

Date: Sept. 11, 2008

Item No. 2

File No. _____

SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

AGENDA PACKET CONTENTS LIST*



SOTF policy and guidelines for Education, Outreach and
Training Committee



Completed by: Chris Rustom

Date: Sept. 8, 2008

***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.

1 **Education, Outreach, and Training Committee**

2
3 The Education, Outreach and Training Committee ("the Committee") will be a standing
4 committee of the Sunshine Ordinance Task Force ("the Task Force") comprised of no more
5 than three voting members, whose members and chair will be appointed by the Task Force
6 Chair. The role of this Committee will be to provide outreach and publicity to the media and
7 to the general public regarding the Sunshine Ordinance and the Task Force. The Committee
8 will generally meet at noon on the first Wednesday of each month.

9
10 The Committee will oversee the preparation and publication informational materials
11 addressing the following topics:

- 12
13 1. The rights of citizens and the responsibilities of City officials and departments under the
14 Sunshine Ordinance.
- 15
16 2. The rights of citizens and the responsibilities of non-profit organizations under Admin.
17 Code Section 12L.
- 18
19 3. The procedures for requesting documents and/or access to meetings as mandated by the
20 Sunshine Ordinance.
- 21
22 4. The roles and responsibilities of the Task Force. The differences between the Task Force,
23 the Ethics Commission and the City Attorney.
- 24
25 5. The procedures for filing a petition with the Task Force and what to expect at a hearing.

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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.

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. This list will be regularly updated and posted on the Web Site of the SOTF.

The Committee will offer Sunshine Ordinance education to members of the public, community groups, and city personnel. The Committee will encourage SOTF members to make themselves available to speak at community organizations regarding the above topics. The Committee will coordinate the communication and scheduling of these outreach efforts. The Committee will also collect and study comments from the SOTF outreach speakers regarding 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 assist the City Attorney's Office in coordinating training for custodians of records of departments, secretaries and clerks of boards and commissions, members of boards and commissions, department heads, public information officers, and all those required to file Statements of Economic Interests forms.

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

4
5 The Committee will recommend a meeting schedule and rules of order to be ratified by
6 majority vote of the Task Force.

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

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10 Approved 8/22/00 Guidelines

11 Approved 9/26/00

12 Amended by Task Force 10/26/04

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1 By-Laws

2

3 Sunshine Ordinance Task Force

4 City and County of San Francisco

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6 Article I – Name and Purpose

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8 Section 1. Name

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10 The name of this Task Force shall be the Sunshine Ordinance Task Force.

11

12 Section 2. Purpose

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14 The Sunshine Ordinance Task Force is established by Chapter 67 of the San Francisco
15 Administrative Code. The Task Force shall protect the public's interest in open government
16 and shall carry out the duties enumerated in Chapter 67 of the San Francisco Administrative
17 Code.

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19 Article II – Officers

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21 Section 1. Officers

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23 The Officers of this Task Force shall be a Chair and a Vice Chair.

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25 Section 2. Terms of Office

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The Officers shall hold offices for one year and until their successors are elected.

Section 3. Election of Officers

The Officers shall be elected at the first regular meeting of the Task Force held on or before July 1 of each year, or at a subsequent meeting, the date of which shall be fixed by the Task Force at the first regular meeting on or after July 1 of each year. If any Task Force office becomes vacant, that office shall be filled at the first meeting after the vacancy occurs.

Article III – Duties of Officers

Section 1. Duties of the Chair

The Chair shall preside at all meetings of the Task Force. The Chair, working with members of the Task Force and the staff, shall oversee the preparation and distribution of the agenda for the Task Force meetings. The Chair shall appoint all Committees and their chairs and shall perform all other duties as prescribed by the Task Force or by the By-Laws which are necessary or incident to the office. The Chair of the Task Force shall encourage Task Force members to participate on committees and shall ensure broad and diverse representation of Task Force members on all committees.

