

**By Laws**  
**Reentry Council**  
**City & County of San Francisco**  
(San Francisco Administrative Code 5.1)

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**Article I – Name and Purpose**

Section 1. Name

The name of the Reentry Council shall be the Reentry Council of the City & County of San Francisco.

Section 2. Purpose

The Reentry Council is established by Chapter 5.1 of the San Francisco Administrative Code, and shall carry out duties enumerated therein. The purpose of the Reentry Council is to coordinate local efforts to support adults exiting San Francisco County Jail, San Francisco juvenile justice out-of-home placements, the California Department of Corrections and Rehabilitation facilities, and the United States Federal Bureau of Prison facilities.

**Article II – Officers and Duties**

Section 1. Officers

The Officers of this Reentry Council shall be five Co-Chairs. The Co-Chairs shall be the four members appointed by the District Attorney's Office, the Public Defender's Office, the Adult Probation Department, and the Sheriff's Department, respectively, as well as the Mayor or the Mayor's representative.

Section 2. Duties of the Co-Chairs

The Co-Chairs shall preside at all meetings of the full Reentry Council, with support of the Reentry Council staff. The Co-Chairs, working with other members of the Reentry Council and the Reentry Council staff, shall oversee the preparation and distribution of the agenda for the Reentry Council meetings. The Co-Chairs shall appoint members to any standing or ad hoc subcommittees that are established by a majority of the Reentry Council. Subcommittees shall be open to non-members of the Council, and the Co-Chairs shall direct Reentry Council staff to recruit potential subcommittee members from a range of diverse experiences, identities, and interests related to the issue of reentry. Co-Chairs may act as spokespersons for the Council.

### **Article III – Staff**

#### Section 1. Staff

The Reentry Council shall be staffed by a collaborative team of four, composed of one staff person from each of the Co-Chairs' departments. The staff person assigned from the Reentry Division of the Adult Probation Department shall serve as the Reentry Council staff contact for all requests for meeting notices and agendas, written public comment, public records requests, and requests for accommodations and translation services.

### **Article IV – Meetings**

#### Section 1. Regular Meetings

Regular meetings of the Reentry Council shall be held at least three times a year. Regular meetings will be held on Thursdays at 10:00 a.m. at a publicly accessible location within the City & County of San Francisco.

#### Section 2. Special Meetings

A Co-Chair or a majority of the members of the Reentry Council 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 on the Reentry Council web site (<http://sfreentry.com>), at the meeting site, the San Francisco Main Library—Government Information Center and the Offices of the District Attorney, Mayor, Public Defender, and Sheriff. Agendas and notices shall be e-mailed to each Reentry Council member and any person who files a written request for such notice with the Reentry Council at [reentry.council@sfgov.org](mailto:reentry.council@sfgov.org).

#### Section 4. Cancellation of Meetings

Co-Chairs may cancel a meeting if she or he is informed by Reentry Council staff that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Reentry Council members. Notices of cancellation shall be posted on the Reentry Council web site (<http://sfreentry.com>), at the meeting site, the San Francisco Main Library—Government Information Center and the Offices of the District Attorney, Mayor, Public Defender, and Sheriff. 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 Reentry Council meetings.

## Section 5. Conduct of Meetings

(a) All Reentry Council 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 Reentry Council's By-laws. Except where state or local laws or other rules provide to the contrary, meetings may be governed by Robert's Rules of Order.

(b) When a member of the Reentry Council desires to address the Reentry Council, she or he shall seek recognition by addressing a Co-Chair, and when recognized, shall proceed to speak. The member shall confine her or his comments or remarks to the question before the Reentry Council.

(c) Cell phones and pagers shall be turned off during meetings of the Reentry Council. Co-Chairs may issue a warning to any member of the public whose pager or cell phone disrupts the Reentry Council meeting. In the event of repeated disruptions caused by pagers and cell phones, the Co-Chairs shall direct the offending member of the public to leave the meeting.

(d) Text messaging or use of other personal electronic communication devices during meetings is prohibited. Communication on personal electronic devices may be subject to disclosure under Public Record Act and Sunshine Ordinance if the communication would otherwise be a public record subject to disclosure under those laws.

(e) Reentry Council members have extraordinarily diverse life experiences, and unique responsibilities in their roles outside of their membership on the Reentry Council. All members of the Reentry Council shall treat each other with respect, and seek to understand the views and perspectives of fellow members.

## Section 6. Setting Agendas

Reentry Council staff, at the direction of the Co-Chairs, shall prepare the agenda for meetings. The agenda for all regular meetings shall contain an item during which Reentry Council members may request items for the Reentry Council to consider at future meetings.

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

The presence of eleven members of the Reentry Council shall constitute a quorum for all purposes. If a quorum is not present, no official action may be taken, except roll call and adjournment.

## Section 8. Voting and Abstention

Reentry Council members must be present to vote and participate. Teleconference participation is not permitted. Each member present at a Reentry Council 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 Reentry Council shall take action on items on the agenda by roll call, voice vote or by show of hands. The minutes shall reflect how each Reentry Council member voted on each item.

#### Section 9. Public Comment

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

### **Article V – Reentry Council Records**

#### Section 1. Minutes

Minutes shall be taken at every regular and special Reentry Council meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance, including the provisions that apply to Charter boards and commissions. (See San Francisco Administrative Code, Chapter 67.16) Minutes shall be approved by the majority vote of the Reentry Council.

#### Section 2. Public Review File

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

#### Section 3. Records Retention Policy

The Reentry Council shall prepare, maintain and adopt a records retention and destruction policy as provided in Section 8.3 of the San Francisco Administrative Code.

#### Section 4. Tape Recordings

The Reentry Council shall audio or video record all regular and special meetings of the Full Reentry Council. The recordings shall be maintained in accordance with the San Francisco Sunshine Ordinance. (See San Francisco Administrative Code, Section 67.14(b).)

### **Article VI – Attendance**

Members of the Reentry Council (or their designee) shall notify the Reentry Council staff if she or he is unable to attend a regular or special meeting of the Reentry Council. If a member of the Reentry Council misses two regular meetings in any twelve-month period without prior notice to

Council staff, the Co-Chairs shall request that member's appointing authority appoint a new member.

**Article VII - Amendment of By Laws**

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