



LA JOLLA SHORES ASSOCIATION BYLAWS

PREAMBLE

The La Jolla Shores Association was created as the "La Jolla Shores Protective Association" and certified by the State of California February 14, 1966.

ARTICLE I. NAME AND APPLICABILITY

Section 1. The name of this organization is the "La Jolla Shores Association," ("the Association") a nonprofit corporation registered with the State of California. The principal office for the transaction of business of the Association shall be in La Jolla, County of San Diego, State of California, at an address which the Board of Directors of the Association shall designate.

Section 2. All activities of the Association shall be conducted in the name of La Jolla Shores Association.

Section 3. The community planning area boundaries which are applicable to the Association are those of the La Jolla Shores Planned District as shown on Exhibit A, attached hereto, and are on file in the Planning Department of the City of San Diego.

Section 4. The official positions and opinions of the Association shall not be established or determined by any organization other than the Association.

ARTICLE II. PURPOSE

Section 1. The primary purpose of the Association shall be to provide a community forum for matters affecting the La Jolla Shores Planned District and to advise the San Diego City Council, Park and Recreation Department, and other Governmental Agencies as may be appropriate, including the following items of community interest:

- (a) To provide liaison for our membership with the La Jolla Town Council, Inc. (LJTC); the La Jolla Community Planning Association (LJCPA); the University of California San Diego (UCSD); and other organizations in matters relevant to the non-partisan aims of the Association.

(b) To serve the interests of individual property owners and residents through unified action in cooperation with their neighbors in the residential and business areas of La Jolla Shores.

(c) To support the La Jolla Shores Precise Plan, the La Jolla Shores Planned District Ordinance (LJSPDO), and the La Jolla Community Plan, which define the character of the district.

(d) To provide recommendations to the City for all parks and public recreation facilities within our boundaries. The City has designated the Association as the sole Recreation Council for making these recommendations.

(e) To annually appoint members to the La Jolla Shores Permit Review Committee (LJSPRC), which is a joint committee of the Association and the La Jolla Community Planning Association (LJCPA). This committee provides recommendations to the LJCPA on land use issues in the La Jolla Shores Planned District.

(f) To annually appoint members to the La Jolla Traffic & Transportation Committee (LJT&T), a joint committee of five La Jolla Community groups.

Section 2. Insofar as the Association is engaged in the diligent pursuit of the above purposes, professional staff assistance, if needed, shall be provided by the appropriate City Departments under the direction of the City Mayor.

Section 3. All Association activities shall be nonpartisan and nonsectarian and shall not discriminate against any person or persons by reason of race, color, sex, creed, sexual orientation or national origin, nor shall the Association take part, officially or unofficially, or lend its influence, in the election of any candidate for political office.

Section 4. The Association does not contemplate pecuniary gain or profit to the members thereof. No part of the net earnings of the Association shall inure to the benefit of any member thereof.

ARTICLE III. MEMBERSHIP

Section 1. Any individual at least 18 years of age and affiliated with the La Jolla Shores community either as a:

(a) Property owner, who is an individual identified as the sole or partial owner of record or a designee of that owner, of real property (either developed or undeveloped), within the La Jolla Shores Planned District boundaries, or

(b) Resident, who is an individual whose primary address of residence is an address within the La Jolla Shores Planned District boundaries, or

(c) Local businessperson, who is a local business owner, or a single designee of that owner, of a business at a non-residential real property address within the La Jolla Shores Planned District boundaries,

is a Member of the Association.

Section 2. Members, as defined under Section 1, are encouraged to become “Registered Members” so that they can automatically receive meeting agendas, email updates, community news, board election notices, run for office, and vote in the Board elections. The Membership Application is online at the Association’s website (currently www.lajollashoresassociation.org) and may be printed out, completed, signed, and mailed or emailed to the La Jolla Shores Association, or a form is available at all regularly scheduled meetings and may be completed and handed in at the meeting.

Section 3. Only Registered Members are eligible to vote for the Board of Directors. (See Article VI, Section 3.)

Section 4. Each Registered Member must renew their membership by attending one (1) Association Board Meeting in a 12-month period. If your name, address, or email changes, you must notify the Secretary of the change at least three (3) weeks prior to any election in order to be able to vote. The Board reserves the right to periodically update the Registered Member List and clear out entries where membership information, emails and addresses have expired or are otherwise no longer valid.

