

MISSION STATEMENT

“The purpose of the Town Council is to serve, represent, and promote the activities and interests of all Rancho de los Penasquitos residents and to promote improvement and maintenance of the community of Rancho Penasquitos. As a forum for discussion and resolution of community issues, the Town Council will communicate ideas, recommendations, and/or concerns that impact Rancho Penasquitos to the residents, other community organizations, private and commercial interests, city, county, and state agencies and other affected parties as may be appropriate.”



SIGNIFICANT EVENTS IN RANCHO PEÑASQUITOS TOWN COUNCIL HISTORY

1971

Jul 14 Articles of Incorporation for HOOPA (Home Owners of Peñasquitos Association) filed with CA Secretary of State. Specific and primary purpose is community improvement in Rancho de los Peñasquitos.

1975

Aug 1 Articles of Incorporation for Rancho de los Peñasquitos Town Council filed with CA Secretary of State. Specific and primary purpose is to coordinate the activities and interests of all residents of the community of Rancho de los Peñasquitos.

1990

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Membership in both organizations waning. RPTC has only 15 of 48 potential seats filled. Marilyn Brown is President of RPTC, Al Converse is President of HOOPA. There is a great deal of dissension in both groups.

June 27 Marilyn Brown and Husband David (also a RPTC Executive Board Member) resign when the Board attempts to restrict her activities. Bob Brooks becomes acting President of RPTC.

Jul 12 Bob Brooks elected President of HOOPA.

Jul 25 Cathy Nelson elected President of RPTC at Special Meeting.

Aug/Sep RPTC and HOOPA Joint Sub-Committee meets to discuss merger.

Nov 12 Hoopa votes to merge. New Board of Representatives will have 24 Members. RPTC Members will be on Board if they pay "dues."

Nov 14 RPTC votes 4-3 (meets earlier by-law change for simple majority quorum) to disband and merge with HOOPA (of remaining 12 Members, 8 sign the "resolution to dissolve," 3 are opposed and 1 abstains). According to involved Corporation Lawyers, the CA Attorney General's Office and the CA Secretary of State Office, the merger is legal.

Dec 12 First meeting of RPCC (Rancho Peñasquitos Community Council) . Bob Brooks is elected President, Cathy Nelson and Joan Scanlon are Vice Presidents, Melinda Converse is Treasurer, Bill Yellin is Secretary, and Richard Bott is Historian.

1991

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CA Attorney General relooks legal issues. Merger is OK, but RPTC funds cannot be transferred to the RPCC as it does not qualify as a 501(c)(3) organization (as required under RPTC By Laws for distribution of assets).

Apr 19

Official name change (HOOPA to RPCC) filed with CA Secretary of State Office.

1995

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RPCC again attempts to gain access to remaining RPTC funds. Learns only way to access account is to reconstitute the RPTC.

Apr 5

RPTC elections are held. Bob Wilson is elected President of the reconstituted RPTC.

Nov 8

RPCC votes to change name to RPCPA (Rancho Peñasquitos Community Pride Association) to avoid confusion with the RPTC.

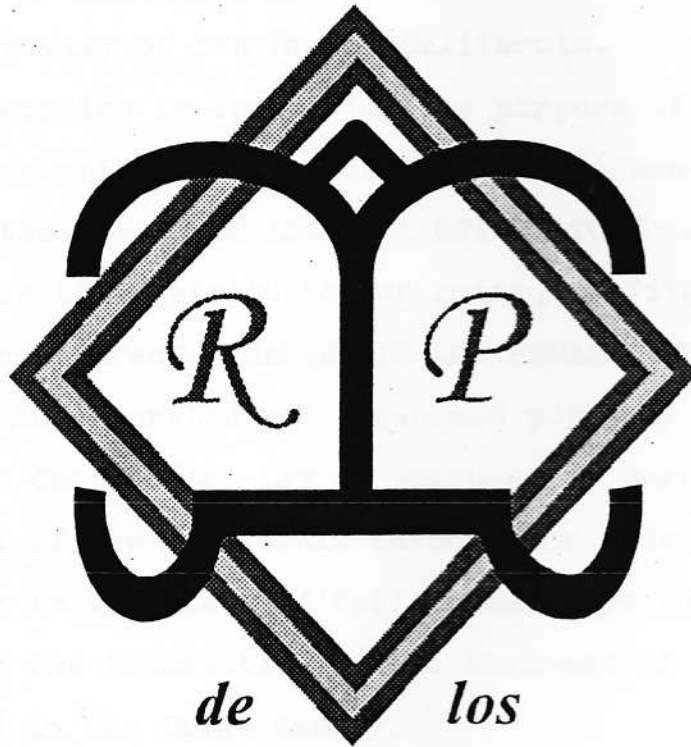
1998

Nov 18

RPCPA votes to reassume historical name HOOPA (Home Owners of Peñasquitos Association) effective January 1, 1999.

**Articles of Incorporation
and
By-Laws
of the**

RANCHO



de los
PEÑASQUITOS
TOWN COUNCIL

AUG 1 - 1975

MARCH FONG EU, Secretary of State

By JAMES E. HARRIS
DeputyARTICLES OF INCORPORATIONOF THERANCHO DE LOS PENASQUITOS TOWN COUNCIL, INC.

- ONE: The name of this corporation is: RANCHO DE LOS PENASQUITOS TOWN COUNCIL, INC.
- TWO: The specific and primary purposes for which this corporation is formed are to coordinate the activities and interests of all residents of the community of Rancho de los Penasquitos within the City of San Diego, California.
- THREE: This corporation is formed for the purpose of incorporating an existing unincorporated association, a non-profit organization, known as the RANCHO DE LOS PENASQUITOS TOWN COUNCIL, and does not contemplate the distribution of gains, profits, or dividends to the members thereof. RANCHO DE LOS PENASQUITOS TOWN COUNCIL is hereby incorporated and organized pursuant to the General Non-profit Corporation Law or pursuant to Part 1 of Division 2 of Title 1 of the California Corporation Code.
- FOUR: The County in the State of California where the principal office for the transaction of the business of the corporation is located in San Diego County.
- FIVE: The number of directors of this corporation shall be nine (9). The names and addresses of the persons who are appointed to act in the capacity of directors until the selection of their successors are:

Lawrence E. Towle

14721 Caminito Orense Este
San Diego, California 92129

Lowell (Pete) Todd

10967 Guadalupe Way
San Diego, California 92129

Edward C. Howatt	12920 Calle Abuelito San Diego, California 92129
Barbara B. Findley	12920 Via del Valedor San Diego, California 92129
Henry R. Beenken	10297 Via del Sud San Diego, California 92129
Betsy M. Buckley	15250 Penasquitos Drive San Diego, California 92129
Frank L. Mortimer	15108 Andorra Way San Diego, California 92129
Elizabeth Nesseler	15054-C Via Hondonado San Diego, California 92129
Suzan N. Reiner	11397 Linares Street San Diego, California 92129

SIX: These articles shall be amended in the same manner as provided in Title 1, Division 1, Part 8, Chapter 1 of the Corporations Code.

SEVEN: This corporation may:

- (a) Sue and be sued.
- (b) Make Contracts.
- (c) Receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise acquire and hold all property, real or personal, including shares of stock, bonds, and securities of other corporations.
- (d) Act as trustee under any trust incidental to the principal objects of the corporation, and receive, hold, administer, and expend funds and property subject to such trust.
- (e) Convey, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of all property, real or personal.
- (f) Borrow money, contract debts, and issue bonds, notes, and debentures, and secure the payment of performance of its obligations.

