is a deviation which may require City Council approval.

Staff also recommends the Chair include a standing announcement re: eligibility for candidacy by reminding attendees who think they may one day be interested in being a Candidate, to either sign the attendance sheet or otherwise formalize attendance at meeting, ie, non-agenda public comment, in order to have attendance reflected in minutes.

**Art. VI, Sec. 2 (b) Subcommittees**

The PCPB bylaws should only identify subcommittees of the PCPB and whether they are standing or ad-hoc subcommittees. Additional discussion regarding the activities of PCPB liaisons to other boards, agencies and commissions should be enumerated in Art. VIII, Sec. 1 (d). Member and Planning Group Responsibilities.

We recommend the language below for #4 and (ii):

4. Standing Subcommittees will stand for the year and subcommittee Chairs will be voted on by Board. ~~Subcommittees~~Standing Subcommittees will not include a quorum of Board Members. If a quorum or more shows up at a subcommittee meeting, a sufficient number of Board members to eliminate the quorum must recuse themselves and sit away from the proceedings,

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though they may be in actual attendance. The recused Board members must not participate in the meeting in any way, even through facial expressions. All standing subcommittee meetings are to be noticed. ~~except for Ad Hoc subcommittee meetings~~ attended by Liaison Standing Subcommittee members.

(ii) AD HOC SUBCOMMITTEES - Ad hoc subcommittees may be established for finite period of time to review more focused issue areas and shall be disbanded following their review or purpose. The Election Subcommittee/Nominating Subcommittee and the Bylaws Subcommittee shall be deemed Ad Hoc subcommittees. Ad Hoc subcommittee meetings need not be noticed, must be noticed and open to the public by inclusion of the meeting announcement on a regular meeting agenda, by electronic notice, or by announcement at a regular planning group meeting.

**Art. VII. Sec. 1 Planning Board Officers**

No recommendations. CPCI can support reference to plurality vote.

**Art. VIII, Sec. 1 (eg)**

No recommendations. CPCI supports deleting requirement for recording addresses in the voter log.