Section 2. Duties of the Vice Chair

1 In the event of the absence, or inability of the Chair to act, the Vice Chair shall preside at the
2 meetings and perform the duties of the Chair. In the event of the absence of the Chair and
3 the Vice Chair, the remaining Task Force members shall appoint one of the members to act
4 temporarily as Chair.

5

6 Article IV – Meetings

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8 Section 1. Regular Meetings

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10 Regular meetings of the Task Force shall be held on the fourth Tuesday of the month at 4:00
11 p.m. at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408, San Francisco, California.

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13 Section 2. Special Meetings

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15 The Chair or a majority of the members of the Task Force may call special meetings.

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17 Section 3. Notice of Meetings

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19 The agendas of all regular meetings and notices and agendas of all special meetings shall be
20 posted on the Task Force web site, at the meeting site, the San Francisco Main Library,
21 Government Information Center and the office of the Task Force. Agendas and notices shall
22 be mailed to each Task Force member and any person who files a written request for such
23 notice with the Task Force.

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25 Section 4. Cancellation of Meetings

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The Chair may cancel a meeting if she or he is informed by the Task Force Administrator that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Task Force members. Notices of cancellation shall be posted on the Task Force web site, at the meeting site, the San Francisco Main Library, Government Information Center, and the office of the Task Force. If time permits, notices of meeting cancellations shall be mailed to all members of the public who have requested, in writing, to receive notices and agendas of Task Force meetings.

Section 5. Conduct of Meetings

(a) All Task Force meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67) and the Task Force's By-laws. Except where state or local laws or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

(b) Subject to the availability of funds, the Task Force shall comply with the provisions of the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) that apply to Charter boards and commissions.

(c) When a member of the Task Force desires to address the Task Force, she or he shall seek recognition by addressing the Chair, and when recognized, shall proceed to speak. The member shall confine her or his comments or remarks to the question before the Task Force.

1 (d) Cell phones and pagers shall be turned off during meetings of the Task Force. The Chair
2 may issue a warning to any member of the public whose pager or cell phone disrupts the Task
3 Force meeting. In the event of repeated disruptions caused by pagers and cell phones, the
4 Chair shall direct the offending member of the public to leave the meeting.

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6 Section 6. Setting Agendas

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8 The Task Force Administrator, at the direction of the Chair, shall prepare the agenda for
9 meetings. The agenda for all regular meetings shall contain an item during which Task Force
10 members may request items for the Task Force to consider at future meetings.

11
12 Section 7. Action at a Meeting; Quorum and Required Vote

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14 The presence of a majority of the members (six members) of the Task Force shall
15 constitute a quorum for all purposes. The affirmative vote of a majority of the members of the
16 Task Force (six votes) shall be required for the approval of all substantive matters.
17 Procedural motions require an affirmative vote of a majority of the members present. If a
18 quorum is not present, no official action may be taken, except roll call and adjournment.

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20 Section 8. Voting and Abstention

21
22 Task Force members must be present to vote and participate. Teleconference participation is
23 not permitted. Each member present at a Task Force meeting shall vote "Yes" or "No" when a
24 question is put, unless the member is excused from voting on a matter by a motion adopted

1 by a majority of the members present or the member has a conflict of interest that legally
2 precludes participation in the discussion and vote.

3 The Task Force shall take action on items on the agenda by roll call, voice vote or by show of
4 hands. The minutes shall reflect how each Task Force member voted on each item.

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7 Section 9. Order of Business

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9 The order of business at Task Force meetings shall be:

10

11 ~~1. Call to order~~

12 ~~2. Roll Call~~

13 ~~3. Approval of meeting minutes~~

14 ~~4. Report of the Chair~~

15 ~~5. Report of the Task Force Administrator~~

16 ~~6. Report of the Standing Committees~~

17 ~~7. Action Items~~

18 ~~8. Future Agenda Items~~

19 ~~9. Public Comment~~

20 ~~10. Adjournment~~

21

22 1. Call to order

23 2. Roll Call

24 3. Approval of meeting minutes.