(g) Do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of the corporation.

(h) Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of ~~the~~ primary purpose of this corporation.

EIGHT: No substantial part of the activities of this corporation shall consist of participation or intervention in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.


NINE: Directors are not personally liable for debts, liabilities, or obligations of this corporation.

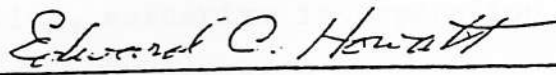
TEN: The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private persons. Upon the dissolution or winding up of the corporation its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for public service and/or charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

ELEVEN: Dues or assessments or both may only be levied upon members hereof in accordance with by-laws authorizing such levies.

TWELVE: There shall be one class of membership in this corporation; and the authorized membership number will be limited to those qualifying as specified in the by-laws. The property, voting, and all other rights and privileges of members shall be equal. Said by-laws shall also set forth the number and tenure of office of the directors, their powers, duties and the manner in which they shall be chosen and removed from office.

IN WITNESS WHEREOF, for the purpose of forming this corporation under the laws of the State of California, the undersigned, constituting the CHAIRMAN and the SECRETARY of the RANCHO DE LOS PENASQUITOS TOWN COUNCIL, an unincorporated association, have executed these Articles of Incorporation this 9 day of July 1975.

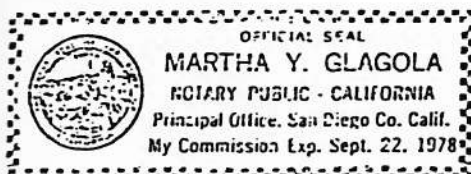

Lawrence E. Towle
Chairman


Edward C. Howatt
Secretary

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

On this 18th day of July, 1975, before me Martina Y. Glagola
a Notary Public for the State of California, personally appeared Lawrence E. Towle and Edward C. Howatt, known to me to be the persons whose names are subscribed to the within Articles of Incorporation, and acknowledged to me that they executed the same.

NOTARIAL SEAL:




Notary Public

AFFIDAVIT RE
INCORPORATION AUTHORIZATION

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

Lawrence Towle and Edward Howatt, being sworn, depose and say:

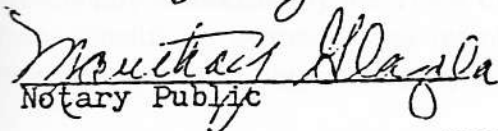
That Lawrence E. Towle is the Chairman and Edward C. Howatt is the Secretary of the Rancho de los Penasquitos Town Council, an unincorporated association.

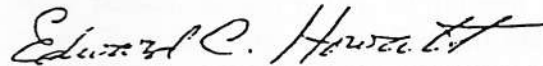
That the Board of Directors and the members of the association of the Rancho de los Penasquitos Town Council did, in regular board and regular members meeting, authorize incorporation of said association and did authorize and direct affiants as Chairman and Secretary to execute the Articles of Incorporation.



Lawrence E. Towle
Chairman

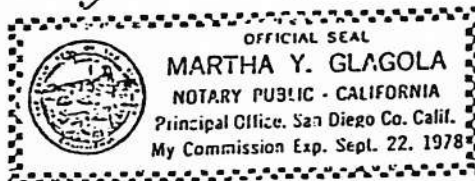
Subscribed and sworn to
before me this 18th
day of July, 1975


Notary Public



Edward C. Howatt
Secretary

SEAL:





BYLAWS
of the
RANCHO de los PEÑASQUITOS TOWN COUNCIL, INC.

ARTICLE I - **GENERAL**

Section 1. **Name**

(a) The name of this organization is the RANCHO de los PEÑASQUITOS TOWN COUNCIL, INC., hereafter referred to as the Town Council.

Section 2. **Purpose**

(a) The purpose of the Town Council is to serve, represent, and promote the activities and interests of all Rancho de los Peñasquitos residents and to promote improvement and maintenance of the community of Rancho Peñasquitos. As a forum for discussion and resolution of community issues, the Town Council will communicate ideas, recommendations, and/or concerns that impact Rancho Peñasquitos to the residents, other community organizations, private and commercial interests, city, county, and state agencies and other affected parties as may be appropriate.

Section 3. **Limitations**

(a) The Town Council shall refrain from supporting any partisan, sectarian, or special interests, including the publishing and distribution of statements in favor of or opposed to such interests. This is not to be construed as a limitation upon fund-raising efforts, solicitation of advertising, taking a position on an issue of concern to the community, or encouragement to neighborhood and special area groups in the promotion and advocacy of their own interests as they see them, but rather, it is to prevent inappropriate favoritism or bias.

(b) Members of the Town Council, hereafter referred to as Council Members, shall not officially use their status in dealing with any other person, group, entity, or interest unless specifically authorized by the Town Council to do so. This does not restrict Council Members from identifying themselves as members of the Town Council, but rather to unauthorized representations that suggest or imply official Town Council endorsement.



ARTICLE II - ORGANIZATION

Section 1. Principal Office

(a) The Town Council will maintain its office in Rancho de los Peñasquitos, City of San Diego, County of San Diego, State of California. At the discretion of Council Members, the specific location may be changed from time to time ~~so long~~ as the new address remains within Rancho Peñasquitos and is available to the public.

Section 2. The Town Council

(a) Comprised of duly elected or appointed representatives from designated districts within Rancho de los Peñasquitos, the Town Council is collectively a policy making body for the community. Official business will routinely be conducted at regular or special meetings of the Town Council, at regular or special meetings of the Executive Committee, and at meetings of the other committees that may be established by the Town Council. As appropriate, the Town Council will provide direction to, and receive reports from the Executive Committee, other committees, and advisory representatives.

(b) Regular meetings of the Town Council will be held monthly at a prior noticed time and at a public place. Council Members will normally be advised of the next regular meeting at the prior meeting. A reminder notice, containing projected agenda items and any changes, will be forwarded by mail to arrive prior to the scheduled meeting, whenever practical.

(c) Special meetings of the Town Council may be called by the President, the Executive Committee, or at the request of five (5) or more duly seated Council Members. In case of the later, the President, Vice President, Treasurer, Secretary and Executive Committee Members will be notified by written request indicating the purpose of the special meeting and contain the signatures of those so requesting. Upon receipt of a valid request for a special meeting, the President and/or Executive Committee will schedule a meeting within fourteen days (14) and notice all Council Members of the meeting and purpose at least seven days (7) prior to that meeting.

(d) A quorum, defined, as a simple majority of duly seated members, is required to conduct Town Council, Executive Committee or other committee business. Subject to the preceding, the Town Council, Executive Committee, or other committee may continue to transact business until adjournment, regardless of the departure of members leaving less than a quorum, as long as any action taken is approved by at least a majority of the members required to constitute a quorum.

(e) All meetings of the Town Council, except as exempted under the State of California Ralph M. Brown Open Meeting Act, will be open to the public. Additionally, a special non-business meeting will be held annually to specifically provide Rancho Peñasquitos residents a state-of-the-community update and provide a forum for open discussion.



(f) Robert's Rules of Order Revised will govern procedural conduct of the Town Council, Executive Committee, and all other committees, unless otherwise prescribed in the bylaws or specified by the Town Council.

Section 3. Membership

(a) Council Members will be duly ~~elected or~~ appointed representatives of their respective districts within Rancho Peñasquitos as prescribed in Articles III and IV. It is the responsibility of Council Members to represent and communicate the interests and concerns of their district in relation to the broader scope of the total community.

