

**City and County of San Francisco  
BAYVIEW HUNTERS POINT  
CITIZENS ADVISORY COMMITTEE  
RULES AND REGULATIONS**

**I. Name and Membership**

The Bayview Hunters Point Citizens Advisory Committee (the “CAC”) provides policy advice to the City on planning and land use matters for Zone 2 and Survey Area C of the Bayview Hunters Point Redevelopment Project Area. San Francisco Administrative Code (“SF Admin. Code”) §5.71(a). The CAC consists of 12 members. The Supervisor of District 10, the Mayor and the City Administrator (the “appointing authorities”) each appoints four members. Of the four members appointed by each of the appointing authorities, three have the power to vote on committee actions (voting members), and one does not have the power to vote on committee actions (a non-voting member).

**II. Attendance**

If any member cannot attend a meeting of the CAC, the member shall notify the CAC staff assigned from the Office of the City Administrator no later than **72 hours in advance of the meeting about the absence. Any request for an excused absence must be submitted in writing to the CAC, c/o City Administrator staff, stating good cause. Any request for an excused absence shall be placed before the CAC at its next meeting for review and possible action.**

If a member is absent from more than three scheduled meetings of the CAC in a 12-month period, the chairperson shall notify the member’s appointing authority of the absences. The appointing authority may exercise its authority over the member, including, without limitation, removing the member from the CAC and appointing a new member to serve out the term of the member that is removed. SF Admin. Code §5.71(b)(7).

**III. Election of Officers and Terms of Office**

The CAC shall elect its first permanent Chair and Vice Chair as soon as practicable after the adoption of these by-laws. Thereafter, The CAC shall elect a permanent Chair and Vice Chair every year at a regularly scheduled or special meeting in January.)

The Chair or any two members may call a special meeting for the election of officers, if needed, or call for such an election at a regular CAC meeting.

**IV. Duties of Chair**

The Chair of the CAC shall have the following duties:

- A. To preside at all CAC meetings.
- B. To set the agenda for CAC meetings in consultation with other members and with the City Administrator or his or her designee (the “CAO”).

#### **V. Duties of the Vice Chair**

The Vice Chair of the CAC shall have the following duties:

- A. Assume the duties of the Chair in the absence of the Chair or when the Chair designates the Vice Chair to act in his or her place.
- B. In the absence of both the Chair and the Vice Chair, the remaining members of the Committee shall appoint one of their members to act temporarily as Chair.

#### **VI. Committee Meetings**

##### **A. Regular Meetings**

Regular Meetings of the CAC shall be open and public. **Regular Meetings shall be held once a month, every month.** All Regular Meetings of the CAC shall start at 6:00 p.m. at the Public Utility Commission’s South East Community Facility at 1800 Oakdale Ave. If a recommendation is made by the staff of the City Administrator, that a regular meeting be canceled or changed, the CAC or the Chair may cancel the regular meeting or fix another time thereof. Written notice of cancellation or of a change in a regular meeting time must be given at least seventy-two (72) hours before the scheduled time of such regular meeting.

##### **B. Special Meetings**

Special meetings of the CAC shall be open and public. Special meetings shall be held at such times as the CAC may determine, or may be called by the Chair at any time. Written notice of a special meeting must be given at least 72 hours before the scheduled time of such meeting. Special meetings shall be held at the regular meeting place except that the CAC may designate an alternate meeting place provided that the notice designating the alternate meeting place is issued at least 15 days prior to the date of the special meeting if the alternate meeting place is in a building other than the building housing the Public Utility Commission’s South East Community Facility. SF Admin Code §67.6(f).

##### **C. Public Testimony**

Members of the public shall be allowed to give testimony at CAC meetings on any item on the agenda. Except where the limit is waived by the Chair, public testimony shall be limited to up to three minutes per speaker. Where reasonable under the circumstances, the Chair may limit public testimony to less than three minutes per person. SF Admin Code §67.15(a).

##### **D. Public Comment**

At each meeting there shall be an opportunity for members of the public to directly address the CAC on items of interest to the public that are within the subject matter jurisdiction of the CAC. Except where the limit is waived by the Chair, public testimony shall be limited to three minutes

per speaker. Where reasonable under the circumstances, the Chair may limit public comment to less than three minutes per person.

#### **F. Minutes of Meetings**

The City Administrator's Office shall maintain written minutes of CAC meetings. Draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the date of the meeting.

#### **VII. Rules and Regulations**

The CAC shall conduct a public meeting prior to the adoption, amendment or repeal of any rule or regulation, with at least 10 days public notice of the proposed text.

#### **VIII. Quorum**

Five voting members shall constitute a quorum. The CAC shall approve matters by an affirmative vote of at least five voting members.

#### **IX. Compliance with Applicable City Charter, Public Meeting and Public Records Laws**

The CAC shall perform its duties in compliance with all applicable provisions of the San Francisco Charter, California's Ralph M. Brown Act (California Government Code §§54950 et seq.), and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67).

#### **X. Order of Business**

The order of business at any Regular Meeting shall be as follows:

- A. Call to Order/Roll Call
- B. Approval of Minutes [Action]
- C. Approval of By Law Changes [Action]
- D. Acknowledgement of Absences
- E. Report from the CAO
- F. Report/Update from Planning Department
- G. Referrals on Projects from Planning Department [Discussion and Action]
- H. Project Sponsor Presentations [Discussion and Possible Action]
- I. Informational Presentation [Discussion Only]
- J. Committee Members' Comments and Announcements
- K. Committee Members' Proposed Future Agenda Items [Discussion]
- L. Next Meeting Schedule [Discussion and Action]
- M. General Public Comment
- N. Adjournment