

# La Jolla Village Merchants Association

Accountability and Compliance Plan – Public Comments Welcome on all activities included in this process.

Submitted to City of San Diego May 25, 2021

Amended June 7, 2021, June 8, 2021, June 23, 2021 (with City Notes)

<b>Accountability and Performance</b>	Complete Monthly BID Activity Reports.
	Adopt and ratify a Strategic Plan Annually.
	Review Annual Strategic Plan Mid-year.
	Submit and Ratify Annual Report including general statement of performance of both the BOD and LVMA Staff. Public comments welcome. Agenda will specify that public comments are invited related to both the performance of the organization and the Executive Director. This will happen prior to annual staff performance review.
	<p>Prior to taking official seat on the BOD, all board members will be required to complete and sign:</p> <ul style="list-style-type: none"> <li>• Conflict of Interest Statement (attached)</li> <li>• Anti-harassment and inclusion workplace policy</li> <li>• Swearing in statement (includes commitment to anti-harassment, equity and inclusion)</li> <li>• Agreement to adhere to bylaws.</li> </ul> <p><b>Board members will have 60 days to complete:</b></p> <ul style="list-style-type: none"> <li>• <b>Anti-harassment training. Link to training <a href="#">HERE</a>.</b></li> </ul>
	Conflict of Interest Reporting – As per City of San Diego BID Management Contract, any conflict-of-interest concerns, real or apparent, will be reported to City EDD staff via email immediately following issue of note.
<b>Diversity and Inclusion</b>	Follow guidance of Diversity Task Force established July 2020
	Adopt and Post Diversity Initiatives on Website and Via SlideShare for Easy Access
	Annually Review Update Diversity Initiatives Against Real Outcomes
	Require All Incoming Board Members to Pledge Commitment to Diversity as part of Swearing In Statement.
<b>Anti-Harassment Training</b>	Comply with California Employee and Supervisor Anti-Harassment Training using online or live training for all employees and board members. Ask all board members to complete online training within 60 days of plan acceptance or within 60 days of their Appointment to the BOD. <a href="https://www.dfeh.ca.gov/shpt/">https://www.dfeh.ca.gov/shpt/</a>
<b>By Laws Review</b>	Appoint bylaws review committee annually made up of members of the LJ Board of Directors under the independent guidance of Certified Public Accountant or other SME (human resources, legal, nonprofit management consultant, etc.)
	<p>Conduct by laws review annually to ensure good governance and organizational excellence.</p> <p>Review for:</p> <ul style="list-style-type: none"> <li>• Legal compliance with state and federal laws</li> <li>• Legal compliance of internal governance practices</li> <li>• Sound and democratic governance practices. <ul style="list-style-type: none"> <li>○ Minimizing barriers to participation</li> <li>○ Minimizing unintentional negative impacts on any particular population such as: <ul style="list-style-type: none"> <li>▪ Business owners for whom English is not their first language</li> <li>▪ Business owners who do not have access to digital devices</li> <li>▪ Businesses with owners of a particular religious or ethnic background</li> </ul> </li> </ul> </li> <li>• Ensure voting mechanisms and board membership represents the diversity of assessment payers.</li> <li>• Move certain provision to separate policy documents.</li> <li>• Educate the board about its responsibilities.</li> <li>• Guide the board in meeting is responsibilities.</li> </ul>
	Ensure by laws are reviewed annually during required independent audit by CPA.
	As deemed necessary, revise bylaws to reflect edits, additions, and changes.
	File Revisions (if any) with appropriate agencies (Federal, State, etc.).