

Date: March 12, 2009

Item No. 2
File No. _____

SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
AGENDA PACKET CONTENTS LIST*

- Mission Statement**
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Completed by: Chris Rustom

Date: March 6, 2009

***This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

Adopted by 90TF 9/26/00

The Public Education and Information Committee

The Public Education and Information Committee ("the Committee") will be a standing committee of the Sunshine Ordinance Task Force ("the Task Force") comprised of _____ voting members, whose members and chair will be appointed by the Task Force Chair. The role of this Committee will be to provide outreach and publicity to the media and to the general public regarding the Sunshine Ordinance and the Task Force. The Committee will generally meet at noon on the first Wednesday of each month.

The Committee will prepare and publish informational materials addressing the following topics:

1. The rights of citizens and the responsibilities of City officials and departments under the Sunshine Ordinance.
2. The rights of citizens and the responsibilities of non-profit organizations under Admin. Code Section 12L.
3. The procedures for requesting documents and/or access to meetings as mandated by the Sunshine Ordinance.
4. The roles and responsibilities of the Task Force. The differences between the Task Force, the Ethics Commission and the City Attorney.
5. The procedures for filing a petition with the Task Force and what to expect at a hearing.

A pamphlet containing this information has been prepared and translated into several foreign languages. We will recommend additional languages and accessible formats for this pamphlet.

2001 1/25
01/25

The Committee will increase its familiarity with these materials and the Sunshine Ordinance and will prepare a list of "Frequently Asked Questions" based on calls received by the Task Force Administrator.

Committee members will make themselves available to speak at community organizations regarding the above topics. In doing so, the Committee will also survey the public's experience with the practical aspects of the Sunshine Ordinance, using such to assist the Task Force in proposing Ordinance modifications to the Board of Supervisors.

The Committee will periodically prepare and issue press releases regarding petitions before the Task Force. The Committee will also designate a spokesperson to respond to any media requests for interviews.

The Committee will recommend a meeting schedule and rules of order to be ratified by majority vote of the Task Force.

The Committee will report its activities at each regular meeting of the Task Force.

EDUCATION, OUTREACH & TRAINING COMMITTEE

DRAFT MISSION STATEMENT

2/12/09

The Education, Outreach and Training Committee is a standing committee of the Sunshine Ordinance Task Force. Its role is to provide outreach to city departments and the public, as well as education and training.

The Education, Outreach & Training Committee's Mission Statement is as follows:

1. To provide education to community groups who interact with the City and County of San Francisco by informing these groups about the public records and public meetings laws of the State of California and the City and County of San Francisco.

Specifically, the EOTC will educate community groups about their rights under the California Public Records Act, the State Brown Act and the City Sunshine Ordinance. The EOTC will train community groups to (a) access public records from city departments and commissions and (b) participate in public meetings through the use of public comment.

2. To provide training to line staff of city departments who deal frequently with the public and/or who respond to public records requests. Specifically, the EOT will provide a speakers bureau to accomplish this goal and informational materials, including a slide presentation.

3. To provide education and training opportunities for departments and commissions that the Sunshine Ordinance Task Force has determined have violated public meetings and/or public records laws. The goal is to prevent violations from recurring by outlining government's responsibilities and providing aids to compliance.

4. To educate non-profit organizations and the public about their rights and responsibilities under Section 12L of the Administrative Code.

5. To prepare and disseminate written and electronic materials that illuminate open government in a concise, easily understandable format.

6. To make contact with the media as necessary to further the mission of the EOTC.