Shelter Monitoring Committee
Bylaws

Article I-Shelter Monitoring Committee

Section 1-Name
The name of this governmental body shall be the Shelter Monitoring Committee ("Committee").

Article II-Purpose

Section 1-Overall Mandate
The Shelter Monitoring Committee was added to the San Francisco Administrative Codes, Article 20 through Article XII. The purpose of the Committee is to provide the Mayor, the Board of Supervisors, the Local Homeless Coordinating Board, the public, and any other appropriate agency with accurate, comprehensive information about the conditions in and operations of shelters covered by Article XII, Section 20.303.

Section 2-Powers and Duties
The Shelter Monitoring Committee shall have all of the powers and duties necessary to carry out the functions of the Committee as follows: (1) Conduct announced and unannounced site visits to gather information about the health and safety conditions in shelters; the adequacy of policies and procedures governing each facility; and the treatment and personal experience of shelter residents. (2) Prepare and submit quarterly reports with recommendations. (3) All Committee members will receive training in confidentiality laws and sensitivity training. (4) Shelter staff and shelter clients shall not be retaliated against for participating in any activity involving the Committee.

Section 3-Reports
The Committee will submit quarterly reports to the Mayor's Office, the Board of Supervisors, the Local Homeless Coordinating Board, the appropriate City department responsible to take action, the City department that contracts for services at the shelter or drop-in center/resource center, the shelter or drop-in center/resource center under review, and the public.

The Committee shall submit an annual report to the Mayor's Office and the Board of Supervisors by December 31 of each year.

Article III-Members

Section 1-Members
The Shelter Monitoring Committee shall have thirteen (13) members. The Mayor shall appoint three (3) of the Committee members, the Board of Supervisors shall appoint six (6) of the Committee members, and the Local Homeless Coordinating Board shall appoint four (4) of the Committee members. Appointment process is delineated under Section 20.305.

Section 2-Attendance
The Committee **staff person** shall monitor the attendance of the Committee members. In the event, that any Committee member misses three (3) regularly scheduled meetings in a six-month period without prior notice to the Committee, the Committee staff shall certify in writing to the Committee that the member missed three meetings in a six-month period. The two six-month periods shall be from July to December and from January to June. On the date of such certification, the member shall be deemed to have resigned from the Committee. Attendance requirement is delineated under Section 20.307.

Section 3-Confidentiality
All information contained in draft quarterly reports and a draft site inspection report is strictly confidential. However, once a team has approved a site inspection report and submitted it to the shelter or drop-in center/resource center it becomes public record. The Committee member is required to keep the names of homeless clients confidential in both reports and in discussions. **Committee Members cannot discuss the location, date, or time of any unannounced visit with anyone outside their team or with staff.**

Section 4-Representation
Committee members may identify themselves as members of the Shelter Monitoring Committee when they are not conducting Committee business; however, they need to state that they are not speaking in their official capacity as a member of the Shelter Monitoring Committee. Committee members may not represent the Shelter Monitoring Committee on any item before any body or in the media unless directed to do so by the Committee through a vote by a majority of the Committee members. If a Committee member has questions about this issue, the member should contact the City Attorney's Office.

Section 5-Job Duties and Requirements
Committee members are required to attend three-hour monthly meetings, participate in an annual retreat, and conduct a minimum of two site visits of a shelter(s) and/or a drop-in center/resource center(s) per month. The Committee member must make every effort to attend meetings and site visits in a timely fashion. Announced and unannounced shelter visits by Shelter Monitoring Committee members for Committee business should only be conducted with other Committee members and staff. Unannounced shelter visits should remain confidential and not be announced to shelter staff, City agencies, or other members of the public. The Committee member must complete site inspection forms and forward the forms to the **team captain** who

will draft the report. The Committee member may have to participate in work groups or subcommittees of the Committee.

Committee Members who work at a resource center or shelter shall not conduct site visits at that site or any other site that is part of that agency. If they are former employees of a site, they must wait at least six months before conduction a site visit. Committee Members who currently reside at a shelter shall not conduct site visits at that site or any other site that is part of that agency. Committee Members who used to reside at a shelter must wait at least one year before conducting a site visit at that site or any other site that is part of that agency.

Committee Members from the Human Service Agency and the Department of Public Health shall not conduct site visits at a site where their respective agency holds a contract with said site or agency.

