

Pacific Beach Community Parking District  
Advisory Board

BY-LAWS

ARTICLE I: NAME

The name of this organization is the Pacific Beach Community Parking District (PBCPD) The PBCPD will serve as the Advisory Board to the Parking Management District and will function as the place to discuss and implement parking programs. Discover Pacific Beach will provide administrative support, financial management, logistics, office space, staff support and other services as needed to meet City Council Policy 100-18.

ARTICLE II: PURPOSE

The Purpose of the Pacific Beach Community Parking District Advisor Board is to evaluate and address parking and related issues in Pacific Beach. Board actions should be consistent with the principles outlined in the San Diego Climate Action Plan, Pacific Beach EcoDistrict and the following goals.

Goals-

1. Improve safety and access to Pacific Beach neighborhoods, destinations, and businesses, and well as mobility within, to and from the community.
2. Develop parking and transportation strategies in alignment with the San Diego Climate Action Plan and Pacific Beach EcoDistrict principles that effectively serve the community as it grows into the future and incorporate the best use of public right of ways
3. Encourage multiple modes of transportation including walking, bikes, public transit, etc.
4. Support the needs of residences, businesses, and visitors with recognition of the diversity that occurs within these groups.
5. Identify and advise on sustainable revenue sources to support investments in the community and transportation infrastructure improvements.

ARTICLE III: MEMBERSHIP

1. Number and Qualifications of Members

The PBCPD shall consist of thirteen (13) members in total, nine (9) members shall be appointed by the community organizations detailed in Section 1A (appointing organizations) and four (4) at-large members shall be selected as detailed in Section 1B

- A. Appointed Members- There shall be two (2) appointments from the Pacific Beach Business Improvement District, two (2) appointments from the Pacific Beach Town Council, two (2) appointments from Beautiful PB three (3) appointments for the Pacific Beach Planning Group including one (1) commercial representative, (1) residential representative and the Chair of the Traffic, Parking and Streets Subcommittee. Appointed members must be a member of the appointing organization.

- B. At-Large members- There shall be four (4) at-large members from the four quarters of the community as divided by Garnet Street and Ingraham Street. At-large delegates must be a resident or business owner within the Pacific Beach Community Plan Boundary and the quartile of the neighborhood they wish to represent and must submit to the committee a petition signed by fifteen residents, businesses or property owners inside their respective quadrant, accompanied by sufficient contact information, from within the Pacific Beach Community Plan Boundary.

## 2. Selection of At-Large Members

As needed to keep a total of thirteen (13) members, candidates will be accepted for a period of two months from the date of vacancy and the current sitting 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 PBCPD 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 1<sup>st</sup> following the elections held the previous November

### 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 sitting 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. When at all possible the resigning at large member will make a nomination for their successor. Nomination will act as a courtesy and not negate candidate from obtaining signatures.

### 3. Re-appointment

Following the lapse of one (1) year, from the date last served, any former committee member who has reached their term limit may be re-appointed or re-selected. Should the seat remain vacant for a consecutive 3 month period following notification of vacancy the incumbent may return to run for a full term.

#### 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.

#### 5. 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. A notice of these elections should be published in a print and electronic form of general circulation.

### ARTICLE V: MEEETINGS

#### 1. General

All meetings of the PBCAC 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 PBCAC.

#### 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

Seven (7) is the majority of the membership of the PBCPD 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 PBCDC 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 PBCAC

The officers shall be elected at the January (committee meeting of the PBCPD and shall be as follows: Chair, Vice-Chair and Secretary. The term of the officers shall commence on January 1<sup>st</sup> (following the elections held the previous November).

2. Duties of the Officers

Chair –

- a) Preside at all Board meetings.
- b) Work with staff to set monthly agendas
- 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 PBCPC
- 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 November (July) and January (August) meeting respectively. If there are two (2) or more candidates for a position, Article III, Section 2

#### ARTICLE VIII: COMMITTEES

- 1) Executive Committee- The Executive Committee shall consists of the officers of the PBCPD and meet from time to time on matters that include 1) setting agenda items for monthly meetings 2) authorization of communications between public and PBCPD on only matters approved by whole board. Executive Committee shall consists of a minimum of one residential member and one commercial member.
- 2) Sub-Committees- The PBCPD shall have such other committees as may from time to time be designated by resolution of the Board of Directors. Such other committees may consist of persons who are not also members of the board. These additional committees shall act in an advisory capacity only to the board and shall be clearly titled as "advisory" committees

#### ARTICLE IX: 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 X: CORRESPONDENCE WITH THE CITY

The results of any advisory action items will be sent to the City and to all committee members in written form as soon as possible after the vote of the PBCDP.

#### STANDING RULES

1. Meeting Time and Place

Meetings shall be held at a regular time and place to be established by the PBCPD. Currently, this is the second (2<sup>nd</sup>) Thursday of each month at 6:00pm at the Pacific Beach Recreation Center, 1405 Diamond St San Diego 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. The Parking District Advisory Board Chair will make the best efforts to notify the Chairs of the appointing organization to notify them of multiple absences and vacancies.