(b) No more than four (4) Council Members will normally be elected or appointed to represent each district. Individual Council Members will have one vote on all issues brought before the Town Council. Execution of proxies is specifically prohibited.

(c) Additionally, the Town Council may appoint up to eight (8) At-Large Council Members to serve until the next election. In selecting At-Large Members, preference shall be given to candidates who ran for election but did not receive sufficient votes to win in their respective districts. Under no circumstance, will more than four (4) Council Members represent any one district.

(d) Neither duly elected Council Members or Officers for the coming fiscal year, as prescribed in Article II Section 4 Subsection (a), nor Council Members or Officers from the passing fiscal year, may appoint any Council representatives for the coming fiscal year until the duly elected Council Members' term of office for the coming fiscal year commences on July 1st.



ARTICLE II

Section 4. Officers and Executive Committee

- (a) The first order of business after the formal seating of newly elected Council Members, as prescribed in Article ~~III~~, will be the nomination and election of Officers for the coming fiscal year, with term of office commencing July 1st. Only duly elected Council Members, as prescribed in Article III, for the coming fiscal year are eligible for Officer nomination and election. If no duly elected Council Members declare or are nominated for a particular Officer position or positions after all other Officer positions have been balloted and filled, to the extent possible, by duly elected Council Members then a vacancy for each respective unfulfilled Officer position shall be declared whereby Council Members for the coming fiscal year may fill the vacancy at any time upon commencement of the coming fiscal year and in accordance with procedures prescribed in Article II Section 4 Subsections (b) and (c) and Article IV. The only Officer position that must be filled by the newly elected and seated Council Members at the last Council meeting prior to the commencement of the coming fiscal year on July 1st is the position of President. .
- (b) Election will be by secret ballot, after nominations from the floor. Only duly seated Council Members for the coming fiscal year can nominate, be nominated and vote. The President, Vice President, Treasurer, Secretary, and Parliamentarian will be elected in that order.
- (c) Officers are elected by a simple majority of the quorum present. A tie vote will be resolved by a re-vote and include only those actually involved in the tie. If after a re-vote, the tie is not resolved, the President or Presiding Officer will cast the tie-breaking vote.
- (d) The President, baring unexpected vacancy, will preside over the Town Council for the duration of the fiscal year and/or until a new President is duly elected and takes office. He/She will perform all the usual and customary duties and assume all the responsibilities normally associated with the position of a chief executive. The President will serve as the chair of the Executive Committee.
- (e) The Vice President, in the absence of the President, will perform the duties and assume the responsibilities of President. He/She, baring unexpected vacancy, will serve for the duration of the fiscal year and/or until a new Vice President is duly elected. The Vice President will serve as a member of the Executive Committee.
- (f) The Treasurer will maintain the financial records for all business transacted by the Town Council and, baring unexpected vacancy, will serve for the duration of the fiscal year and/or until a new Treasurer is duly elected. He/She will perform all the usual and customary duties and assume all the responsibilities normally associated with the position, to include receipt and expenditure of funds, maintenance of accounts, preparation of an annual budget, presentation of current financial status, and conducting an annual records inspection. On the approval of the



Executive Committee, the Treasurer has the authority to disburse expenses up to a maximum of \$200. Expenses over \$200 must be approved by the Town Council. The Treasurer will serve as a member of the Executive Committee.

(g) The Secretary will keep a complete record of the proceedings of the Town Council and Executive Committee and, baring unexpected vacancy, will serve for the duration of the fiscal year and/or until a new Secretary is duly elected. He/She will perform all the usual and customary duties and assume all the responsibilities normally associated with the position, to include recording and distribution of minutes, receipt of and reply to routine correspondence, and maintenance of official record files. The Secretary will serve as a member of the Executive Committee.

(h) The Parliamentarian, baring unexpected vacancy, will serve for the duration of the fiscal year and/or until a new Parliamentarian is duly appointed. He/she will perform all the usual and customary duties and assume all the responsibilities normally associated with that position. The Parliamentarian serves as a member of the Executive Committee.

(i) The Executive Committee is comprised of the President, Vice President, Treasurer, Secretary, Parliamentarian, and Chairs of the Standing Committees. The Executive Committee will meet monthly prior to the Town Council meeting to establish the agenda for that meeting and consider other issues that may be appropriate. It will perform all the usual and customary duties and assume all the responsibilities normally associated with such a committee, to include the power to take action on urgent matters subject to later ratification by the Town Council, resolve administrative details, approve expenditures up to \$200, recommend committee establishment to the Town Council for approval, meet with residents and other interested parties, and execute the policies of the Town Council. All Executive Committee Members, baring unexpected vacancy, will serve for the duration of the fiscal year and/or until a new Executive Committee is duly elected and/or appointed.



ARTICLE II (continued)

Section 5. **Committees, Advisory Representatives, and Special Positions**

(a) Standing Committees are those required to carry out the routine business of the Town Council, they include, but are not limited to: Finance, Government Affairs, Grant, Health & Education, ~~Public Relations~~, Rules & Regs, and Code Compliance (*to include Illegal Signs & Graffiti Abatement*). All standing committees shall be chaired by a member of the Executive Committee.

(b) Ad Hoc Committees, will be designated from time to time to address special purposes or activities of the Town Council and will terminate upon completion of that special purpose or activity. These committees may include, but are not limited to: Planning & Infrastructure (*to include Architectural Review*), Public Services & Safety, Community Events (*to include Community Clean-ups*), Communications, Health Services, Youth & Education and Leadership Services.

(c) Advisory Representatives...they may include, but are not limited to: I-15 Diamond Gateway Chamber of Commerce, PUSD School Board, SWAC (Safety Wellness Advocacy Coalition), Diamond Gateway Health Advisory Board, Black Mountain Open Space, Peñasquitos Canyon Preserve, Peñasquitos Landscape Maintenance Districts, Peñasquitos Planning Board, and the Peñasquitos Recreation Council. The President will appoint representatives subject to approval of the Town Council. Representatives will attend required meetings; accurately represent the Town Council position on issues of consideration, and report actions, recommendations, and other matters of interest at the regular meetings of the Town Council.

(d) Special Positions may be designated from time to time to satisfy specific requirements of the Town Council. They include, but are not limited to, positions such as Historian. The President will appoint members to these positions and prescribe duties, responsibilities, and authority subject to the approval of the Town Council.



ARTICLE III - ELECTIONS

Section 1. Filing Procedures

(a) Candidate declaration forms will be made available from the Election Committee sixty days (60) prior to each scheduled election. Filing will close, and forms must be received by the Election Committee no later than thirty days (30) prior to the announced date of the election.

(b) Declaration forms will include the name of the candidate, current residence address, listing of the candidate's qualifications, manner in which the candidate's name and identification is to appear on the ballot, and a signed statement that the candidate is of legal age and will have resided in the district for which nomination is being filed a minimum of thirty days (30) prior to the election date.

(c) The Election Committee will verify all declaration forms and notify applicants of their acceptance/rejection as a candidate no later than twenty-one days (21) prior to the election date. Failure to satisfy age or residency requirements will be the only grounds for rejection.

Section 2. Ballot Preparation

(a) The Election Committee will prepare and publicly post a notice of election, to include a list of candidates by district and a statement of candidate qualifications, no later than fourteen (14) days prior to the election date. Notice will be by public posting, publication in local news journals, and/or other methods deemed appropriate by the Election Committee.

(b) Absentee ballots will be prepared and made available from the Election Committee no later than fourteen days (14) prior to the election date. They must be appropriately marked, signed, and returned to the Election Committee prior to the election date. Each absentee ballot will prescribe required procedures and will be rejected if not accurately followed.

