

UTILITY UNDERGROUNDING TASK FORCE

BY-LAWS

Article I—Name and Purpose

Section 1. Name

The name of this Task Force shall be the Utility Undergrounding Task Force.

Section 2. Purpose

The Utility Undergrounding Task Force was established by San Francisco Board of Supervisors Resolution 706-04. The Task Force shall provide the City with input on: (1) improving procedures for legislating underground utility districts; (2) determining the best method for allocating the resources that are available for utility undergrounding; (3) seeking ways to increase the resources available for utility undergrounding; (4) studying ways to reduce the cost of utility undergrounding; (5) coordination of utility undergrounding with other streetscape projects, utility projects or any other project where undergrounding could simultaneously be undertaken; (6) consideration of alternative methods such as the creation of parking benefit districts or community benefit districts; and (7) any other matters that the Utility Undergrounding Task Force shall deem appropriate.

Article II—Officers

Section 1. Officers

The Officers of this Task Force shall be a Chair and a Vice Chair.

Section 2. Terms of Office

The Officers shall hold offices for five months after a quorum has been appointed or, if the Board of Supervisors extends the life of the Task Force, until officers are again selected in accordance with Section 3.

Section 3. Election of Officers

The Officers shall be elected at the first meeting of the Task Force. If any Task Force office becomes vacant, that office shall be filled at the first meeting after the vacancy occurs.

Article III—Duties of Officers

Section 1. Duties of the Chair

The Chair shall preside at all meetings of the Task Force. The Chair, working with members of the Task Force and the staff, shall oversee the preparation and distribution of the agenda for the Task Force meetings and shall appoint all Committees and their Chairs and shall perform all other duties as prescribed by the Task Force or by the By-Laws which are necessary or incident to the office.

Section 2. Duties of the Vice Chair

In the event of the absence, or inability of the Chair to act, the Vice Chair shall preside at the meetings and perform the duties of the Chair. In the event of the absence of the Chair and the Vice Chair, the remaining Task Force members shall appoint one of the members to act temporarily as Chair.

Article IV—Meetings

Section 1. Regular Meetings

Regular meetings of the Task Force shall be held on the third Monday of the month from 4:00 p.m. to 6 p.m. at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 421, San Francisco, California.

Section 2. Special Meetings

The Chair or a majority of the members of the Task Force may call special meetings.

Section 3. Notice of Meetings

The agendas of all regular meetings and notices and agendas of all special meetings shall be posted at the meeting site, the San Francisco Main Library, Government Information Center and the office of the Task Force. Agendas and notices shall be mailed and e-mailed to each Task Force member and any person who files a written request for such notice with the Task Force.

Section 4. Cancellation of Meetings

The Chair may cancel a meeting if she or he is aware that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Task Force members. Notices of cancellation shall be posted at the meeting site, the San Francisco Main Library, Government Information Center, and the office of the Task Force. If time permits, notices of meeting cancellations shall be mailed to all members of

the public who have requested, in writing, to receive notices and agendas of Task Force meetings.

Section 5. Conduct of Meetings

(a) All Task Force meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67) and the Task Force's By-Laws. Except where state or local laws or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

(b) Cell phones and pagers shall be turned off during meetings of the Task Force. The Chair may issue a warning to any member of the public whose pager or cell phone disrupts the Task Force meeting. In the event of repeated disruption caused by pagers and cell phones, the Chair shall direct the offending member of the public to leave the meeting.

Section 6. Setting Agendas

The staff of the Task Force, at the direction of the Chair, shall prepare the agenda for meetings. The agenda for all regular meetings shall contain an item during which Task Force members may request items for the Task Force to consider at future meetings.

Section 7. Action at a Meeting; Quorum and Required Vote

The presence of a majority of the members (eleven members) of the Task Force shall constitute a quorum for all purposes. The affirmative vote of a majority of the members of the Task Force (eleven votes) shall be required for the approval of all substantive matters. Procedural motions require an affirmative vote of a majority of the members present. If a quorum is not present, no official action may be taken except roll call and adjournment.

Section 8. Voting and Abstention

Task Force members must be present to vote and participate. Teleconference participation is not permitted. Each member present at a Task Force meeting shall vote "Yes" or "No" when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present or the member has a conflict of interest that legally precludes participation in the discussion and vote. The Task Force shall take action on items on the agenda by roll call, voice vote or by show of hands.

Section 9. Public Comment

The Task Force and all committees of the Task Force shall hold meetings open to the public in full compliance with state and local laws. The Task Force encourages the participation of all interested persons. Members of the public may address the Task Force on any matter within the subject matter jurisdiction of the Task Force for up to three minutes during public comment. The Chair may limit the time permitted for public comment consistent with state and local laws.

Section 10. Public Testimony

The Task Force and all committees of the Task Force shall hold meetings open to the public in full compliance with state and local laws. The Task Force encourages the participation of all interested persons. Members of the public may comment on every item on the agenda prior to any action being taken by the Task Force. Each person wishing to speak on an item before the Task Force shall be permitted to speak once for up to three minutes.

Article V—Task Force Records

Section 1. Minutes

Minutes shall be taken at every regular and special Task Force meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance. Minutes shall be approved by the majority vote of the Task Force.

Section 2. Public Review File

The Task Force shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance. (*See*, San Francisco Administrative Code, Section 67.23.)

Section 3. Tape Recordings

The Task Force shall record on audio tape all regular and special meetings of the Task Force. The audio recordings shall be maintained in accordance with the San Francisco Sunshine Ordinance. (*See*, San Francisco Administrative Code, Section 67.14(b).)

Article VI—Committees

Section 1. Committees

Upon approval by a majority of the members of the Task Force, the Task Force may form committees to advise the Task Force on its on-going functions. The committees shall be composed of members of the Task Force. The Chair of the Task Force, working with the Task Force and the staff, shall name the Chairs of the Committees and its members. The Chair of the Task Force shall encourage Task Force members to participate on committees and shall ensure broad and diverse representation of Task Force members on all committees.

Article VII—Attendance

Members of the Task Force shall notify the staff of the Task Force if she or he is unable to attend a regular or special meeting of the Task Force.

Article VIII - Amendment of By-Laws

The By-Laws of the Task Force may be amended by a vote of a majority of the members of the Task Force after presentation of the proposed amendments as an agenda item at a meeting of the Task Force. The Task Force shall give ten days notice before considering any amendments to its by laws.