



City and County of San Francisco  
**Shelter Monitoring Committee**

## MEMORANDUM

**TO:** Members of the Committee  
**FROM:** Committee Staff  
**DATE:** April 12, 2019  
**RE: Officer Elections**

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### **Officer Descriptions**

Please review the Officer Descriptions before the Committee meeting on April 17, 2019 so you have a clear understanding of what the positions will require. If you have any questions about Officer Duties, please contact Committee staff.

### **Nominations**

At the beginning of the item, Members will have one final opportunity to nominate candidates for the officer positions. Members can nominate themselves and members can be nominated for more than one position. Nominations do not need to be seconded although seconds can be offered as a show of support. Once all nominations have been completed, nominees will have the opportunity to accept or decline the nomination before voting will take place.

I suggest that any Member who wishes to serve as Vice Chair or Secretary, indicate so and provide the Committee and the public the following:

- A description of their seat and the requirements of their seat.
- A statement of why you are interested in an Officer position.

### **Voting**

*Please note the Committee does not vote by secret ballots. All votes must be taken publicly. When determining whether an action is approved, the required number of votes needed is based on the total numbers of seats, rather than the numbers of seats currently filled, the number of members present or the number of members qualified to vote on the item. Charter 2.108, 4.104(3), Govt. Code S 54953©; Admin. Code 67.26, Charter 4.104.*

The above is taken from the Good Government Guide. This means that seven Members will need to vote in order to pass any items. Committee Members may only vote once for each Office position. The nominee will need seven votes in order to become elected to the Officer position.