(c) Regular ballots will be prepared and made available from the Election Committee at the prior noticed public polling location(s) on election day.

(d) All ballots will list the candidate names by district with identification not exceeding four (4) words designating each candidate's principal profession, vocation, and/or occupation.

Section 3. Election Procedures

(a) The Town Council will routinely schedule the annual election of members during April or May. Election will normally be for a two year (2) term, with each district electing one member each year. In the case of un-expired vacancies occurring prior to the annual election, two members will be elected from the affected district(s) during the annual election, the one receiving the highest number of votes for the two year (2) term and the one receiving the second highest number of votes for the remaining one year (1) un-expired term.



(b) Voting districts will be those geographical areas within Rancho Peñasquitos that the Town Council shall establish from time to time to reflect equitable representation of all residents. The Election Committee will recommend, and the Town Council must approve, any changes to existing districts at least sixty days (60) prior to the annual election. In the event any redistricting impacts seated Council Members, those so affected will serve the balance of their terms and retain all authority and responsibilities of office.

(c) Polling places will be located at one or more publicly accessible sites within Rancho Peñasquitos as deemed appropriate by the Town Council. The date, times, and polling site(s) will be noticed to the public no later than seven days (7) prior to the election. Polls will be open no less than six hours (6), with at least two (2) of those hours after 5:00 p.m. if the election is scheduled on a weekday.

(d) The candidate, including an otherwise qualified write-in candidate, receiving the highest number of votes cast by legal residents (ie. meeting age and residency requirements) of each designated district will be considered the winner. In case of a tie vote, the winner(s) will be determined by lot.

(e) Unofficial election results will be publicly posted within twenty-four (24) hours after the election. Results will not be considered official until verification of all votes by the Election Committee and validation by the Town Council.

(f) The Town Council will validate election results and resolve any tie votes at the next regular meeting following the annual election. Winning candidates will be formally seated at the regular meeting in June, with their term of office commencing on July 1.



ARTICLE IV - VACANCIES

Section 1. General

(a) Vacancies on the Town Council, Officers, Executive Committee, other committees, advisory representatives, and special positions may occur from time to time due to resignation, death or incapacitation, removal for cause, recall, or move from Rancho Peñasquitos.

(b) When a vacancy occurs in a district, for whatever reason, the Town Council may appoint a qualified individual from that district to fill the vacancy until the next scheduled election. When a vacancy occurs in an Officer, Executive Committee, other Committee, Advisory Representative, or Special Position, the vacancy will be filled in accordance with procedures prescribed for original selection in Article II, Sections 4 and 5.

Section 2. Resignation

(a) A Council Member may resign his/her position on the Town Council and/or any other position at any time.

(b) Resignation should be in writing and delivered to the President, except in the case of the President, which should be delivered to the Secretary. Effective date of resignation will be the date of receipt unless a later date is specified in the request.

Section 3. Death or Incapacitation

(a) Upon the death or legal incapacitation of a Council Member, a vacancy will immediately exist in any and all positions held by the affected member.

(b) The Secretary will be responsible for certifying the vacancy and notifying the Town Council at the next regular meeting.

Section 4. Removal for Cause

(a) A Council Member may be removed for cause from his/her position on the Town Council and/or any other position at any time by a two-thirds (2/3) vote of all duly seated Council Members, less the affected member. Effective date of such removal will be immediate.

(b) Council Members are expected to attend all meetings of the Town Council and may be considered for removal upon non-attendance at two consecutive meetings without valid reason and prior notice to one of the four duly elected Town Council Officers. Additionally, any Council Member may request the removal of another at any time by specifying in detail the basis of cause. Removal may be considered in cases of chronic non-attendance at meetings, incompetence, malfeasance, moral turpitude, and criminal conduct, violation of Town Council Articles of Incorporation and Bylaws, and/or offense under the State of California Non-Profit Corporation Law.



(c) Council Members are entitled to defend in person a removal for cause request, when practical. If not at the meeting when the original request is made, the issue will be continued and the concerned member will be notified by mail of the request, a summary of the basis for such a request, and given the option to be heard at the next regular meeting.

Section 5. **Recall**

(a) Upon petition of twenty-five percent (25%) of legal voters in a district, a Council Member will be considered for recall by the Town Council at a special meeting called within thirty days (30) of such receipt.

(b) At the special meeting, concerned residents and the affected Council Member will be provided the opportunity to speak to the recall. Upon conclusion of discussion, the Town Council will vote on the petition for recall. A two-thirds (2/3) vote of all duly seated Council Members, less the affected member, will be necessary for recall. Effective date of such recall will be immediate.

Section 6. **Move of Member**

(a) In the event a Council Member moves outside the boundaries of Rancho Peñasquitos, a vacancy will immediately exist in any and all positions held by the concerned member.

(b) In the event a Council Member moves from one district to another within the boundaries of Rancho Peñasquitos, the concerned member will retain his/her positions until the next scheduled election, at which time the Council Member must stand for election, if so desired, in the new district and any un-expired term in the old district will be filled by a qualified candidate during the election.



ARTICLE V - FINANCE

Section 1. Fiscal Year

- (a) The Town Council fiscal year will be July 1 to June 30.

Section 2. Operating Funds

(a) All funds necessary for the routine operation and administration of the Town Council will be raised by donation or other public fund-raising methods.

(b) Approved expenditures require the signature of two of the four duly elected Town Council Officers. In case of incurred expense reimbursement to an Officer, two other Officers must sign the authorization.

Section 3. Remuneration

(a) No Council Member or other committee member may receive any remuneration for services rendered, with the exception of directly incurred expenses, and then only upon the approval of the Executive Committee or Town Council as appropriate.

Section 4. Annual Inspection of Records

(a) The financial records will be inspected annually, or upon the vacancy of the Treasurer, as the responsibility of the new Treasurer and the Finance Committee. The Treasurer will make a full report to the Town Council of the results of such inspection no later than the second regular meeting after his/her election.

Section 5. Distribution of Assets

(a) The Rancho de los Peñasquitos Town Council, Inc. does not contemplate pecuniary gain or profit, and moneys or other items of value received by the Town Council shall not pass to any Council Member or other individual for personal use. In the event of dissolution or liquidation of the Town Council, any and all surplus capital or assets will be donated to a non-profit fund, foundation, or corporation which is organized and operated exclusively for public service and/or charitable purposes within Rancho Peñasquitos and which has established tax exempt status under Section 501(c)(3) of the Internal Revenue Code as may be deemed appropriate by the Town Council.



ARTICLE VI - AMENDMENTS TO THE BYLAWS

Section 1. General

(a) The bylaws may be adopted, or amended, or repealed by the Town Council provided such does not curtail the rights of Rancho Peñasquitos residents to elect their representatives at a community-wide election and does not conflict with the Articles of Incorporation or with the State of California Non-Profit Corporation Law.

Section 2. Procedure

(a) All proposed amendments must be submitted in writing to the Bylaws Committee for review. The Bylaws Committee will duplicate the proposed amendment(s) and present copies to all Council Members, with any recommendation of the committee at the next regular scheduled meeting of the Town Council. Unless waived by unanimous consent, the vote on proposed amendments will be scheduled at the regular scheduled meeting following distribution by the Bylaws Committee. Amendment requires a two-thirds (2/3) vote of all duly seated Council Members.

CERTIFICATION OF BYLAWS

I certify that the foregoing is a true and correct copy of the Bylaws of the Rancho de los Peñasquitos Town Council, Inc. duly amended and adopted by the Town Council on December 2, 2004.

