

Date: March 31, 2009

Item No. 2

File No. _____

SUNSHINE ORDINANCE TASK FORCE
RULES COMMITTEE
AGENDA PACKET CONTENTS LIST*

- Reconsidering all Bylaws
- _____
1. Amended and current (page 9)
- _____
2. Recommended by Rules Cmt Sept. 10, 2008, (page 21)
- _____
3. Recommended by EOT & approved March 4, 2009 (page 35)
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Completed by: Chris Rustom

Date: _____

***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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1 By-Laws

2
3 **Sunshine Ordinance Task Force**
4 **City and County of San Francisco**
5

6 **Article I – Name and Purpose**
7

8 **Section 1. Name**
9

10 The name of this Task Force shall be the Sunshine Ordinance Task Force.
11

12 **Section 2. Purpose**
13

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.
18

19 **Article II – Officers**
20

21 **Section 1. Officers**
22

23 The Officers of this Task Force shall be a Chair and a Vice Chair.
24

25 **Section 2. Terms of Office**

1
2 The Officers shall hold offices for one year and until their successors are elected.

3
4 **Section 3. Election of Officers**

5
6 The Officers shall be elected at the first regular meeting of the Task Force held on or before
7 July 1 of each year, or at a subsequent meeting, the date of which shall be fixed by the Task
8 Force at the first regular meeting on or after July 1 of each year. If any Task Force office
9 becomes vacant, that office shall be filled at the first meeting after the vacancy occurs.

10
11 **Article III – Duties of Officers**

12
13 **Section 1. Duties of the Chair**

14
15 The Chair shall preside at all meetings of the Task Force. The Chair, working with members
16 of the Task Force and the staff, shall oversee the preparation and distribution of the agenda
17 for the Task Force meetings. The Chair shall appoint all Committees and their chairs and
18 shall perform all other duties as prescribed by the Task Force or by the By-Laws which are
19 necessary or incident to the office. The Chair of the Task Force shall encourage Task Force
20 members to participate on committees and shall ensure broad and diverse representation of
21 Task Force members on all committees.

22
23 **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**

7
8 **Section 1. Regular Meetings**

9
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.

12
13 **Section 2. Special Meetings**

14
15 The Chair or a majority of the members of the Task Force may call special meetings.

16
17 **Section 3. Notice of Meetings**

18
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.

5
6 **Section 6. Setting Agendas**

7
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**

13
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.

19
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.

5

6 **Section 9. Order of Business**

7

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

9

10 ~~1.~~Call to order

11 ~~2.~~Roll Call

12 ~~3.~~Approval of meeting minutes

13 ~~4.~~Report of the Chair

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

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

16 ~~7.~~Action Items

17 ~~8.~~Future Agenda Items

18 ~~9.~~Public Comment

19 ~~10.~~Adjournment

20

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

24

25 **Section 10. Hearing Procedures**

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

7

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

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| 13 | 1- Complainant presents his/her facts and evidence. | 5 minutes |
| 14 | Other parties of Complainant presents facts and | Up to 3 minutes each |
| 15 | evidence. | |
| 16 | 2- City responds | 5 minutes |
| 17 | Other parties of City respond. | Up to 3 minutes each |
| 18 | (The above total speaking times for Complainant and City to be the same.) | |
| 19 | 3- Matter is with the Task Force for discussion and | |
| 20 | questions to parties. | |
| 21 | 4- Respondent and Complainant presents | 3 minutes |
| 22 | clarification/rebuttal based on Task Force discussions. | |
| 23 | 5- Matter is with the Task Force for motion and | |
| 24 | deliberation. | |
| 25 | 6- Public Comment (<i>Excluding Complainant and City</i> | |

1 *response and witnesses.)*
2 *7.Vote by the Task Force (Public comment at the*
3 *discretion of the Chair on each motion and/or new*
4 *motion if vote fails.)*

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

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9 **Section 11. Public Comment**

10
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.

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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.

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

The Task Force shall audio record all regular and special meetings of the Task Force. The audio recordings shall be maintained in accordance with the San Francisco Sunshine Ordinance. (See, San Francisco Administrative Code, Section 67.14(b).)

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Article VI -- Committees

Section 1. Standing Committees

Upon approval by a majority of the members of the Task Force, the Task Force may form standing committees to advise the Task Force on its on-going functions. The standing committees shall be composed of members of the Task Force. Unless specified otherwise by the Task Force, the Chair of the Task Force shall name the Chair of the Standing Committees and its members. 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.

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

(a) Rules Committee

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

(b) Public Education and Information Committee

1 The Public Education and Information Committee shall make recommendations
2 to the Task Force regarding outreach and publicity to the media and to the general public
3 about the Sunshine Ordinance and the Task Force.
4

5 **(c) Complaint Committee**

6 The Complaint Committee shall monitor the complaint process and make
7 recommendations to the Task Force regarding how the complaints should be handled.
8

9 **(d) Compliance & Amendments Committee**

10 The Compliance and Amendments Committee shall monitor compliance with the
11 Orders of Determination adopted by the Task Force; shall recommend to the Task Force
12 amendments to the Sunshine Ordinance regarding enforcement of the Orders of
13 Determination; and shall consider and recommend any other additions, amendments, and
14 changes to the Sunshine Ordinance as provided by members of the Task Force and from the
15 general public. (Added 8/27/02)
16

17 **Section 2. Special or Ad Hoc Committees**
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19 Upon approval by a majority of the members of the Task Force, the Task Force may form
20 special or ad hoc committees. Special committees shall be formed for a specific purpose and
21 cease to exist after completion of a designated task. Special committees may be composed
22 of members of the Task Force.
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25 **Article VII – Attendance**

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

Article VIII - Amendment of By Laws

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

- Adopted 8/22/2000
- Amended 8/27/2002
- Amended 6/24/2008

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By-Laws

Sunshine Ordinance Task Force
City and County of San Francisco

Article I – Name and Purpose

Section 1. Name

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

Section 2. Purpose

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

Article II – Officers

Section 1. Officers

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

1 Section 2. Terms of Office

2
3 The Officers shall hold offices for one year and until their successors are elected.