Committee members from the Human Services Agency will provide technical assistance to the Committee in the area of the City's homeless and housing policies, particularly as they relate to the status of shelter and drop-in/resource center. The Committee member may be requested to provide the full Committee written reports in this area.

Committee members from the Department of the Public Health will provide technical assistance to the Committee in the area of the City's health policy. The Committee member may be requested to provide the full Committee written reports in this area.

Section 6-Conflict of Interest

The Committee members were chosen by appointment bodies based on their expertise on homeless individuals and policy based on their profession and personal experience. The membership of the Committee is made up of advocates, homeless and formerly homeless individual, and employees of the City and County of San Francisco. A Committee member must disclose a personal, professional, and business relationship when making a governmental decision. If the Committee member believes that there is a conflict of interest, the member must recuse herself or himself from the vote and the conflict of interest will be noted in the minutes.

A Committee Member may not vote on a matter where the Member's vote would violate a conflict of interest law. The Committee Member must announce at the beginning of the agenda item why they will not be participating in the vote so that the conflict can be noted in the public record. In addition, a Committee many be excused for any reason from voting on a matter by announcing at the beginning of the agenda item why they would like to be excused from voting. The Chair or her/his designee would ask if there was a motion to excuse the member from voting and if there was a motion, would ask the full Committee if there was a second. The motion must be adopted by the majority of members present, as long as the vote count constitutes a quorum of the Committee.

Section 7-Removal or Resignation
A Committee member may be removed from office for unexcused absences as outlined in Article III, Section 2 in the Committee's Bylaws. In addition, the Committee may vote to remove a member from the Committee if the member misses three months without attending or conducting site inspections (unexcused). **A member may also be removed from office for breaking confidentiality of site visits.**

If a Committee member wishes to resign from her or his seat, she or he must submit a letter of resignation to the appointment agency and to the full Committee.

The member must return all confidential paperwork and her or his City-issued Shelter Monitoring Committee identification badge.

Article IV-Officers

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.

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 than nominate and elect a Secretary to fulfill the Secretary's remaining term of office.

Article V-Meetings

Section 1-Regular Meetings
Regular meetings of the Committee shall be publicly noticed and held at 10:00 AM on the first Wednesday of each month at 25 Van Ness Avenue, Suite 70.

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.

Section 3-Special Meetings of the Committee
In addition to regular meetings, the Chair or a majority of the Committee may elect to hold Special meetings. Special meetings shall be publicly noticed.

Section 4-Notice and Agenda Requirements
The staff person of the Committee shall be responsible for assuring that the notices and agendas for all meetings of the Committee are prepared in accordance with state and local laws.

Section 5-Meetings governed by Robert's Rules of Order
At the discretion of the Chair of the Committee, and where state or local law, or other rules provide to the contrary, "Robert's Rules of Order" shall govern meetings.

Section 6-Cancellation of Meetings
Meetings may be cancelled by the Chair if the Chair is aware that a quorum will not be available on the meeting date or if the meeting date conflicts with holidays or other obligations of Commissioners. The staff person of the Committee shall be responsible for notifying the Committee members and the public of any cancellation.

Article VI-Committees

Section 1-Special Committees
The Chair of the Committee and/or a majority of the Committee may form special committees. Special Committees ("ad hoc" or "select" committees) are formed for a specific purpose and cease to exist after completion of a designed task.

Section 2-Chairpersons of Special Committees
Only Committee members may chair special committees of the Committee. Appointments to chair special committees shall be determined by: a) the Chair of the Committee, or b) a consensus election of the special committee membership.

Section 3-Accountability of Special Committees of the Committee
All special committees formed by the Committee of the Chair of the Committee shall be accountable to the Committee and shall have the authority to make recommendations to the Committee on matters within the Committee's area of expertise. Only the Committee may take action on the committee recommendations; committees are not so empowered.

Section 4-Abolishing Committees
The Chair, subject to approval by the Committee, may abolish all committees formed by the Committee if the purpose of the committee has been completed or no longer needed.

Article VII-Amendment of Bylaws

Section 1-Amendment of Bylaws
The Bylaws of the Shelter Monitoring Committee may be amended after presentation of proposed amendments as a scheduled agenda items in a Regular meeting of the Committee. Both one full month's notification of proposed amendments and passage by majority membership vote at the following month's regular meeting are prerequisite to amendment of Bylaws.