

**SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

BY LAWS



Revised copy
January 2014

RULES OF OPERATION

(Revised January 2014)

| Part I. | RULES OF GENERAL ORGANIZATION | page |
|-----------------|--|-------------|
| RULES | 1. Adoption of Rules of Order | 1 |
| | 2. Suspension of Rules of Order | 1 |
| | 3. Amendment to Rules of Order | 1 |
| Part II. | RULES OF PROCEDURE | |
| RULES | 4. Quorum | 1 |
| | 5. Vote Required | 2 |
| | 6. Organization and Election of Officers | 2 |
| | 7. Executive Director | 2 |
| | 5. Regular Meetings of the Commission | 2 |
| | 6. Temporary Meeting Place -- Emergency | 2 |
| | 7. Special Meeting of the Commission | 2 |
| | 8. Open and Public Meetings | 3 |
| | 9. Adjournment Meetings | 3 |
| | 13. Attendance at Meetings | 3 |
| | 14. Powers and Duties of the Chairperson | 4 |
| | 15. Call to Order and Roll Call | 4 |
| | 16. Order of Business | 4 |
| | 17. Items Heard Out of Order | 5 |
| | 18. Calendared Matters to be Postponed | 5 |
| | 19. Rules of Debate | 5 |

| | |
|-----------------------------|---|
| 20. Privilege of the Floor | 5 |
| 21. Minutes of Proceedings | 5 |
| 22. Voting | 6 |
| 23. Parliamentary Authority | 6 |

**SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RULES OF ORDER

Part I. RULES OF GENERAL ORGANIZATION

Rule 1: ADOPTION OF RULES OF ORDER

The adoption of the Rules of Order shall be by motion and shall require an affirmative-recorded vote of a majority of the members of the Commission.
When adopted, such Rules of Order shall remain in effect, unless suspended or amended as provided herein.

Rule 2: SUSPENSION OF THE RULES OF ORDER

Except as required by the charter, ordinances, resolutions of the Board of Supervisors or other provisions of law, any of these Rules of Order may be suspended by the affirmative vote of the majority of the members of the Commission, provided that such suspension is entered upon the minutes of the Commission.
Action on a motion to suspend the rules shall be preceded by debate and 10 days public notice (Charter Section 4.104(1)).

Rule 3: AMENDMENTS TO RULES OF ORDER

An amendment of the Rules of Order may be adopted by the affirmative vote of a majority of the members of the Commission. When proposing the adoption, amendment or repeal of any rule of regulation, the Commission shall conduct public hearings prior to the adoption, amendment or repeal of said rule. Said hearing shall be conducted only after the proposed rule, regulation, amendment or repeal has been calendared for the Commission hearing for at least ten (10) days. (Charter Section 4.104(1)).

Part II. RULES OF PROCEDURE

Rule 4: QUORUM

A quorum for the transaction of official business shall consist of a majority of all members of the Commission, i.e., four (4) members thereof. (Charter Section 4.104(3)).

Rule 5: VOTE REQUIRED

An affirmative vote of at least four (4) members of the Commission shall be required for the passage of any resolution or any other motion. (Charter Section 4.104(3)). When a question is put to a vote at a meeting of the Commission, each member present shall be required to vote for or against it, unless he is excused from voting by a motion adopted by a majority of the members present. (Charter Section 4.104(3)).

Rule 6: ORGANIZATION AND ELECTION OF OFFICERS

At the first regular meeting of the Commission after the 8th day of December, 1988, the members of the Commission shall elect from among their number a Chairperson and a vice-Chairperson of the Commission. Each shall serve for a term (2) years and shall not serve more than two (2) consecutive terms.

Rule 7: EXECUTIVE DIRECTOR

The Commission shall appoint an Executive Director who shall serve at the pleasure of the Commission. The Executive Director shall possess the qualifications and experience essential to the administration of the Southeast Community Facility. The Executive Director shall be responsible for the enforcement of rules and regulations of the Commission and shall manage the daily activities of the Southeast Community Facility not undertaken by lessees (San Francisco Administrative Code, Section 54.2(h)).

Rule 8: REGULAR MEETINGS OF THE COMMISSION

The Commission shall hold a regular meeting at the Southeast Community Facility Building at [6:00 p.m.] on the second and fourth Wednesday of each month, unless it is a holiday, in which case Commission shall schedule an alternate meeting day.

Rule 9: TEMPORARY MEETING PLACE—EMERGENCY

In case of emergency, the Commission, by resolution, shall designate some other appropriate place as its temporary meeting place.

Rule 10: SPECIAL MEETINGS OF THE COMMISSION

Special meetings of the Commission may be called at any time by the Chairperson or by a majority of the members of the Commission by delivering personally or by mail written notice to each member of the Commission and to each local newspaper of general circulation, radio or television station requesting notice in writing.

Such notices may be delivered personally or by mail and shall be received at least 72 hours before the time of such meeting as specified in the notice.

The call and notice shall specify the time and place of the special meetings and the business to be transacted. No other business shall be considered at such meeting by the Commission.

Each special meeting shall be held at the regular meeting place of the Commission, except that in case of emergency, the Commission by written resolution may designate some other appropriate place as its temporary meeting place; San Francisco Administrative Code Section 67.6, Government Code Section 54956).

Rule 11: OPEN AND PUBLIC MEETINGS

All meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting of the Commission or any committee created by the Commission. (Government Code Section 54953 and Charter Section 4.104(2). The Commission may, with appropriate notice, meet in executive session to consider and act upon matters which may be considered in executive session in accordance with Charter Section 4.104(2) and the Ralph M. Brown Act (Government Code Section 54950 et seq.) and San Francisco Administrative Code, Chapter 67. Any decision made in the executive session shall be recorded and announced at the next meeting of the Commission.

