



City and County of San Francisco

# Shelter Monitoring Committee

## MEMORANDUM

**TO:** Members of the Committee  
**FROM:** Bernice Casey  
**DATE:** May 27, 2013  
**RE:** **Officer Elections**

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### Officer Descriptions

Please review the Officer Descriptions, the Policies & Procedures and the bylaws before the June 2014 Committee meeting, so you can have a clear understanding of what the positions will require. If you have questions about any of those documents, please call me.

### Voting

*Please note the Committee does not vote by secret ballots. All votes must be taken publicly. When determining whether an action is approved, the required number of votes needed is based on the total numbers of seats, rather than the numbers of seats currently filled, the number of members present or the number of members qualified to vote on the item.* Charter 2.108, 4.104(3), Govt. Code S 54953(c); Admin. Code 67.26, Charter 4.104.

The above is taken from the Good Government Guide. What this means for the Committee is seven Members will need to vote in order to pass an item. In the case of the election, once a person is nominated for a Officer position, Committee Members may only vote once of each Office position. If two people are nominated for the position of Chair and five people vote for Person A, the motion will not pass. If four people vote for Person B, the motion will not pass.

### Nominations

At the beginning of the item, I am suggesting that any Member who wishes to serve as an Officer indicate so and provide the Committee and the public the following information:

- Describe their seat and the requirements of the seat
- Provide the name of the agency who supported their appointment; the name of the agency they volunteer for; and/or work for
- An overview of their knowledge of the Good Government Guide, Sunshine, Robert's Rules of Order, the legislation that created the Committee and the Standards of Care, and the Committee's own internal policies and procedures
- Describe their experience in drafting and editing policy reports
- The number of Committee meetings they have attended
- How much time they can commit to the volunteer position, which requires a minimum of 15 hours a week

Please let me know if you have questions.