

**STANDING RULES
Of The Pacific Beach Town Council, Inc.**

1 Relating to Article IV, Section A

Amount of Dues

Single residential member \$25.00; Family, Service Clubs, Churches \$30.00; Business and Professional \$50.00.

2 Relating to Article V, Section A

Time and Place of Regular Meetings of the General Membership

Regular meetings of the General Membership shall be held at 6:30 p.m. on the third Wednesday of each month, except December, at the PB Woman's Club.

3 Relating to Article VI, Section G

Time and Place of Regular Meetings of the Board of Directors

Regular Meetings of the Board of Directors shall be held at 6:00 pm on the first Wednesday of each month at the Pacific Beach Recreation Center.

4 **Rules of Debate for Board Meetings**

1. No significant discussion will be permitted until there is a motion on the floor (i.e. it must be moved, seconded, and the exact wording written so that all know what action the motion proposes).

2. Discussion on each motion shall be limited to 10 minutes with each person being allowed only two opportunities of 2 minutes each (maximum) to speak.

3. The presiding officer shall refrain from taking part in the discussion or giving an opinion on the motion. The presiding officer or secretary will clearly read the entire motion, so that all can hear, at the beginning of the discussion, and again before any vote is taken.

4. The results of the vote shall be clearly stated for all to hear when the count is complete.

5. There shall be no side discussions. The presiding officer shall immediately stop all business until such side discussions cease.

5 **Committee Spending**

All committees that will be spending Town Council funds in excess of \$500.00 (five hundred dollars) must present a proposed budget ninety (90) days prior to the event for Board approval, and must file a financial report within thirty (30) days after the event.

6 **Special Committees May Include But Not Be Limited To:**

Safe & Beautiful Committee
Communications Committee
Membership Committee
Recognition Committee
Volunteer Coordination Committee.
Dineout Event Committee

Sundowner Event Committee
Wine Tasting Event Committee
PAESAN Event Committee
PB Day at the Fair Committee
Fishing Derby

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7 Relating to Article VIII, Section B, Number 2: Retention of Ballots

Ballots

All cancelled or returned ballots shall be retained for a period of 180 days following the election in which they were used.

8 **Installation**

Installation of officers and directors shall be held in January.

9 **Planning Meeting**

An annual planning meeting of the Board shall be held prior to the February General meeting.

10 **Annual Budget**

The Treasurer shall prepare an annual budget with input from Committee Chairs. The annual budget will be presented to the Board for consideration and approval at the February Board Meeting.

11 **Logo**

The Pacific Beach Town Council logo may only be used for Board approved Town Council sponsored events or with the written authorization of the Board of Directors.

12 **Political Election of Board Member**

If an Officer or Director runs for an elected political office he/she may be asked to take a leave of absence from the Board of Directors.

13 Relating to Article VI, Section F

Attendance of Board Members

Board members will be contacted by Administrative Assistant/President after missing two consecutive board meetings to be reminded that the next missed meeting will be third consecutive and be deemed a resignation from the board.

Board members will be contacted by Administrative Assistant/President after missing four board meetings within a 12 month period to be reminded that the next missed meeting will be fifth and be deemed a resignation from the board.

14 Relating to Article VIII, Section B, Number 2:

Nominating Committee and Elections Committee

At the August meeting of the Board, the Board shall appoint a Nominating Committee. The report of the Nominating Committee shall be returned at the October general membership meeting. Additional nominations from the floor may be made at the October general meeting. For any position for which there is a contest, a mail vote is required. The ballot shall contain the names of each nominee with a brief resume, and shall be mailed before October 31 of each year to each member in good standing, to be returned no later than November 10 of the same year. Tallying of votes and results announcement of the election will be made at the November general membership meeting.

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15 Donations, by check

Any donation to the PBTC in the form of a check, cashiers check or money order must be made payable to the PBTC. This donation is to be brought to the Town Council Office within 72 hours of receiving said donation.

16 Donations, cash

All cash donations to the PBTC must be brought to the Pacific Beach Town Council office within 72 hours of receiving cash. A receipt will be given by the Office Manager.

17 Honorary Mayor

The Honorary Mayor is a person or persons who have performed outstanding service to the community of Pacific Beach. The honorary office of mayor is for a one year term. The Board of Directors of the Pacific Beach Town Council (BOD) will select the Honorary Mayor from a list of candidates. This list of candidates will be developed from nominations solicited from Pacific Beach community organizations, the former Honorary Mayors and the current BOD. The BOD may poll the membership by sending out a mail in ballot. The award will be given at an appropriate ceremony.

Amended: November 1, 2006, December 5, 2007, June 4, 2008, May 4, 2011, November 2, 2011