

Pacific Beach Special Events Committee

BY-LAWS February 19, 2013

ARTICLE I: NAME

The name of this organization is the Pacific Beach Special Events Committee (PBSEC) serving as an autonomous committee within the Business Improvement District of Discover Pacific Beach.

ARTICLE II: PURPOSE

This committee shall serve as an advisory and resource body and liaison to any entity, government or otherwise, seeking community input, including but not limited to: 1) the City of San Diego Office of Special Events 2) the San Diego Police Department and 3) San Diego Parks and Recreation Permit Office. The PBSEC intends to facilitate communication and cooperation between the community of Pacific Beach and interested parties, including but not limited to: 1) potential event organizers. The PBSEC shall work to enhance the community of Pacific Beach.

ARTICLE III: MEMBERSHIP

1. Number and Qualifications of Members

The PBSEC shall consist of nine (9) members in total, six (6) members shall be appointed by the community organizations detailed in Section 1A (appointing organizations) and three (3) at-large members shall be selected by the appointed members.

- A. Appointed Members- There shall be two (2) appointments from the Pacific Beach Business Improvement District, two (2) appointments from the Pacific Beach Planning Group and two (2) appointments from the Pacific Beach Town Council. Appointed members must be a member of the appointing organization. Appointing organizations may designate (1) alternate.
- B. At-Large members- There shall be three (3) at-large members. At-large members must be a resident or business owner in Pacific Beach and must not be a current board member of appointing organizations detailed in section 1A. There shall be no alternate for at-large members.

2. Selection of At-Large Members

As needed to keep a total of nine (9) members, candidates will be accepted for a period of two months from the date of vacancy and the appointed members shall select from the qualified candidates. Each member shall cast as many votes as there are vacancies, but no more than one vote for a particular candidate. The candidates receiving the highest vote totals will fill the vacancies. In the event of a no contest, a

motion may be entertained to accept candidates and declare they/them elected. In event of a tie the vote will be moved to the following meeting.

ARTICLE IV: TERM OF OFFICE

1. Term of Appointment

Each member of the PBSEC shall serve a two (2) year term. A member shall serve a maximum two (2) consecutive terms. The term of each member shall commence on January 1st following the elections held the previous October.

2. Mid-term Appointment

- A. If an appointed committee member, whose term has not yet expired, resigns or does not complete his term, the organization of appointment shall appoint a new committee member for the completion of that term. Appointees may serve two (2) full terms in addition to the partial term to which they were originally appointed.
- B. If an at-large member, whose term has not yet expired, resigns or does not complete his term, the appointed members shall select a new at-large member as provided in Article III, Section 2. At-large members selected to fill a vacancy may serve two (2) full terms in addition to the partial term which they filled.

3. Re-appointment

Following the lapse of one (1), from the date last served, any former committee member who has reached their term limit may be re-appointed or re-selected.

4. Vacancies

A vacancy may occur by death, resignation or suspension. A committee member shall be deemed to have resigned by his or her failure to attend four (4) committee meetings in a twelve (12) month period or three (3) consecutive committee meetings.

ARTICLE V: MEEETINGS

1. General

All meetings of the PBSEC shall be open to the public and the public shall be notified in accordance with the provisions of the Brown Act.

2. Meeting Frequency

Meetings shall be held once a month unless otherwise determined by the PBSEC.

3. Special Meetings

Special meetings may be called by the Chair or by five (5) committee members. The notice shall be in writing and be delivered and confirmed by the secretary or Chair at least seven (7) days in advance of such meeting. The notice shall set forth the time, place and date of the meeting, the name of the committee members calling the meeting and the purpose of the meeting.

4. Quorum

Five (5) is the majority of the membership of the PBSEC and shall constitute a quorum for the transaction of business and adoption of action items.

5. Conduct of Meetings

Proceedings of all meetings shall be conducted according to Robert's Rules of Order.

6. Voting

An affirmative vote of the simple majority of all members of the PBSEC present at the time of the meeting, provided there is a quorum, shall be necessary to approve any action item before the committee.

ARTICLE VI: OFFICERS

1. Officers of the PBSEC

The officers shall be elected at the October committee meeting of the PBCAC and shall be as follows: Chair, Vice-Chair and Secretary. The term of the officers shall commence on January 1st following the elections held the previous October.

2. Duties of the Officers

Chair –

- a) Preside at all Board meetings.
- b) Recommend members for the standing and special committees. These recommendations shall be approved by the Board. Each committee will appoint their own chair person.
- c) Be an ex-officio member of all standing and special committees.

Vice-Chair

- a) The Vice-Chair in the event of the absence or disability of the Chair, or a vacancy in the office of the Chair, shall assume and perform the duties of the presiding officer.

Secretary

- a) Shall maintain an accurate record of attendance at all meetings.
- b) Keep a record of all the proceedings of the PBSEC
- c) Keep on file all committee reports
- d) Make the minutes and records available to members upon request
- e) Maintain record book in which the by-laws, special rules of order, standing rules, and current record book on hand at every meeting.
- f) Prepare prior to each meeting, an order of business for the use of the presiding officer, showing in their exact order, under the correct headings, all matters known in advance that are due to come up. This order is to be prepared at least three (3) days in advance of said meeting.
- g) Maintain an email distribution list of all members and interested parties and to distribute monthly agendas and minutes to this list.

Each officer shall –

- a) Perform the duties prescribed by these by-laws or by Robert's Rules of Order
- b) Deliver to his/her successor all official records and materials pertaining to the office within fifteen (15) days after resignation or completion of term, with the exception of the secretary who shall deliver official records within thirty (30) days.

ARTICLE VII: ELECTIONS

Nominations of officers and elections of officers and at-large members will be conducted at the October committee meeting. If there are two (2) or more candidates for a position, Article III, Section 2

ARTICLE VIII: AMENDMENTS

These By-Laws may be amended by a resolution adopted by a 2/3 vote of the committee members present, provided that the amendments have been supplied to each committee member in writing at least seven (7) days prior to the meeting which the vote is taken.

Standing Rules may be amended by a resolution adopted by a simple majority vote of the committee members present, provided that the amendments have been supplied to each committee member in writing at least seven (7) days prior to the meeting at which the vote is taken.

ARTICLE IX: CORRESPONDENCE WITH THE CITY

The results of any action item, upon approval by the chair will be sent to appropriate city government entities and PBSEC board members as soon as possible.

STANDING RULES

1. Meeting Time and Place

Meetings shall be held at a regular time and place to be established by the PBSEC. Currently, this is the third (3rd) Tuesday of each month at 6:00pm at the office of Discover Pacific Beach, 1503 Garnet Avenue, San Diego, CA 92109.

2. Email Distribution List

The committee shall maintain an email distribution list of all members and interested parties and shall distribute monthly agendas and minutes to this list.

3. Public Notification of Elections and Vacancies

The public will be notified thirty (30) days prior to elections and no later than thirty (30) days of mid term vacancies.