



City and County of San Francisco

Shelter Monitoring Committee

Shelter Monitoring Committee Bylaws

Article IV - Officers

Section 4-Duties of the Vice Chair

In the absence of the Chair, the Vice Chair shall preside at meetings of the Commission.

Section 5-Duties of the Secretary

The Secretary shall be responsible for approving meeting minutes and committee correspondence prior to distribution, with the exception of any items presented to the full Committee for action.

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.