ART NISPEROS

Secretary (Print Name)

Secretary (Signature)

Date

6/1/05

ADDENDUM TO RPQ TOWN COUNCIL BYLAWS

ADMINISTRATIVE POLICIES

From time-to-time, there will be certain practices instituted by the Town Council that will need to be put into a specific written policy in order to maintain an orderly operation and to preclude procedural misunderstandings.

At any time, a member of the Town Council may propose the creation, or modification, or deletion of any Administrative Policy. This process shall be known as a Proposed Change of Administrative Policy.

Proposed Change of Administrative Policy Process:

- 1) A Proposed Change of Administrative Policy shall first be presented in writing to the Rules and Regulations Committee.**
- 2) The Rules and Regulations Committee shall then forward the Proposed Change of Administrative Policy to the Executive Committee with a recommendation vote.**
- 3) The Executive Committee shall then place the Proposed Change of Administrative Policy, on the agenda for the next Town Council meeting.**
- 4) The Proposed Change of Administrative Policy shall be presented to the full Town Council, with the recommendation votes of the Rules and Regulations Committee and the Executive Committee.**
- 5) The Proposed Change of Administrative Policy shall be adopted or defeated by normal motion and vote of the full Town Council.**
- 6) The Rules and Regulations Committee together with the Executive Committee shall review all standing Administrative Policies each year at the scheduled Executive Committee meeting in August.**

ADMINISTRATIVE POLICY

ELECTRONIC CORRESPONDENCE

- 1. All RPTC members shall file their electronic addresses, when available, with the secretary and ensure that they are kept current.**
- 2. Electronic correspondence shall be used to enhance the efficiency of the RPTC but, at no time replace normal meetings or be used to circumvent the proper and correct procedures of the RPTC Bylaws.**
- 3. Five (5) days prior to all meetings it is desirable that the meeting announcement, agenda, all written reports and minutes of the last meeting be sent to all members of the RPTC electronically.**
- 4. All electronic correspondence when used as official business for RPTC shall be produced without exclusion by the President or Vice-President and submitted to the Secretary for inclusion in the official minutes of the next meeting of the RPTC.**

MOTION CHART

NAME OF MOTION IN ORDER OF RANK FROM BOTTOM UP		Requires a Second	May be Debated	May be Amended	Vote Required: Majority (M) or $\frac{2}{3}$	RANKING MOTIONS	
						PURPOSE	WHAT TO SAY
P R I V I L E G E D	Fix the Time to Which to Adjourn	Yes	No	Yes	M	To set the time, and sometimes the place, for another meeting to continue business of the present session.	I move that when we adjourn, we adjourn to meet at ... (time, place).
	Adjourn	Yes	No	No	M	To close the meeting.	I move to adjourn.
	Recess	Yes	No	No	M	To authorize a short, immediate intermission while a motion is pending.	I move to recess until ... (Or for ...).
	Raise a Question of Privilege	No	No	No	M*	To permit an urgent request that rights and privileges of assembly or members be taken up at once.	I rise to a question of privilege.
	Call for the Orders of the Day	No	No	No	M*	To require the assembly to conform to its agenda, program, or order of business	I call for the orders of the day.
S U B S I D I A R Y	Lay on the Table	Yes	No	No	M*	To lay the pending question aside temporarily when something more urgent has arisen.	I move to lay on the table ...
	Previous Question (Stop Debate)	Yes	No	No	$\frac{2}{3}$	To close debate and bring the assembly to an immediate vote on one or more pending questions.	I move the previous question. (or) I call for the previous question.
	Limit or Extend Limits of Debate	Yes	No	Yes	$\frac{2}{3}$	To defer action on a pending question to a definite day, meeting, or hour or after a certain event.	I move that debate be limited to ... (or) I move that debate be extended to ...
	Postpone to a Certain Time	Yes	Yes	Yes	M	To defer action on a pending question to a definite day, meeting, or hour or after a certain event.	I move to postpone ... until ...
	Commit or Refer	Yes	Yes	Yes	M	To refer a pending question to a relatively small group of selected persons to investigate or to act.	I move to refer the motion to ...
	Amend	Yes	Yes*	Yes	M	To modify the wording of a pending motion before the motion itself is acted on.	I move to amend by ...
	Postpone Indefinitely	Yes	Yes	No	M	To decline to take a position on the main question; to avoid taking a direct vote.	I move to postpone ... indefinitely.
	Main Motion	Yes	Yes	Yes	M*	To bring business before the assembly	I move that ...

* Consult *Robert's Rules of Order Newly Revised* for special rules and exceptions.

ROBERT'S RULES OF ORDER

Extracted from "Robert's Rules of Order"

The following is extracted only as a guide for members and is in no way intended as a complete set of rules. Refer to "Robert's Rules of Order" for more detailed explanations.

Obtaining the Floor

Before a member can make a motion, or address the assembly, ~~it~~ is necessary that the member obtain the floor by raising a hand. If the member is entitled to the floor, the chairperson will recognize the member. If more than one member desires the floor at the same time, the chairperson decides who shall have the floor (Robert's specifies certain priorities).

Motions

Before a subject is open to debate: 1) a motion must be made by a member who has obtained the floor, 2) it must be seconded (with certain exceptions), and 3) must be stated by the chair. Until the motion is seconded, it is ruled out of order or stated by the chair, members may suggest modifications to the motion, and the mover, without the consent of the seconder, has the right to make such modifications as desired or to withdraw the motion entirely. When the mover modifies the motion, the one who seconded it may withdraw the second.

The mover may request to withdraw or modify a motion after it has been stated by the chair. If there is no objection, it is withdrawn or modified. If anyone objects, a vote is taken on the request.

Whenever possible, a motion should be in writing and handed to the chairperson after the motion has been made. After the question is resolved, it will be given to the Secretary for inclusion in the minutes.

Debate

The maker of the motion is given preference to first address the assembly in debate. No member should speak more than twice on any motion up for debate and no member should speak more than once until all members are given an opportunity to address the assembly.

