



City and County of San Francisco

Shelter Monitoring Committee

Job Descriptions for Vice Chair and Secretary of the Shelter Monitoring Committee As listed in the Bylaws

Section 1-Officers

The officers of the Committee shall include a Chair, Vice Chair, and Secretary and each shall be elected from among the members of the Committee at the first calendared meeting and thereafter at the beginning of each even-numbered calendar year. Nominations for officers will be heard at the December Committee of each odd-numbered calendar year and elections will take place at the next Committee meeting.

Section 2-Terms of Office

The officers of the Committee shall hold office for a term of two years, beginning in January of each even-numbered calendar year. Terms of office are not limited to one term.

Section 3-Duties of the Chair

The Chair will preside at all meetings of the Committee. The Chair shall be responsible for developing agendas and conducting meetings. Presiding duties include opening and adjournment, ascertainment of existence of a quorum, sequence of business, recognition of members entitled to the floor, statement for vote on all motions that legitimately come before the assembly, enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

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 6-Absence of Officer(s) at Regular Meetings

In the event of the absence, or inability to act, of the Chair, Vice Chair, or the Secretary, a majority of the remaining members of the Committee at the meeting shall elect one of the members to act temporarily as the presiding officer.

Note: If the staff person is out, the Secretary will be responsible for drafting agendas, minutes, and other correspondence requested by the Committee. The staff person must notify the Chair, Vice Chair, and Secretary when she or he will be out of the office and work with the officers to ensure that Secretary or the Committee's designee is provided with all pertinent information.