

**FALLBROOK COMMUNITY PLANNING GROUP
GROUP BY-LAWS
Adopted June 17, 1991,
Amended October 19, 2020.
Amended September 19, 2021
Amended March 17, 2025**

**ARTICLE I – PURPOSE AND AUTHORITY
(See County of San Diego Policy I-1, By-Laws, Article I)**

Section 1 The Fallbrook Community Planning Group, hereinafter referred to as the “Group”, is established by the San Diego County Board of Supervisors in Policy I-1. Policy I-1 outlines the policies and includes the General By-Laws which govern this Group. The By-Laws herein are specific to the Group.

ARTICLE II – MEETINGS

Section 1 **Regular Monthly Meetings**: Regular monthly meetings of the Fallbrook Community Planning Group shall be scheduled as stated in the Standing Rules of Order.

Section 2 **Special Meetings**: Special meetings may be called by the Chair or at the request of five members. Rules concerning voting and a quorum apply to Special Meetings but attendance rules do not.

Section 3 **Public Notice**: Public notice of regular and special meetings shall be governed by Art. VI, Sec. IV of the Policy I-1 By-Laws. The agendas for regular and special meetings shall be included in the public notice of the meetings.

Section 4 **Quorum**: Eight (8) members of the Group shall constitute a quorum for regular and special meetings.

Section 5 **Voting**: All major decisions determined by the Chair shall require a roll call vote. No vote of the Group shall be considered as reflecting an official position unless passed by a vote of eight (8) or more of its members. (See Policy I-1 By-Laws, Art. VI, Sec. V). A majority vote of those members present is sufficient for transaction of routine business.

Section 6 **Conflict of Interest**: Whenever a member’s financial or economic interest is involved in a specific matter under consideration, that member should abstain or recuse from voting, both in the Group and in Committee, and, if that member is a Chair of either, should leave the chair.

ARTICLE III – MEMBERSHIP

Section 1 **Attendance**: (See Policy I-1, By-Laws, Art. IV, Sec III) Any member who misses two (2) consecutive scheduled meetings or a total of three (3) scheduled meetings within any twelve (12) month period, without valid excuse, shall forfeit his/her seat. The Chair shall have the authority to accept valid excuses. Arrangements are to be made prior to the meeting to be missed.

Section 2 **Vacancies**: Vacancies shall be filled from the list of candidates in the most recent election in the order of the number of votes received. If no one on the list is available to serve, then nominations shall be solicited by the Chair from the community. That person shall be recommended to the Board of Supervisors by a vote of the majority of the Group. If more than one person applies, then the person with the most votes from the Group shall be recommended to the Board of Supervisors for their appointment, after which the person is seated on the Group.

ARTICLE IV – OFFICERS

Section 1 At the first meeting after the elected members are certified by the Board of Supervisors, the Group shall elect a Chair, First Vice Chair, Second Vice Chair and Secretary from the membership by vote or general consent if unopposed.

Section 2 **Term of Office**: Officers shall be elected annually for a term of one calendar year.

Section 3 **Duties**: The duties of the elected officers shall be the customary ones described by Robert's Rules of Order.. The Chair is the sole official spokesperson for the Group unless this responsibility is delegated in writing to the First Vice Chair or Second Vice Chair.

Section 4 **Vacancies**: If the position of the Chair becomes vacant, the First Vice Chair shall assume the office for not more than Sixty (60) days, by which time a new Chair shall be elected by the members of the Group. Any other offices if vacated shall be filled by appointment by the Chair.

ARTICLE V – STANDING COMMITTEES

Section 1 Standing Committees or Subcommittees shall be Land Use, Public Facilities, Parks and Recreation, Circulation and Design Review Board. Other committees may be authorized by the Chair as required.

Section 2 **Committee Membership**: The Chair of each committee shall be a member of the Group and appointed by the Group Chair (Policy I-1Art. V). Membership is open to the public. Committees shall consist of a maximum of eleven (11) members with a majority being from the members of the Group. There shall be no more than seven (7) members of the Group on any Committee.