ARTICLE IV. MEETINGS

Section 1. The Annual Meeting shall be held in March, at which time the Board of Directors election results shall be announced. If special circumstances arise, the Annual Meeting may be rescheduled to the next available meeting and the seating of the new directors will be similarly delayed, without expiration of the term of any Director in the interim, to the meeting following the Annual Meeting.

Section 2. Regular Meetings: The Board of Directors typically meets monthly and shall meet at least quarterly. All such meetings shall be open to the public. Good faith efforts shall be made to notify the public of the place, date, time, and purpose of Regular Meetings, as specified in Article IV, Section 3.

Section 3. Notification of the Regular Meetings, including an agenda, shall be made seventy-two (72) hours in advance and sent to Members who have provided their contact information. Notices shall be made and agendas distributed in accordance with the Ralph M. Brown Act or other applicable current legislation. A hard copy of the agenda shall be posted at the La Jolla Recreation Center bulletin board.

Section 4. Special Meetings:

(a) Special Meetings of the Membership may be called by the President or any fifteen (15) Registered Members of the Association on at least ten (10) days' notice to the Membership. All such meetings shall be open to the public. Good faith efforts shall be made to notify the public of the place, date, time and purpose of such meetings as specified in Article IV, Section 3.

(b) Special Meetings of the Board of Directors may be called by the President or three (3) Board members on at least seventy-two (72) hours' notice to the Board of Directors. All such meetings shall be open to the public. Good faith efforts shall be made to notify the public of the place, date, time, and purpose of such special meetings as specified in Article IV, Section 3.

Section 5: A majority of the Board of Directors in office, each having one vote, shall constitute a quorum for the transaction of business.

Section 6: Each member of the Board of Directors, except the Presiding Officer, shall have one vote. There shall be no proxy voting. There shall be no telephonic or e-mail votes taken. The Presiding Officer may vote only if that vote influences the outcome, or a written ballot is used.

ARTICLE V. BOARD OF DIRECTORS

Section 1. The Board shall consist of sixteen (16) Directors, one-third (1/3) of whom shall be elected each year. Directors must be elected from the Registered Membership of this Association who have attended at least one (1) Board Meeting in the past 12 months. The term of new Directors shall commence at the April meeting of the Board of Directors.

Section 2. A Director shall be as described in Article III, Section 1 (a) - (c). To the extent possible, Directors shall be representative of the various geographic sections of the La Jolla Shores community and/or diversified community interests. Multiple members of the same family shall not serve on the Board at the same time.

Section 3. Directors shall be elected for a term of office of three (3) years. Directors may succeed themselves in office for one consecutive term if they are elected to that consecutive term. The maximum consecutively served time in office shall be six (6) years. For example, if a new Director is appointed to fill a term of one year and five months, the five months shall not be counted when computing the maximum term of six years. After a hiatus of at least one year, a former Director who has termed out can again be a candidate for Director.

Section 4. A vacancy may occur by death, resignation, or removal. A Director shall be deemed to have resigned as Director by his or her failure to attend three (3) consecutive meetings, or five (5) meetings in a one-year period from April through March. The

Secretary shall provide written notification of such absences to the Board. The Board shall have the power and duty to remove, by a two-thirds majority of their vote, any member of the Board for good and sufficient cause. The determination of “sufficient cause” rests within the sole discretion of the Board.

Section 5. A vacancy shall be announced to the public at the next meeting and Registered Members shall be noticed. When a Director prematurely leaves his or her term of office, the President shall appoint a Registered Member of the La Jolla Shores Association to fill the vacancy. An appointed Director may become a candidate for the three-year term immediately following the partial term to which he or she was appointed. In such a case, the remaining months of the first year of the term to which the new Director was appointed shall not be counted in computing the maximum of 6 consecutive years of service on the Board.

Section 6. Directors shall serve without compensation of any kind.