Amendments

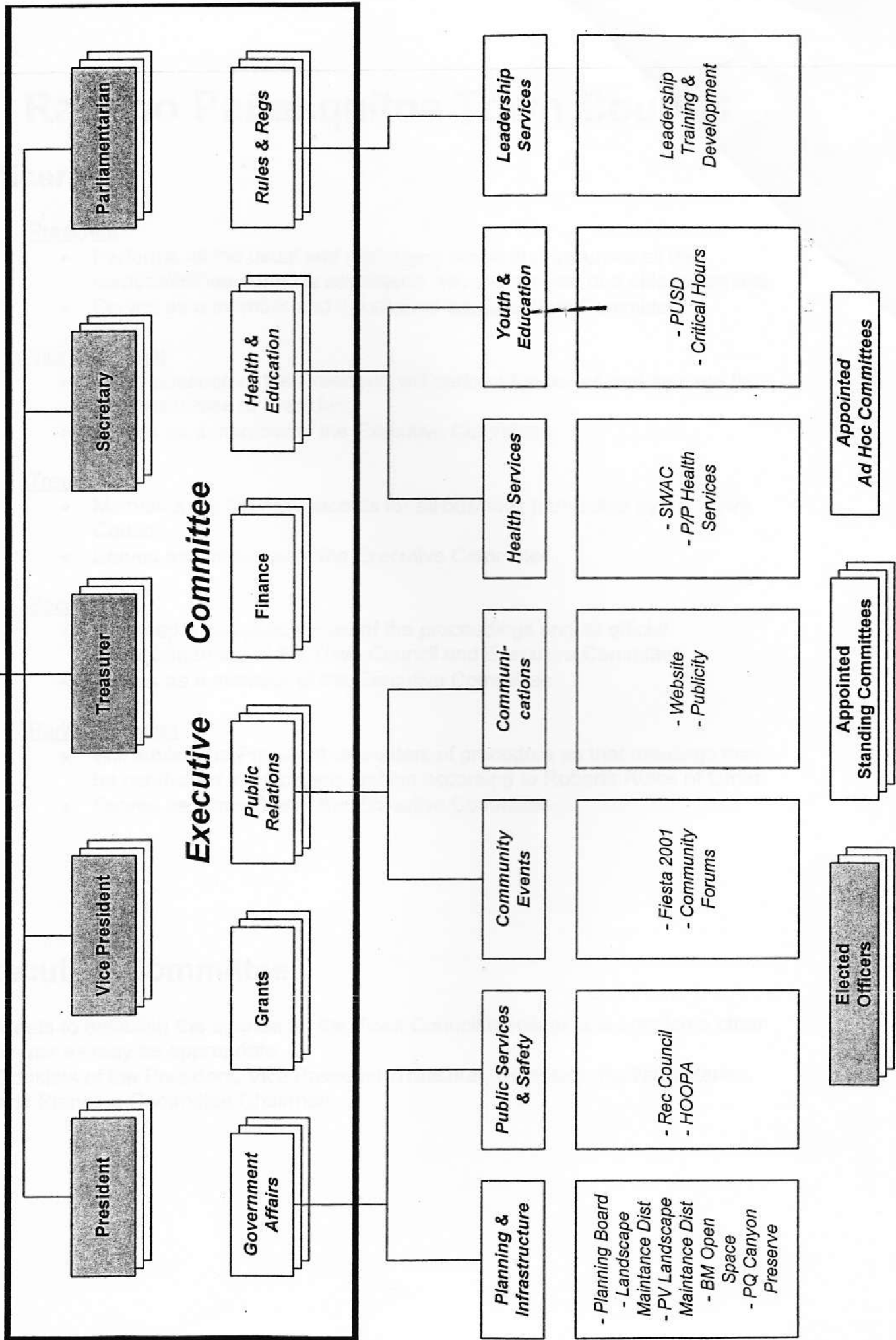
An amendment may be: to insert or add, to strike out, or to strike out and insert language as to a stated motion. An amendment must relate to the subject to be amended. An amendment can be amended, but this 'amendment of amendment' cannot be amended. When a motion or resolution is under consideration, only one amendment and one amendment of that amendment is permitted at a time.

If the mover of a motion wishes to accept an amendment, he may say so without obtaining the floor. If no objection is made by any member, the motion is amended.

Voting

The usual method of voting is by voice with the chairperson announcing the results of the vote. Any member has a right to call for a division of the assembly. The chair would then have members rise or raise their hands to indicate their vote.

The Rancho Peñasquitos Town Council



Rancho Peñasquitos Town Council

Officers (5)

President

- Performs all the usual and customary duties and assumes all the responsibilities normally associated with the position of a chief executive.
- Serves as a member and the chair of the Executive Committee

Vice President

- In the absence of the President, will perform the duties and assume the responsibilities of President
- Serves as a member of the Executive Committee

Treasurer

- Maintains the financial records for all business transacted by the Town Council
- Serves as a member of the Executive Committee

Secretary

- Will keep a complete record of the proceedings and all official correspondence of the Town Council and Executive Committee
- Serves as a member of the Executive Committee

Parliamentarian

- Will advise the President on matters of procedure so that meetings may be conducted in an orderly fashion according to Roberts Rules of Order.
- Serves as a member of the Executive Committee

Executive Committee

- Meets to establish the agenda for the Town Council Meetings and considers other issues as may be appropriate
- Consists of the President, Vice President, Treasurer, Secretary, Parliamentarian, and Standing Committee Chairmen

Rancho Peñasquitos Town Council

Standing Committees (6)

Finance Committee

- Oversees annual budget preparation and performs audits as needed

Government Affairs Committee

- Pursues Rancho Peñasquitos initiatives with local legislators by:
 - Raising the awareness of elected officials to concerns of the Rancho Peñasquitos community,
 - Increasing the attendance of elected official representatives at Town Council Meetings,
 - Conducting candidate forums for each of the races for elected offices affecting the community,
 - Conducting issue forums for ballot issues affecting the community
- Oversees the Planning & Infrastructure Committee and the Public Services & Safety Committee

Grant Committee

- Maintains, receives and reviews grant applications and makes recommendations to the Town Council.

Health & Education Committee

- Fosters community health and oversees the educational needs of children and adults
- Oversees the Health Services Committee and the Youth & Education committee

Public Relations Committee

- Promotes a positive public image; maintains effective communication within the Town Council; establishes and maintains an open flow of communication between the community and the Town Council.
- Acts as a liaison with the media
- Oversees the Community Events Committee and the Communications Committee

Rules & Regulations Committee

- Maintains the bylaws, helps to establish standing rules, policies, and procedures.
- Oversees the election process
- Oversees the Leadership Services Committee

Rancho Peñasquitos Town Council

Ad Hoc Committees (7)

Communications Committee

- Is responsible for the telephone tree, news releases, flyers and the web site

Community Events Committee

- Sponsors Town Council events and encourages members to participate in other community events

Health Services Committee

- Fosters community involvement and collaboration on issues pertaining to the health and well-being of our youth, their families, and other community members
- Representatives that report to this committee are:
 - The Diamond Gateway Health Care Advisory Council
 - The Safety Wellness Advocacy Coalition

Leadership Services Committee

- Provides leadership training and development for Town Council members

Planning & Infrastructure Committee

- Oversees representation to the Advisory Representative Groups
- Representatives that report to this committee are:
 - Black Mountain Open Space
 - Park Village Landscape Maintenance District
 - Peñasquitos East Landscape Maintenance District
 - Peñasquitos Canyon Preserve
 - Rancho Peñasquitos Planning Board

Public Services & Safety Committee

- Promotes public services & safety
- Representatives that report to this committee are:
 - Home Owners Of Peñasquitos Assn. (HOOPA)
 - Rancho Peñasquitos Recreation Council

Youth & Education Committee

- Fosters community involvement and collaboration on issues pertaining to our youth, their families and other community members
- Representatives and Observers that report to this committee are:
 - Poway Unified School District Board of Education
 - The Diamond Gateway Health Care Advisory Council
 - The Safety Wellness Advocacy Coalition

Rancho Peñasquitos Town Council

Advisory Representative Groups

Black Mountain Open Space (1)

- Reports to Planning & Infrastructure Committee

Home Owners Of Peñasquitos Association (HOOPA) (1)

A nonprofit civic organization established in 1971 to promote community improvement in Rancho de los Peñasquitos through support of programs and activities intended to enhance the quality of life and project a favorable image of the community. Meets at 7:00 PM the fourth Wednesday of each month at Hilltop Park, 9711 Oviedo Way. Mail should be directed to Post Office Box 720752, San Diego CA 92172-0752. Current President is Judy Bauer, (858) 484-9684, FAX (858) 484-0453.