Section 3 **Duties**: Standing Committees shall review projects in their respective areas from among those under consideration by the County and select actions and/or make recommendations to the Group. They shall obtain information and hear public testimony from Staff and private parties interested in the selected actions. Each Standing Committee Chair shall be responsible for keeping records of all actions and reports of the Standing Committee and shall submit these actions and reports to the Group on a regular basis. Standing Committee Chairs shall not act as spokespersons of the Group but may be authorized by the Chair of the Group to act as spokespersons for their committees.

Section 4 **Attendance**: A Committee member who fails to attend three (3) consecutive meetings of the Standing Committee without an adequate excuse may be replaced. The Committee Chairs shall have the authority to accept valid excuses.

ARTICLE VI – AMENDMENTS

Section 1 **Amendments to the By-Laws** may be made at any regular meeting of the Group by a two-thirds (ten {10}) vote of the membership, provided the amendment is presented in writing at the previous regular meeting.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Section 1 **Robert's Rules of Order** governs the operation of the Fallbrook Community Planning Group in all cases not governed by these By-Laws or the By-Laws in Policy I-1.

ARTICLE VIII - SOCIA MEDIA

Section 1 No member of the Group member shall express themselves as representing the Group unless authorized to do so by the Group Chair. Committee Chairs may act as spokespersons of their respective committee activities.

Section 2 On social media pages a Group member can state that they are a member of the Group, but cannot imply that they represent the Group. This disclaimer must be included in all social media pages: “ I am a member of the Fallbrook Planning Group I do not represent or speak on behalf of the Fallbrook Community Planning Group.”

Section 3 Opinions on any agenda items not yet heard cannot be placed on any public forum as Group members are to be impartial until the agenda item is heard. Input from the public can be received by the member. The member can discuss, but not give an opinion of the input, unless presented at an officially scheduled public Group meeting.

Section 4 The Group is non-partisan. Partisan political views should not be presented on a member's official social media page.

Section 5 Group members' political signs or messages should not be in view during virtual meetings held over the internet (Zoom, Teams, etc.)

Section 6 When a Group member receives a request to forward information on an agenda item, the Group member should refer the public to the Group Chair or Committee Chair. The Group member can supply a copy of an agenda upon request or direct them to an official source for public information.

Section 7 Group members should always be impartial and unbiased until an agenda items is presented at a publicly scheduled Committee or Group meeting.

Section 8 The Group may have an official media page(es) as authorized by the Group. If authorized, the following shall be incorporated:

- a. Pages should be (static) non- interactional with other pages, including giving approval or sharing other pages' content.
- b. Comments should be disabled
- c. A short informational paragraph about Fallbrook and the Group
- d. List of Planning Group members names
- e. Planning Group Chair's name and contact information
- f. List of Committees and Committee Chairs' names and contact information
- g. Links to the San Diego County Website page for the Fallbrook Planning Group, Agendas, minutes, and other public information.

Section 9 The Group Chair shall appoint a member to oversee the Group's official social media page(es). The administrators shall be the appointed member, the Group Chair and the Group 1st Vice Chair.

STANDING RULES OF ORDER

Regular Monthly Meetings

1. Location: Fallbrook Public Utility District, 990 E. Mission Rd., Fallbrook
2. Time: 6:30 PM PT
3. Date: Third Monday of each month, unless that falls on a county holiday.
4. Change of Meeting: The time and/or location of the regular monthly meeting may be changed at the discretion of the Group chair or by a majority vote of the Group as long as advance notice is given to each member and the Community.
5. Committee meetings shall be held the week prior the Group meetings. Committee Chairs shall schedule the day, time and location of their meetings.
6. Procedure for amending these Standing Rules: Standing rules may be changed by a majority vote of the Group providing that the amendment/s is presented in writing at the previous regular meeting of the Group.

By-Laws and Standing Rules Adopted as Amended by the Group, March 17, 2025.

Eileen Delaney, Chair
FALLBROOK COMMUNITY PLANNING GROUP