ARTICLE VI. NOMINATIONS AND ELECTIONS FOR BOARD OF DIRECTORS

Section 1. The President shall appoint an Election Committee of three (3) Directors, none of whom is running for election, at least two months prior to the Annual Meeting. A quorum for an Election Committee meeting shall be all three members. The Election Committee shall prepare a list of nominees to include the names of all Registered Members (as of 60 days prior to the Annual Meeting) who wish to run for a position as Director. All nominees shall meet the criteria set forth in Article V, Sections 1 and 2. If there are not sufficient qualified candidates to fill the empty seats, the incoming Board will be responsible for using the vacancy procedures in Article V, Sections 4 & 5. An announcement on the upcoming elections and request for eligible candidates to submit their names shall be made by the President at a Regular Meeting at least two months prior to the Annual Meeting.

Section 2. The Election Committee shall distribute a ballot containing the list of nominees to all current Registered Members at least three (3) weeks prior to the Annual Meeting, but not previous to February 2. Several methods for distributing the ballots shall be used: email to Registered Members that have provided email addresses, post on the Association website, publish in a local newspaper if possible, **or** standard US mail to those Registered Members that do not use email. Any one of these methods will constitute valid distribution of said ballots. The ballots distributed electronically are to be printed out, filled in and returned as specified in Article VI, Section 4. Nominees shall be listed on the ballot in the order chosen by lot. Incumbents shall be so designated. Biographies of nominees shall be posted online at the Association website and included in the email containing the ballot. For those “conventional mail” Registered Members, the biographies will be printed out and included with the ballot. The biographies and ballot will be provided to the local community newspapers with enough time before the election to be published.

Section 3. To vote in the election for Board Members, an individual must be a Registered Member of the Association and have attended at least one (1) Board Meeting in the past 12 months. The registration deadline is no later than sixty (60) days prior to the Association's Annual Board Meeting.

Section 4. A Registered Member may only submit one ballot. Registered Members desiring to vote shall mark their ballots for their choice of Directors. Selections may be made solely from the list of nominees or, in lieu of one or more such nominees, the name(s) of other Registered Members may be written in.

Section 5. In order for a ballot to be counted as valid:

- (a) The number marked cannot be greater than the total number of Directors to be elected.
- (b) The ballots must be received no later than 4PM on the day of the Annual Meeting.
- (c) The ballots must be accompanied by the Registered Member's information used to become a Registered Member of the Association.

Section 6. Ballots may be returned by mail, in person, or electronically. All methods to assure ballot integrity and security shall be clearly delineated on the ballot for every election.

Section 7. The Election Committee shall be responsible for the receipt, handling, counting, and validity of the ballots. The Election Committee shall be responsible for reporting the election results to the Board of Directors for their approval.

Section 8. The Election is decided by plurality. Candidates receiving the most votes shall be awarded the open seats available. If there are vacancies to fill in addition to the regular seats up for election, those receiving the most votes shall be awarded the longer terms with the following exceptions: 1) a person winning a 3-year seat, but with only one or two years of eligibility remaining may be awarded a shorter-term vacancy seat; 2) an elected candidate may request a shorter-term vacancy. The board shall decide the allocation for seats for the 2 exceptions above and vote to approve the results.

Section 9. In the event of a tie for the last open seat(s) a form of instant tiebreak will be applied during the same Meeting of the election. Candidates are encouraged to attend the Meeting in case of a tie. For two candidates being tied, a simple coin toss will be applied. If neither candidate is present at the Meeting, the President shall arbitrarily assign heads or tails to the respective candidates. In the event of more than two candidates being tied, the board shall decide the form of instant tiebreak, for example: a coin toss or drawing of lots.

Section 10. After approval of election results by the Board, the Secretary shall retain the ballots for 5 days, pending a recount request or challenge to the election procedures. After 5 days and no challenges, the Secretary shall dispose of the ballots. All challenges must be registered with the President within the 5-day challenge period. Only persons that participated in the election (registered and voted) or felt that they were unfairly prevented from participating in the election, may file a challenge. In the event of an election dispute or challenge, a Special Meeting of the Board shall be noticed and scheduled as soon as feasible to resolve the issue in a timely manner. This meeting is open to the public and candidates. The decision of the Board is final.

