

## GUIDELINES FOR THE LAND USE & PLANNING COMMITTEE (LUPC) OF THE WESTSIDE REGIONAL ALLIANCE OF COUNCILS (WRAC)

1. The Land Use & Planning Committee (LUPC) of the Westside Regional Alliance of Councils (WRAC) is a standing committee whose purpose shall be to serve as a forum for the discussion and review of major land use and planning matters that are of a "regional" interest or concern, as defined in paragraphs 4 and 5 below.
2. The LUPC generally shall meet on the second Monday of each month, from 6:30 p.m. to 8:00 p.m.
3. Each WRAC-member Council may designate one (1) Representative and one (1) Alternate member to serve on the LUPC, however only one (1) vote may be cast by each Council for each agenda item. All Representatives and Alternates present at a meeting shall be permitted to participate in the discussion of every agenda item considered by the LUPC.
4. A "regional" land use or planning matter shall be defined as a City, County, State, or Federal proposal, statute, amendment, bill, code, ordinance, rule, policy, public infrastructure project, transportation project, or other matter that directly or indirectly may have a significant impact on land use, planning, traffic, or other environmental concern in (2) or more WRAC-member Council areas.
5. Specific private development "projects" may be discussed by the LUPC only if the specific private development "project" meets the definition of a "regional" land use or planning matter, or has one or more "regional" policy implications that directly or indirectly may have a significant impact on land use, planning, traffic, or other environmental concern in two (2) or more WRAC-member Council areas. In such case, discussion of a private development "project" shall be limited to the "regional" land use or planning matters, and/or "regional" policy implications of that specific private development "project."
6. If a question arises as to whether a matter meets the definition of a "regional" land use or planning matter, or in the case of a specific private development "project," whether a "regional" policy is implicated, the issue may be placed on an agenda for the LUPC to receive a brief summary from the proposing Representative, Alternate, or member of the

public on the issues arising from the matter or specific private development "project," not to exceed ten (10) minutes, or more at the discretion of the Chair. If the WRAC-member Council where the specific private development "project" is located (the "local Council") is not the proponent, then a representative of the local Council shall be given equal time to remark on the issues. Due consideration shall be given to the views of the local Council if that Council has taken a position on the project. After discussion, a vote by the LUPC Representatives and any voting Alternates shall be taken as to whether or not the matter or specific private development "project" shall be further considered by the LUPC. In the event of an affirmative majority vote by the LUPC voting members, the matter shall be placed on the next LUPC agenda for the LUPC members to evaluate the matter or "regional" policy implications of a specific private development "project," for possible recommendation of a motion for consideration by the full WRAC Board.

7. Members of the public are welcome to attend, observe, and listen to all meetings and discussions of the LUPC, and shall have the right to provide Public Comment on any agenda item, as well as General Public Comment, subject to all of the rules contained in the WRAC Bylaws, Roberts Rules of Order, and these LUPC Guidelines.
8. Public Comment on each agenda item shall be permitted. Public commenters must first raise their hand to indicate they wish to speak, and shall wait to be recognized by the Chair. Each public commenter must provide their full name, affiliation, if any (i.e., Neighborhood or Community Council, other organization, or professional affiliation), and shall disclose whether or not they are a paid consultant on the matter under discussion. If a person is paid to attend, monitor, or speak at a LUPC meeting on any topic on the agenda, they must also disclose their client's full name(s) and address(es). Public comment shall be limited to two (2) minutes per commenter per agenda item. However, the Chair shall have the discretion to adjust the amount of time allotted for each public commenter, depending on the length of the agenda and the number of public commenters desiring to speak on each agenda item.
9. Comments by LUPC Representatives and Alternates shall follow public comment on each agenda item. Representatives and Alternates shall first raise their hand to indicate that they wish to speak, must wait to be recognized by the Chair, and shall refrain from interrupting another Representative, Alternate, or other speaker who has already been recognized by the Chair.
10. The LUPC adheres to the Guidelines for Conduct contained in the WRAC Bylaws (Art. III, Sec. 2), which require, in part, that all LUPC Representatives and Alternates shall conduct all LUPC business in a professional and ethical manner, give respect to the views of all in

attendance, and shall strictly follow the WRAC Guidelines for Conduct and these LUPC Guidelines. These same Guidelines for Conduct shall be applied to all members of the public who attend or participate in a meeting of the LUPC.

11. While the WRAC is a private non-profit unincorporated association, and not subject to the Brown Act, the LUPC shall operate with full transparency in all of its meetings, discussions, and votes, in accordance with the WRAC Bylaws and these LUPC Guidelines. To ensure such full transparency, all LUPC Representatives, Alternates, and members of the public who attend a LUPC meeting shall provide their full name and affiliation at the beginning of the meeting. If a person is paid to attend, monitor, or speak at a LUPC meeting on any topic on the agenda, or any matter under discussion, they must also disclose their client's full name(s) and address(es). All persons who join a LUPC meeting after the meeting has been called to Order by the Chair shall provide all of this information upon request by the Chair, any Representative, or Alternate. Anonymous attendance, monitoring, or participation in any LUPC meeting shall not be permitted, whether the meeting is conducted in person or on a virtual meeting platform.
  
12. During the Round Table portion of the agenda, any Representative, Alternate, or member of the public may raise their hand to ask to be recognized by the Chair. Upon the Chair's recognition, they shall have two (2) minutes to address the LUPC on any regional land use or planning issue, or regional policy implications of a specific private development "project" within the subject matter jurisdiction of the LUPC. Any member of the public who speaks during this portion of the meeting shall be required to provide the LUPC with their full name and affiliation, and must disclose whether or not they are a paid consultant on any topic under discussion. If a person is paid to attend, monitor, or speak at a LUPC meeting on any topic on the agenda, or any matter under discussion, they must also disclose their client's full name(s) and address(es).
  
13. In accordance with Roberts Rules of Order, any Representative or Alternate may call for a Point of Order if they believe the discussion violates the WRAC Bylaws, Guidelines for Conduct, or these LUPC Guidelines.

*Adopted by the LUPC on March 7, 2021.*

*Guideline #2 amended and adopted by LUPC on April 11, 2022.*