25 4. Hearings on the jurisdiction and hearing on the merits of complaints

- 1 5. Committee Reports
- 2 6. Other policy matters
- 3 7. Administrator's report
- 4 8. Future agenda items

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7 The order of items on the agenda may be changed by action of the Task Force at any
8 meeting. Public comment shall be specially set as the first new item considered after 5:00
9 p.m.

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11 Section 10. Hearing Procedures on Complaints

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13 ~~Each member of the public will be allotted the same maximum number of minutes to speak as~~
14 ~~set by the Chair at the beginning of each item, excluding persons requested by the Task~~
15 ~~Force to make presentations. Any person speaking during a public comment period may~~
16 ~~supply a brief written summary of their comments, which shall, if no more than 150 words, be~~
17 ~~included in the minutes. (§67.16)~~

18

19 ~~Each member of the public who is unable to attend the public meeting or hearing may submit~~
20 ~~to the City, by the time the proceeding begins, written comments regarding the subject of the~~
21 ~~meeting or hearing; these comments will be made a part of the official public record. (§67.7-1~~

22 ~~(e))~~

23 With respect to hearings at the Complaint Committee and at the full TF regarding complaints
24 the following procedures shall apply:

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- | | | |
|---|---|----------------------|
| 1 | 1. Complainant presents his/her facts and evidence. | 5 minutes |
| 2 | Other parties of Complainant presents facts and | Up to 3 minutes each |
| 3 | evidence. | |
| 4 | 2. City responds | 5 minutes |
| 5 | Other parties of City respond. | Up to 3 minutes each |

6
7 (The above total speaking times for Complainant and City to be the same.)

8
9 3. Matter is with the Task Force for discussion and
10 questions to parties.

11	4. Respondent and Complainant presents	3 minutes
12	clarification/rebuttal based on Task Force discussions.	

13 5. Matter is with the Task Force for motion and
14 deliberation.

15 6. Public Comment (*Excluding Complainant and City*
16 *response and witnesses.*)

17 7. Vote by the Task Force (*Public comment at the*
18 *discretion of the Chair on each motion and/or new*
19 *motion if vote fails.*)

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21 Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does
22 not count against his/her time.

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24 Section 11. Public Comment

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1 Each member of the public will be allotted the same maximum number of minutes to speak as
2 set by the Chair at the beginning of each item, excluding persons requested by the Task
3 Force to make presentations. Any person speaking during a public comment period may
4 supply a brief written summary of their comments, which shall, if no more than 150 words, be
5 included in the minutes. (§67.16)

6
7 Each member of the public who is unable to attend the public meeting or hearing may submit
8 to the City, by the time the proceeding begins, written comments regarding the subject of the
9 meeting or hearing; these comments will be made a part of the official public record. (§67.7-1

10 (c)

11 The Task Force and all committees of the Task Force shall hold meetings open to the
12 public in full compliance with state and local laws. The Task Force encourages the
13 participation of all interested persons. Members of the public may address the Task Force on
14 any matter within the subject matter jurisdiction of the Task Force for up to three minutes
15 during public comment. The Chair may limit the time permitted for public comment consistent
16 with state and local laws.

17
18 Section 12. Public Testimony

19
20 The Task Force and all committees of the Task Force shall hold meetings open to the
21 public in full compliance with state and local laws. The Task Force encourages the
22 participation of all interested persons. Members of the public may comment on every item on
23 the Task Force agenda. Each person wishing to speak on an item before the Task Force shall
24 be permitted to be heard once for up to three minutes.

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Article V -- Task Force Records

Section 1. Minutes

Minutes shall be taken at every regular and special Task Force meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance, including the provisions that apply to Charter boards and commissions. (See, San Francisco Administrative Code, Chapter 67.16) Minutes shall be approved by the majority vote of the Task Force.