ARTICLE VII. DUTIES OF BOARD OF DIRECTORS

Section 1. The Board shall work cooperatively with, as appropriate, Parks & Recreation, the Planning Department, the City Mayor, our City Councilmember, and any other Departments or community organizations deemed necessary to safeguard the best interests of the Community, including, but not limited to, the improvement of our Parks, the formation of long-range community goals, and the updating of community documents including the La Jolla Shores Planned District Ordinance. Representatives of the Board of Directors, who are appointed by the President, shall meet with the appropriate City representatives when necessary to facilitate these goals.

Section 2. It shall be the duty of the Board to continually seek community-wide understanding of issues that affect the district and encourage community participation in the process. The Board shall give due consideration to all responsible community views insofar as these are deemed to be in the best long-range interest of the community at large.

Section 3. It shall be the responsibility of each Director to attend all Board meetings.

Section 4. It is the responsibility of the Board to strive for consensus among its members. Lacking a consensus, the majority position of Directors present at a duly called meeting, in which a quorum is present, shall be considered the official position of the Association.

Section 5. It shall be the duty of the Board to provide our City Councilmember with a current roster of Directors and to submit in March of each year a written summary of accomplishments for the past year and anticipated objectives for the coming year (see Article VIII, Section 5(f)).

Section 6. In preparation for vacancies on the La Jolla Shores Planned District Advisory Board (LJSPDAB), the officers of the Board of Directors shall select a candidate (or candidates if multiple vacancies) for submission to the Association Board at a Regular Meeting at least one month prior to the date of vacancy. With the Board's consent, this recommendation shall then be submitted to our District Councilmember.

Section 7. Special meetings of the Board may be called as provided in Article IV, Section 4 (a) - (b).

ARTICLE VIII. ASSOCIATION OFFICERS

Section 1. The officers of the Board of Directors shall be elected from and by the members of the Board of Directors. There shall be five officers: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary. The President shall appoint a Nominating Committee of three (3) Directors at the March Annual Meeting. A quorum for a Nominating Committee meeting shall be all three members. The Nominating Committee shall submit a list of nominees for Officers to the Board at the regular meeting following the Annual Meeting, and decisions shall be made by majority vote of the Board at that same meeting. Officers shall serve a term of one (1) year and take office immediately upon election.

Section 2. Any officer who resigns or is otherwise unable to continue serving in such capacity on the Board of Directors, or for whatever other cause, may be replaced by Special Vote of the Board of Directors at the next Regular or Special Meeting of the Board, to serve out the unexpired term of the departing officer.

Section 3. The President shall:

- (a) Act as the official spokesperson for the La Jolla Shores Association;
- (b) Preside at all La Jolla Shores Association meetings;
- (c) Appoint Chairs and Members of Committees (see Article IX, Sections 1, 4, and 5) and liaisons as deemed necessary;
- (d) Be an ex-officio member of all Committees except the Nominating Committees;
- (e) Convene a meeting of the Officers as the Executive Committee as deemed necessary and give notice to the Board of Directors;
- (f) Set the agenda for each meeting.

Section 4. The 1st Vice-President shall:

- (a) Assist the President in the duties of the office of President and, in the event of the absence or inability of the President to serve in that office, become Acting President of the Association with all the rights, privileges, and powers as though duly elected President.
- (b) Maintain a record of all Association business.

Section 5. The 2nd Vice President shall:

- (a) Act as the Membership Chair for the Association;
- (b) Preside at Association meetings in the event of the absence of the President and 1st Vice-President;
- (c) Be responsible for Association correspondence;
- (d) Maintain the current forms of the Registered Members of the Association;
- (e) Maintain the current list of the addresses within the La Jolla Shores Planned District Ordinance (see Exhibit A);
- (f) Provide our City Councilmember with a current roster of Directors and submit in March of each year a written summary of accomplishments for the past year and anticipated objectives for the coming year. (See Article VII, Section 5.)

Section 6. The Treasurer shall:

- (a) Keep accurate and correct accounts of the properties and business transactions of the Board of Directors, including accounts of its liabilities, receipts and disbursements. The books of accounts shall be open at all times for inspection by any member of the Board of Directors;
- (b) Deposit all monies and other valuables in the name and to the credit of the Association with such depositaries as may be designated by the Directors. The Treasurer shall disburse the funds of the Association as authorized by the Board of Directors;
- (c) Be responsible for the filing of all tax forms, non-profit registration renewals, P.O. Box fees, website and domain name registrations, and any other such duties included in, but not limited to, those listed in Exhibit B attached hereto.

