

# City and County of San Francisco



## CENTRAL MARKET & TENDERLOIN AREA CITIZEN'S ADVISORY COMMITTEE

### RULES AND REGULATIONS

#### I. Name and Membership

In accordance with the provisions of San Francisco's Business and Tax Regulations Code, Article 12-A, Section 906.3-1(d), there shall be a Central Market & Tenderloin Area Citizen's Advisory Committee ("Committee") composed of five members, appointed by the Board of Supervisors, as follows:

- Seat 1: a person who has expertise in job creation or workforce development, or a resident of the Central Market Street and Tenderloin Area or Adjacent Area
- Seat 2: a person who represents a community-based organization or provides direct services to the Central Market and Tenderloin Area or Adjacent Area, or a resident of the Central Market Street and Tenderloin Area or Adjacent Area
- Seat 3: a person with expertise on homelessness, transitional age youth, or supportive housing who is also familiar with the Central Market and Tenderloin Area or Adjacent Area, or a resident of the Central Market Street and Tenderloin Area or Adjacent Area (1 member)
- Seats 4 and 5: residents of the Central Market and Tenderloin Area or Adjacent Area who have expertise or life experience involving homelessness or affordable housing

#### II. Attendance

If any member cannot attend a meeting of the Committee, he or she should notify the Committee Staff from the Office of the City Administrator (the "CAO") 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 Committee, c/o CAO staff, stating good cause. Any request for an excused absence shall be placed before the Committee at its next meeting for review and possible action.

Any member who misses four meetings within a 12-month period, without the approval of the Committee shall be deemed to have resigned. (Business and Tax Regulations Code §906.3-1(g).)

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

The Committee shall elect a permanent Chair and Vice Chair every year at a Regularly Scheduled meeting in January. (Business and Tax Regulations Code §906.3-1(g).)

The election of officers may be held at a regular or special meeting of the Committee. 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 Committee meeting, provided the notice required by Section VI.A. or VI.B. is given.

### **IV. Duties of Chair**

The duties of the Chair are:

To preside at all Committee meetings; and,

To set the agenda for Committee meetings in consultation with other members and with the CAO or his or her designee.

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

The duties of the Vice Chair are to 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.

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 Committee shall be open and public. Regular Meetings shall be held on the 1<sup>st</sup> Thursday of January, March, May, July, September, October, November, and December, that is not a holiday.

All Regular Meetings of the Committee shall start at 5:45 p.m. at San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place.

If a recommendation is made by the CAO that a Regular Meeting be canceled or rescheduled, the Committee or the Chair may cancel or reschedule the Regular Meeting. Written notice of a cancellation should be given as soon as reasonably possible. If the Regular Meeting is to be rescheduled, written notice of the Rescheduled Meeting must be given at least seventy-two (72) hours in advance.

## **B. Special Meetings**

Special Meetings of the Committee shall be open and public. Special Meetings shall be held at such times as the Committee may determine, or may be called by the Chair at any time.

Written notice of a Special Meeting must be given at least seventy-two hours before the scheduled time of such Meeting. Special Meetings shall be held at the regular meeting place except that the Committee may designate an alternate meeting place provided that the notice designating the alternate meeting place is issued 15 days prior to the date of the Special Meeting.

## **C. Public Comment on Agenda Items**

Members of the public shall be allowed to publicly comment on each item on the agenda prior to or during the consideration of that item by the Committee. Except where the limit is waived by the Chair, public comment on each item shall be limited to up to three minutes per speaker. Where reasonable under the circumstances, the Chair may limit public comment to less than three minutes per person.

## **D. General Public Comment**

At each meeting there shall be an opportunity for members of the public to directly address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee but that do not appear on the agenda. Except where the limit is waived by the Chair, public comment 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.

## **E. Recording of the Meetings**

Regular or Special Meetings of the Committee shall be recorded. Such recordings shall be a public record and made available for inspection for at least thirty calendar days.

## **F. Minutes of Meetings**

The CAO shall maintain written minutes of Committee 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 Central Market & Tenderloin Citizen's Advisory Committee shall conduct a public meeting prior to the adoption, amendment, or repeal of any rule or regulation, with at least ten days public notice.

## **VIII. Quorum**

Three members shall constitute a quorum. The only official business that can be transacted in the absence of a quorum is to: (1) take measures to obtain a quorum; (2) fix the time to which to adjourn; (3) take a recess; or (4) adjourn.

## **IX. Rules of Order**

All meetings shall be conducted in accordance with Robert's Rules of Order, except as otherwise required by these Rules and Regulations or applicable state or local law.

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

The Committee 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). (Business and Tax Regulations Code §906.3-1(h).)

The Committee is subject to all applicable Conflict of Interest provisions of State and local law. (Business and Tax Regulations Code §906.3-1(h).)

## **XI. Voting**

Each member of the Committee present at the meeting must vote for or against a particular question put before them, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict that legally precludes participation in the vote.

Each member shall determine whether he or she has a conflict of interest that precludes participation in a vote and may consult with the City Attorney in making this determination.

## XII. Order of Business

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

- A. Roll Call
- B. Approval of Minutes
- C. Requests for Excused Absence
- D. CAO Report
- E. Review and Consideration of Regular Agenda
- F. Committee Members' Proposed Future Agenda Items
- G. Announcements
- H. General Public Comment
- I. Adjournment

These amendments to the Rules and Regulations were adopted by the Central Market & Tenderloin Area Citizen's Advisory Committee, on Thursday, November 1, 2018.



Caitlin Jacobson, Secretary  
Central Market & Tenderloin Area Citizen's Advisory Committee

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