

Date: March 25, 2008

Item No. 15

File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

- Proposed Hearing Procedure Amendments**
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- _____
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- _____
- _____
- _____
- _____
- _____

Completed by: Frank Darby

Date: March 19, 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.

Sunshine Ordinance Task Force



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<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
DRAFT MINUTES
Friday, February 14, 2008
11 a.m., City Hall, Room 406**

Committee Members: Bruce Wolfe (Chair); Doug Comstock; Hanley Chan

Call to Order: 12:10 p.m.
Roll Call: Present: Wolfe, Comstock
Excused: Chan

Agenda Changes: None

Deputy City Attorney: Ernie Llorente
Clerk r: Chris Rustom

1. Approval of minutes of April 12, 2007.

Speakers: None

Motion to approve the minutes of April 12, 2007. (Comstock / Wolfe)

Ayes: Wolfe, Comstock

Excused: Chan

2. Amend Hearing Procedure: Separate discussion from deliberation. Separate the members' discussion from their deliberation on the motion, with discussion proceeding the motion and deliberation after the motion is made

Chair Wolfe said the item was suggested by a member of the public.

The suggestion was:

- Complainant presents facts and evidence for 5 minutes.
- Other parties in support present facts and evidence for 3 minutes.
- Respondent gets 5 minutes.
- Respondent's supporters get 3 minutes.
- Complainant rebuts for 3 minutes.
- Public comment for 3 minutes.
- Task Force deliberates and questions may be asked of the complainant and respondent.
- Respondent and complainant summarize and speak to facts and issues that came up during Task Force discussion for up to 2

minutes each.

- Task Force is open to motions with respect to the matter, with deliberation following each motion.
- Vote taken by Task Force.

Chair Wolfe said under current practice, the complainant or respondent cannot respond to new information discovered during Task Force deliberations.

Member Comstock suggested removing the 3-minute rebuttal. He also said the public should be allowed to testify on the motion.

It was then agreed to:

- Complainant presents facts and evidence.
- Parties in support present facts and evidence.
- Respondent responds.
- Respondent's supporters respond.
- Task Force in discussion at which time questions may be asked of the complainant and respondent.
- Respondent and complainant summarize and speak to facts and issues that came up during Task Force discussion.
- Task Force is open to motions with respect to the matter, with deliberation following each motion.
- Public comment.
- Task Force votes.
- Public comment at discretion of chair on new motion if vote fails.
- Public comment at discretion of chair if new motion is made.

On the motion to change the hearing and complaint procedures

Ayes: Wolfe, Comstock

Excused: Chan

3. Public comment for items not listed on the agenda.

Speakers: None

4. Announcements, questions, and future agenda items from Committee members.

Chair Wolfe said he would like to agendize the process of calling the vote on the next Rules Committee agenda to allow for the chair to be called last in case of a tie.

DCA Llorente suggested bringing it up as an agenda item during the Task Force meeting. Member Comstock, Task Force chair, said he would try.

Adjournment

Meeting adjourned at 12:37 PM

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force.

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