Section 7. The Secretary shall:

- (a) Keep a record of all proceedings ("the minutes") of all meetings of the Association and provide a report of the preceding meeting at each meeting;
- (b) Maintain an attendance record of the Board of Directors at each meeting and include these in the minutes;
- (c) Maintain the current lists of the Board of Directors and all Registered Members of the Association;

- (d) Maintain an attendance record of all Registered Members;
- (e) Be responsible for ballots in the Board of Directors election. (See Article VI, Section 8);
- (f) Send notices of all regular and special Association meetings in the manner referred to in Article IV, Sections 2, 3, and 4.

ARTICLE IX. COMMITTEES

Section 1. The President, with the consent of the Board of Directors, shall appoint such Committees and Committee Chairs as are necessary to accomplish the purposes of the Association, to serve for such periods of time as are deemed necessary. Committee Chairs must be Members of the Association but need not be Board Members or Registered Members. Committee Members are not required to be Association Members or Registered Members to be eligible for membership on a committee.

Section 2. All Committee Chairs will be directly responsible to the Board and shall make periodic reports to the Board.

Section 3. The Board of Directors may remove any Committee Chair from office by majority vote.

Section 4. The President, with the consent of the Board of Directors, shall annually, and as vacancies arise, appoint members to the La Jolla Shores Permit Review Committee (LJSPRC), which is a joint committee of the Association and the La Jolla Community Planning Association (LJCPA). The committee is currently made up of 5 members appointed by the Association and 3 members appointed by the LJCPA. These appointments are for a term of 1 year commencing on June 1. Any attendance requirements are applicable to that 1-year term (from June 1 - May 31) and shall not be cumulative. One of the members appointed by the Association shall report LJSPRC meeting activities to the board at the Regular Association Meetings.

Section 5. The President, with the consent of the Board of Directors, shall annually, and as vacancies arise, appoint members to the La Jolla Traffic & Transportation Committee (LJT&T). This committee is a joint committee of five La Jolla community groups: La Jolla Shores Association (LJSA), La Jolla Community Planning Association (LJCPA), La Jolla Village Merchants Association (LJVMA), La Jolla Town Council (LJTC), Bird Rock Community Council (BRCC). Each community group appoints two (2) persons, for a total of 10 members. One of the members appointed by the Association shall report LJT&T meeting activities to the Board at the Regular Association Meetings.

ARTICLE X. GENERAL POLICIES

Section 1. No dues or fees shall be required as a condition of membership in the Association. However, the Association may accept financial donations or contributions for the purposes of furthering the efforts of the Association to promote understanding and to implement the goals set forth in Article II, Section 1.

Section 2. Except with respect to altering the basic requirements of these Bylaws, the Board may establish such additional policies as it deems desirable.

ARTICLE XI. AMENDMENTS

These Bylaws may be amended, repealed or new provisions may be adopted by a majority vote of the Board of Directors, provided notices of proposed changes in the Bylaws have been sent to the Board members at least two weeks prior to the Meeting.


ARTICLE XII. RULES

Robert's Rules of Order shall govern the business of the organization, except where they are inconsistent with these Bylaws. The Association shall comply with the provisions of the Ralph M. Brown act in conducting its business.

ARTICLE XIII. DATE OF ADOPTION

These Bylaws were adopted on March 24, 1971, and amended:

October 3, 1973,
October 1, 1975,
May 4, 1977,
June 3, 1992,
October 13, 2004
May 11, 2011
October 14, 2015
November 13, 2019
And August 17, 2021


Signature of President

8/17/21
Date Signed

Attachments:

Exhibit A – Map of the La Jolla Shores Planned District

Exhibit B – Deadlines and Due dates for the Association

Exhibit B – Deadlines and Due dates for the Association:

January -	Tax Returns to IRS and FTB (due annually)
March -	USPS rent for P.O. Box 64 (due March 30th - can be paid annually or semi-annually) \$1,000,000 Directors & Officers Insurance (due annually by March 29th) State of California Non-profit Status Form & Fee (due March 22nd every 2 years - starting 3/22/20)
June -	Website address renewal with Word Press (due annually by June 15th)