- Reports to Public Services & Safety Committee

Diamond Gateway Health Care Advisory Council (1)

A community-based council established in 1992 by the Palomar Pomerado Health System to identify and address the health care needs of Rancho Peñasquitos, Carmel Mountain Ranch, and Sabre Springs through mutual support and partnership. The council is composed of leaders from civic groups, social service agencies, schools, clinics, service clubs, senior centers, businesses and local citizens. Meets quarterly on Tuesdays from 12 PM to 2PM at Palomar Pomerado Health System District Offices Conference Room B & C, 15255 Innovation Drive,. Mail should be directed to Palomar Pomerado Health System, c/o David Owen, 15255 Innovation Drive, San Diego, CA 92128. Current Chair is Dan Valentine.

- Reports to Health Services Committee and Youth & Education Committee

Peñasquitos East Landscape Maintenance District (3)

An officially recognized community group established to oversee the maintenance of the medians and right of way for the area north of State Route 56. Meets at 6 PM the first Wednesday of each month, prior to the Rancho Peñasquitos Planning Board, in the Sandpiper Room, Doubletree Golf Resort, 14455 Peñasquitos Drive.

- Reports to Planning & Infrastructure Committee

Peñasquitos Canyon Preserve (1)

- Reports to Planning & Infrastructure Committee

Rancho Peñasquitos Town Council

Advisory Representative Groups

Rancho Peñasquitos Planning Board (1)

An officially recognized community planning committee established to review and advise the City of San Diego on matters relative to development issues that impact residents of Rancho de los Peñasquitos. Meets at 7:30 PM the first Wednesday of each month in the Sandpiper Room, Doubletree Golf Resort, 14455 Peñasquitos Drive. Mail should be directed to Post Office Box 721085, San Diego, CA 92172-1085. Current Chair is Dick Flanagan, (858) 484-7060, FAX (858) 484-7060.

- Reports to Planning & Infrastructure Committee

Rancho Peñasquitos Recreation Council (1)

An officially recognized community organization committed to recreation established to advise the City of San Diego on matters relative to the acquisition, development, maintenance and operation of parks, playgrounds and recreational activities that impact residents of Rancho Peñasquitos. Meets at 7:30 PM the fourth Thursday of each month in the multipurpose room, Canyonside Community Park, 12350 Black Mountain Road. Mail should be directed to Canyonside Community Park, 12350 Black Mountain Road, San Diego, CA 92129. Current Chair is Fred Mangarelli, (858) 538-8131.

- Reports to Public Services & Safety Committee

Safety Wellness Advocacy Coalition (1)

An organization of community leaders that represents all sectors of our community; civic groups, business, faith, educators, PTA, law enforcement, public health practitioners, and others. The mission of SWAC is to support a healthy community by increasing school and community safety and the well-being of youth, their families, and other community members. Meets from 12 PM to 2 PM the last Wednesday of each month at the community room in Poway's Creekside Plaza Shopping Center, 13495 Poway Road. Mail should be directed to 13230 Evening Creek Drive South, Suite 208, San Diego, CA 92128. Current Community Chair is Judy Bauer, (858) 391-9303 FAX (858) 391-9302, or on the internet at swac@mhsinc.org.

- Reports to Health Committee and Youth & Education Committee

Rancho Peñasquitos Town Council

Advisory Representative Groups

Observer Assignments

Poway Unified School District Board of Education (PUSD)

An elected board representing the communities of Carmel Mountain Ranch, Poway, Rancho Bernardo, Rancho Peñasquitos and Sabre Springs which deals with issues concerning the Public Schools within the Poway Unified School District. Meets at 7 PM at Morning Creek Elementary School, 10925 Morning Creek Drive South. Mail should be directed to PUSD, 13626 Twin Peaks Road, Poway, CA 92064-3098. Current President is Andy Patapow, (858) 748-0010, FAX (858) 748-1342 or via the internet at www.powayusd.sdcoe.k12.ca.us.

- Reports to Youth & Education Committee

Memberships

I-15 Diamond Gateway Chamber of Commerce

A local Chamber of Commerce serving the communities of Rancho Peñasquitos, Carmel Mountain Ranch, Sabre Springs, Scripps Ranch/Miramar, and Mira Mesa. With over 2,000 members, a monthly Newsletter, strong leadership, and a sense of community the Diamond Gateway Chamber is a vital asset to businesses and the community. The Chamber office is located in Rancho Peñasquitos at 12778 Rancho Peñasquitos Blvd., Suite B, right off the I-15 and behind the McDonald's. Mail should be directed to 12778 Rancho Peñasquitos Blvd., Suite B, San Diego, CA 92129. The Chamber sponsors many opportunities for networking, their current CEO is Vesna Clark, (858) 484-2800, FAX (858) 484-2155, email: dgchamber@etc.net and or via the internet at: www.i15diamond.com.

- All Council members may attend chamber functions

Community Grant Application Procedures

- 1) The Town Council will advertise to the community through the Corridor News, North County Times and the Signature Diamond Gateway regarding the Community Grant program. Blank grant applications will be distributed to each Town Council member and will also be available for downloading from the Town Council's website.
- 2) Completed grant applications are processed through the Grant Committee Chairman. The Grant Committee Chairman will identify the need for review or verification of each application and if necessary will send it to the appropriate committee for comment. Applications should be received by the first of January, April, July, and October for review and will be acted upon within approximately 30 days. **(The Executive Board/Town Council can approve grants without the 30 day review process when funding is time sensitive.)** All applicants will be notified upon receipt of their application and will be asked to make a brief (3-5 minute) presentation to the **Grant Committee**. *(All Town Council members are invited to participate on the Grant Committee.)*
- 3) The **Grant Committee** meets immediately prior to the Executive Board meetings on the third Thursday of January, April, July, and October. The grant applicants will give their presentations. The **Grant Committee** will discuss each application and make a recommendation.
- 4) A summary report reflecting the recommendations of the **Grant Committee** will be presented at the subsequent Town Council meetings in February, May, August, and November. A copy of each grant application will be attached to the report. The Town Council will take action to approve or deny each grant.
- 5) Upon approval of the grant, the Grant Committee Chairman will submit a check request form along with a copy of the grant application to the Treasurer. The Treasurer will prepare a check and deliver it to the Grant Committee Chairman for distribution.
- 6) The Grant Committee Chairman will send the check along with a letter notifying them of grant approval. The letter will ask for an acknowledgment of receipt and request them to return to the Town Council in a timely manner (within 30 days of the event) to report on how the money was used or on the success of their event.
- 7) In the event of grant denial, the Grant Committee Chairman will send a letter informing the grant applicant of the Town Council's decision.
- 8) All grant applications, whether approved or denied, will be kept on file by the Grant Committee Chairman. An annual report will be submitted to the Town Council at the June meeting summarizing all grant requests from the prior year, including the total dollar amounts granted.

(Currently, the Public Relations Chairman serves as the Grant Committee Chairman.)



Rancho de los Penasquitos Town Council Community Service Grant application

The Rancho de los Penasquitos Town Council offers community service grants to individuals and organizations for activities, events and projects that promote the interests or provide community service to Rancho Penasquitos. An individual organization may apply for and receive only one grant per calendar year. Individual grants will normally not exceed \$150 and organizational grants will normally not exceed \$300 annually.

Grants will be awarded, as the Town Council deems appropriate. Applications will be accepted on a continuing basis and will be considered at the next grant review following receipt. Only complete applications received in the provided format will be considered.

Applicants will be invited to make a verbal presentation and answer questions proposed by the Grant Review Committee. Presentation will be limited to five minutes and should (at the minimum) clearly detail the proposed use of the grant, activity, event, project budget, other sources of funding and how the grant will benefit the community.

