

Date: April 9, 2009

Item No. 7

File No. \_\_\_\_\_

## SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

AGENDA PACKET CONTENTS LIST\*

- Work Plan for 2009**
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Completed by: Chris Rustom

Date: April 8, 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.

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## EDUCATION, OUTREACH & TRAINING COMMITTEE

### MISSION STATEMENT

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 and (c) describe the types of issues that fall within the purview of the Sunshine Ordinance Task Force.

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 Sunshine Ordinance Task Force.

Approved 3/24/09

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