In the event a committee does not meet for a period of six months after its last meeting the minutes of that meeting shall be called by the full TF for review and possible approval.

Section 2. Public Review File

The Task Force shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance. (See, San Francisco Administrative Code, Section 67.23.)

Section 3. Records Retention Policy

The Task Force shall prepare, maintain and adopt a records retention and destruction policy as provided in Section 8.3 of the San Francisco Administrative Code.

Section 4. Tape Recordings

1 The Task Force shall audio record all regular and special meetings of the Task Force.
2 The audio recordings shall be maintained in accordance with the San Francisco Sunshine
3 Ordinance. (See, San Francisco Administrative Code, Section 67.14(b).)
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6 Article VI -- Committees
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8 Section 1. Standing Committees
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10 Upon approval by a majority of the members of the Task Force, the Task Force may
11 form standing committees to advise the Task Force on its on-going functions. The standing
12 committees shall be composed of members of the Task Force. Unless specified otherwise by
13 the Task Force, the Chair of the Task Force shall name the Chair of the Standing Committees
14 and its members. The Chair of the Task Force shall encourage Task Force members to
15 participate on committees and shall ensure broad and diverse representation of Task Force
16 members on all committees.
17

18 The Task Force shall establish the following Standing Committees: Rules, Public
19 Education and Information, Complaints, and Compliance and Amendments Committee.
20

21 (a) Rules Committee

22 The Rules Committee shall review matters related to amendments to the Task
23 Force by-laws and procedures for Task Force meetings and shall assist the Chair of the Task
24 Force to ensure that all annual objectives enumerated in the Sunshine Ordinance are met by
25 the Task Force.

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(b) ~~Public Education and Information Committee~~ Education , Outreach and Training Committee

~~The Public Education and Information Committee shall make recommendations to the Task Force regarding outreach and publicity to the media and to the general public about the Sunshine Ordinance and the Task Force. Chair Washburn to provide mission statement.~~

(c) Complaint Committee

The Complaint Committee shall monitor the complaint process and make recommendations to the Task Force regarding how the complaints should be handled.

(d) Compliance & Amendments Committee

The Compliance and Amendments Committee shall monitor compliance with the Orders of Determination adopted by the Task Force; shall recommend to the Task Force amendments to the Sunshine Ordinance regarding enforcement of the Orders of Determination; and shall consider and recommend any other additions, amendments, and changes to the Sunshine Ordinance as provided by members of the Task Force and from the general public. (Added 8/27/02)

Section 2. Special or Ad Hoc Committees

Upon approval by a majority of the members of the Task Force, the Task Force may form special or ad hoc committees. Special committees shall be formed for a specific purpose and

1 cease to exist after completion of a designated task. Special committees may be composed
2 of members of the Task Force.

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5 Article VII – Attendance

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7 Members of the Task Force shall notify the Task Force Administrator if she or he is unable to
8 attend a regular or special meeting of the Task Force. If a member of the Task Force misses
9 more than three regular meetings in any twelve-month period of time, the Task Force may
10 notify the Board of Supervisors and request that action be taken to remove the member from
11 the Task Force. The Administrator of the Sunshine Ordinance Task Force shall notify any
12 member who misses two meetings in any twelve month period of time that if the third absence
13 occurs, the Task Force may notify the Board of Supervisors of the member's lack of
14 attendance.

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17 Article VIII - Amendment of By Laws

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19 The By Laws of the Task Force may be amended by a vote of a majority of the
20 members of the Task Force after presentation of the proposed amendments as an agenda
21 item at a meeting of the Task Force. The Task Force shall give ten days notice before
22 considering any amendments to its by laws.

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24 Adopted 8/22/2000

25 Amended 8/27/2002

1 Amended 6/24/2008

2 Proposed 09/03/08

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