



City and County of San Francisco

# Shelter Monitoring Committee

## Shelter Monitoring Committee Bylaws

### Article IV Section 7-Filling Vacancies

The Committee has three officers, the Chair, the Vice Chair, and the Secretary. If there is a vacancy before the term of the officer ends, the Committee must hold an election and fill the vacancies or follow the following policy. In the event the Chair is unable to complete her/his term of office, the Vice Chair will succeed as the Chair and fulfill the Chair's remaining term of office as the presiding officer. In the event the Vice Chair is unable to complete her/his term of office, the Secretary will succeed as the Vice Chair and fulfill the Vice Chair's remaining term of office. The Committee will then nominate and elect a Secretary to fulfill the Secretary's remaining term of office.

### Article V Section 2-Action at a Meeting: Quorum and Required Vote

The presence of seven (7) Committee members at a meeting of the Committee constitutes a quorum. Each Committee member present shall have one vote on motions brought before the Commission. Proxies shall not be permitted.

Committee members who are present at a meeting may abstain from voting on any question put to a vote at the meeting under two circumstances only. First, the Committee may excuse a member from voting on a matter for any reason through a motion adopted by a majority of members present. Second, a Committee member must offer disclosure and refrain from voting where her/his participation would constitute a conflict of interest as defined by controlling federal, state, or local laws. A Committee member may refrain from voting after the City Attorney's office has determined that she/he may have a conflict.

In rare circumstances in which an even number of Committee members are present at a regular meeting and a vote on an issue is evenly divided, the vote on that matter may be carried over to the next regularly scheduled meeting of the Committee or the issue may be tabled to the agenda of a Special Meeting.