Under no circumstances will grants be made for political, sectarian or partisan purposes. Furthermore, except in extraordinary cases, grants will not be made unless applicant can demonstrate the ability to match the requested level of funding from other sources. In all cases, grant recipients are expected to use awarded funds only for the purpose requested and may be asked to provide an expenditure report with documentation as a condition of the grant.

By signature below, I acknowledge that I have read and fully understand the grant application process and restrictions as explained above. Additionally, I certify that all information provided in the application is true and correct.

Printed or Typed Name of Applicant:

Signature:

Date:

Completed application and other items of consideration should be mailed to:

Rancho de los Penasquitos Town Council
Community Service Grant Committee
Post Office Box 720783
San Diego, CA 92172-0783
Attention: Grant Chair

Application is for: ☐ An Individual

☐ An Organization

Name/Organization:

Contact Person and Title:

Mailing Address:

Telephone Number:

Fax Number:

Amount requested: \$ _____ Amount Expected from Other Sources: \$ _____

Activity/Event/Project Description (Please detail proposed use of grant and date if applicable):

How will Activity/Event/Project benefit Rancho Penasquitos?

What other sources of funding will be used to support this Activity/Event/Project?

Other information you would like the town Council to consider:

Please attach additional sheets as necessary. Organization should include a copy of their Articles of Incorporation/By Laws/Mission Statement as applicable and current year budget detailing all funds on hand, sources of expected income and projected annual expenditures.

Rancho de los Penasquitos Town Council Community Service Grant Program Description

The Rancho de los Penasquitos Town Council offers monetary grants to individuals and organizations for activities, events and projects that directly benefit Rancho Penasquitos and are consistent with the Town Council's Goals.

The following are examples of what the Town Council will consider:

Community Leadership: People-to-people activities that promote participation among our residents within our neighborhoods; projects that promote cultural tolerance, harmony and understanding; projects that develop leaders among our youth and adult residents by providing a forum for public discourse.

Education: Projects that promote the growth and development of your youth in academics; projects that assist organizations in representing our youth in academic competitions within the city of San Diego as well as the state of California.

Arts and Culture: projects that promote the growth and development of our residents in the areas of music and art; projects that develop an appreciation among our residents of music and art from diverse cultures; projects whose goals are to enlighten, educate as well as entertain through local exhibits and performances.

The Environment: Projects that promote our residents' participation in keeping our community free from littering, air, water and noise pollution, graffiti and vandalism; projects that educate our residents about preserving and protecting from exploitation of our natural resources and open spaces.

The following are examples of the kinds of projects that the Town Council will not fund:

- Political, sectarian or partisan projects.
- Projects that promote religious doctrine.
- Existing obligation or debt.
- Research on surveys.

Executive Board Recommendation for Town Council Goals

Suggested MOTION:

"The Executive Board recommends that the Town Council Adopt the goals as recommended by the Executive Board and assigns responsibility to designated committees to take the lead in developing a plan of action and milestones for implementation. In developing plans, cognizant committees are directed to thoroughly consider, and include where deemed appropriate, the recommendations listed under each goal."

Town Council Statement of Purpose:

"The purpose of the Town Council is to serve, represent, and promote the activities and interests of all Rancho de los Penasquitos residents. As a forum for discussion and resolution of community issues, the Town Council will communicate ideas, recommendations, and/or concerns that impact Rancho Penasquitos to the residents, other community organizations, private and commercial interests, city, county, and state agencies and other affected parties as may be appropriate." (Bylaws: Article I, Section 2, [2], page 1)

Goals

- **Proactively publicize via all mediums the purpose, activities and accomplishments of the Town Council and other community leadership/service organizations.**
- Increase Public Relations through a brochure that would include the 5 leadership groups within Rancho Penasquitos to be available by April/May for distribution.
- Use the Web Site as a two-way communication tool.
- Continue to develop and improve the Rancho Penasquitos website that will be a useful and informative tool for Rancho Penasquitos citizens.
- Develop additional ways to keep the citizens informed of local issues.
- Inform the residents of where to get assistance within our community and to educate them as to who we are, what we do, and why,

Committee: Public Relations

- **Actively promote and encourage greater representation and leadership within our community that truly reflects our rich diversity.**
- Be informed regarding laws, regulations, activities, etc. which directly affect our community and its' residents, including education, safety & welfare of children.
- Work to improve transportation systems, schools, and government affecting PQ.
- Actively encourage representation on our Town Council that truly reflects our community's rich diversity.
- Provide the community with services unique to the Town Council: Community Grants; Youth Community Service Awards; Adult Community Service Awards and Recognition of those who make a difference in our community.
- Provide the needed leadership within Rancho Penasquitos to see our community bettered.
- Advocate for our residents, including children, regarding issues that concern our community.
- Reach out to our community members to bring them into our committees.

Committee: Governmental Affairs

- **Promote greater public safety throughout Rancho Penasquitos.**
- Provide the leadership necessary to make Neighborhood Watch an active and vital program within Rancho Penasquitos to help provide additional safety.
- Develop a program to promote safety and good citizenship
- Be supportive to all projects that make our Town be a safe at all times to live in.
- Promote safety through out the PQ area. Foster development and attitudes that will make this community more pedestrian and bicycle friendly.
- Environmental issues – to become more aware of noise pollution, littering, and animals.
- Be concerned of all the needs of the People in Penasquitos especially with the handicaps.
- Promote a healthy and safe environment within our community.

Committee: Public Safety, Community Services & Land Use

- **Reach out to community members, commercial interests, and organizations to reinforce our collective common goal of serving all residents of Rancho Penasquitos.**
- Seek to know the needs and concerns of our residents.
- Fostering community involvement and collaboration on issues pertaining to our youth and their families.
- Plan an Annual Community Leadership Dinner to discuss issues that affect our residents and prepare for the "State of the Community."
- Attend activities, events, and ceremonies within our community.
- Strong support for the PQ fiesta; clearly the main focus of the Town Council; first priority for budget.
- Define - focus of the scholarship/grant program.
- Act in an advisory capacity within the community to assist in the planning and implementation of before/after school programs for youth.
- Continue the supports that we did for the school kids/students with their projects.
- Develop process for community development actions such as community sponsored facilities development, new project, or new program.
- Identify problems/issues that the new development (to the North and West) will bring and propose solutions.
- To continue to raise funds to be dispersed throughout the community.
- Limit the pledges as much as possible financially so we will not be short in case of a very necessary emergency around the neighborhood.
- Work to promote and represent through advocacy and involvement the interests of our community.
- Work in making the Town Council an area leadership body.
- Committee participation to continue work on the development of new and current issues.
- Develop process for community issues resolution.

Committees: Executive Board, Youth & Education

- **Formalize the Town Council core values, policies and procedures.**
- Create "Standing Rules" to be attached to the Bylaws that would include procedures; property and locations; and the roles, responsibilities and definitions of committees, chairmen, and representatives.
- Establish a stronger communication network within the Council via the phone tree and e-mailing of information out to members.
- Provide an Annual Leadership Workshop to educate members as to who the Town Council is and what it does.
- Producing a packet/binder that would include Bylaws, Standing Rules and other pertinent materials such as what the reps and committees are and what they do and information for each Town Council Member, Officer, and Chairman.
- Continue to make our Town Council be strong regardless of any obstacles that will come our way-we have to solve it together-for there is no problem on this planet that can't be solved.
- Continue the respects to each of the Town Council by respecting and hearing of what each and everyone of us wants to voice out (with limits)
- Commitment to excellence through sincerity, personal integrity, courtesy, wisdom and charity.
- Improve the communication within the Town Council.

Committee: Bylaws