Rule 12: ADJOURNMENT MEETINGS

The Commission may adjourn a meeting to a time and place specified in the order of adjournment.

Rule 13: ATTENDANCE AT MEETINGS

In Addition, and WHEREAS, San Francisco Administrative Code, Section 4.104(1) requires that a City Commission, Board act by affirmative vote of a majority of all the members of the body, except where otherwise provided in the Charter; and

WHEREAS, Section 4.104 further states that a board or commission, by its rules and regulations, may provide that the body may act on procedural matters by an affirmative vote of majority of the members present, so long as the members present constitute a quorum; **now therefore be it**

RESOLVED, That section number 13 of the Southeast Community Facility Commission Rules of Order be amended to reads as follows:

“Unless excused, all members of the Southeast Community Facility Commission shall be in attendance at the hour appointed for each regular, special or recessed meeting of the Southeast Community Facility Commission. No member shall leave the Commission meeting while in session without permission of the presiding officer.

FURTHERMORE: At least 72 hours prior notification of absence from the SECF Commission meeting constitutes an excused absence. If a SECF Commissioner misses a meeting without contacting the President or the Executive Director in advance or when a commissioner has missed three or more SECF Commission meetings in a calendar year, whether the absence is excused for any reason other than illness or is unexcused, the SECF Commission Secretary shall contact the Mayor’s commission liaison so they may contact the commissioner.

Moreover, the Commission Secretary shall submit an annual report to the Mayor’s office at the end of each fiscal year detailing “commission attendance.”

Rule 14: POWERS AND DUTIES OF THE CHAIRPERSON

The Chairperson shall preside at all meetings of the Commission, shall preserve order and decorum, shall decide all questions of order and shall appoint committees of the Commission, when necessary. The Chairperson shall have the right to participate in the proceedings of the Commission, including the right to make and second any resolution or other motions, and he or she shall rule on points of order. The Chairperson shall designate Commission representatives authorized to attend meetings and conventions of other organizations, and to represent the Commission at other functions.

[In the absence of the Chairperson, the Vice Chairperson shall preside.]

Rule 15: CALL TO ORDER AND ROLL CALL

The Chairperson shall call each meeting to order at the appointed hour. Immediately after the call to order, the roll of the members of the Commission shall be called. The Minutes shall contain the names of those members present at the first roll call, the names and time of appearance of those members who arrive subsequent to the first roll call, and the names of absent members.

Rule: 16: ORDER OF BUSINESS

The order of business shall be as follows:

- 1.0 Call to Order And Consent Calendar
- 1.1 Call to Order and Announcement
- 1.2 Roll Call
- 1.3 Consent Calendar
- 1.3 (a) Approval of Minutes / Proposed Action
- 2.0 Public Comment
- 3.0 Communications
- 4.0. Report of the Executive Director
- 5.0. Calendar Matters
- 6.0. Old & Ongoing Business
- 7.0. Introduction of New Business by Commissioners

8.0. Public Comment

9.0. Announcements

10.0. Adjournment

Rule 17: ITEMS HEARD OUT OF ORDER

A request that a calendared item be heard out of order shall be presented at the start of the meeting to the Chairperson stating the reason for the request. The Chairperson shall decide if the request will be granted.

Rule 18: CALENDARED MATTERS TO BE POSTPONED

All calendared matters to be postponed shall be announced at the start of the meeting.

Rule 19: RULES OF DEBATE

When a member desires to address the Commission, he or she shall seek recognition by addressing the Chairperson, and when recognized, he or she shall proceed to speak to the question to the question before the Commission. No discussion shall take place until a resolution or other motion has been moved and seconded.

Rule 20: PRIVILEGE OF FLOOR

(a) Officers of the City and County of San Francisco or their duly authorized representatives shall have the privilege of addressing the Commission.

(b) The Commission staff shall have available at all meetings of this Commission cards to be filled out by members of the public who wish to address the Commission on items that are not set for a public hearing. Said cards shall provide spaces for: a) the date; b) the name of the person; c) the organization, if any, the person is representing; d) address; e) phone number; f) the subject matter to be addressed; and g) the number of the agenda item if the subject to be addressed is covered by an agenda item at that meeting. Prior to and during any Commission meeting, Commission staff and other city staff in attendance shall make themselves available to such members of the public in securing cards and providing assistance in filling them out. The cards shall be given to the Commission staff, who shall notify the Chairperson at the time an agenda item is called that a person or persons have requested permission to address the Commission. In all cases, the Commission may set time limits or other conditions which shall govern each presentation.

Rule 21: MINUTES OF PROCEEDINGS

Commission staff shall record the proceedings of each meeting in the Minutes of the Commission, and a copy thereof for each meeting shall be forwarded promptly to the Mayor. (Charter Section 3.500(I)).

Rule 22: VOTING

The vote on all resolutions shall be by ayes and noes (Charter Section 4.104(3)). The vote by ayes and nays on all resolutions, on approval of the Minutes and on all other questions, shall be recorded in the Minutes. A roll call shall not be interrupted, but a member may, prior to the calling of the roll, explain his vote, or file in writing an explanation thereof after the result of the roll call has been announced and recorded.

Rule 23: PARLIAMENTARY AUTHORITY

On any question or point of order not contained in these Rules of Order, the Commission shall be governed in its parliamentary actions by Robert's Rules of Order (Revised).

The Southeast Community Facility, Rule 8: REGULAR MEETINGS OF THE COMMISSION, was revised and adopted by a majority of the members present at its regular meeting of January 9, 2014.

Amended: May 24, 2000

Amended: November 10, 2004

Amended: November 20, 2006

Amended: January 9, 2014