4
5 Section 3. Election of Officers

6
7 The Officers shall be elected at the first regular meeting of the Task Force held on or before
8 July 1 of each year, or at a subsequent meeting, the date of which shall be fixed by the Task
9 Force at the first regular meeting on or after July 1 of each year. If any Task Force office
10 becomes vacant, that office shall be filled at the first meeting after the vacancy occurs.

11
12 Article III – Duties of Officers

13
14 Section 1. Duties of the Chair

15
16 The Chair shall preside at all meetings of the Task Force. The Chair, working with members
17 of the Task Force and the staff, shall oversee the preparation and distribution of the agenda
18 for the Task Force meetings. The Chair shall appoint all Committees and their chairs and
19 shall perform all other duties as prescribed by the Task Force or by the By-Laws which are
20 necessary or incident to the office. The Chair of the Task Force shall encourage Task Force
21 members to participate on committees and shall ensure broad and diverse representation of
22 Task Force members on all committees.

23
24 Section 2. Duties of the Vice Chair

25

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.

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Article IV – Meetings

7

8 Section 1. Regular Meetings

9

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.

12

13 Section 2. Special Meetings

14

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

16

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.

5
6 Section 6. Setting Agendas

7
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

13
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.

19
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.

5
6 Section 9. Order of Business

7
8 The order of business at Task Force meetings shall be:

- 9
10 ~~1. Call to order~~
11 ~~2. Roll Call~~
12 ~~3. Approval of meeting minutes~~
13 ~~4. Report of the Chair~~
14 ~~5. Report of the Task Force Administrator~~
15 ~~6. Report of the Standing Committees~~
16 ~~7. Action Items~~
17 ~~8. Future Agenda Items~~
18 ~~9. Public Comment~~
19 ~~10. Adjournment~~

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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 for 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) (Note: Moved to Sec. 11)~~

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)) (Note: Moved to Sec. 11)~~

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24 The Complaint Committee and the full Task Force hearing complaints shall follow the
25 following procedures.

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

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

- 3-3. Matter is with the Task Force for discussion and questions to parties.
- 4-4. Respondent and Complainant presents clarification/rebuttal based on Task Force discussions. 3 minutes
- 5-5. Matter is with the Task Force for motion and deliberation.
- 6-6. Public Comment (*Excluding Complainant and City response and witnesses.*)
- 7-7. Vote by the Task Force (*Public comment at the discretion of the Chair on each motion and/or new motion if vote fails.*)

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

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Section 11. Public Comment

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

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

(c)

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

Section 12. Public Testimony

——The Task Force and all committees of the Task Force shall hold meetings open to the public in full compliance with state and local laws. The Task Force encourages the participation of all interested persons. Members of the public may comment on every item on

1 the Task Force agenda. Each person wishing to speak on an item before the Task Force shall
2 be permitted to be heard once for up to three minutes.

3 4 5 Article V -- Task Force Records

6 7 Section 1. Minutes

8
9 ———Minutes shall be taken at every regular and special Task Force meeting and shall
10 comply with the provisions of the San Francisco Sunshine Ordinance, including the provisions
11 that apply to Charter boards and commissions. (See, San Francisco Administrative Code,
12 Chapter 67.16) Minutes shall be approved by the majority vote of the Task Force. In the
13 event a committee does not meet for a period of six months after its last meeting the minutes
14 of that meeting shall be agendized at the full Task Force for review and approval.

15 16 Section 2. Public Review File

17
18 ———The Task Force shall maintain a public review file in compliance with the San Francisco
19 Sunshine Ordinance. (See, San Francisco Administrative Code, Section 67.23.)

20 21 Section 3. Records Retention Policy

22
23 The Task Force shall prepare, maintain and adopt a records retention and destruction policy
24 as provided in Section 8.3 of the San Francisco Administrative Code.

1 Section 4. Tape Recordings

2
3 ———The Task Force shall audio record all regular and special meetings of the Task Force.
4 The audio recordings shall be maintained in accordance with the San Francisco Sunshine
5 Ordinance. (See, San Francisco Administrative Code, Section 67.14(b).)
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8 Article VI -- Committees
9

10 Section 1. Standing Committees
11

12 ———Upon approval by a majority of the members of the Task Force, the Task Force may
13 form standing committees to advise the Task Force on its on-going functions. The standing
14 committees shall be composed of members of the Task Force. Unless specified otherwise by
15 the Task Force, the Chair of the Task Force shall name the Chair of the Standing Committees
16 and its members. The Chair of the Task Force shall encourage Task Force members to
17 participate on committees and shall ensure broad and diverse representation of Task Force
18 members on all committees.
19

20 ———The Task Force shall establish the following Standing Committees: Rules, Public
21 Education and Information, Complaints, and Compliance and Amendments Committee.
22

23 ———(a) Rules Committee

24 ———The Rules Committee shall review matters related to amendments to the Task
25 Force by-laws and procedures for Task Force meetings and shall assist the Chair of the Task

1 Force to ensure that all annual objectives enumerated in the Sunshine Ordinance are met by
2 the Task Force.

3
4 ~~————(b) Public Education and Information Committee~~ Education, Outreach, and Training
5 Committee

6 ~~————The Public Education and Information~~ Education, Outreach, and Training
7 Committee shall make recommendations to the Task Force regarding outreach and publicity
8 to the media and to the general public about the Sunshine Ordinance and the Task Force.

9
10 ~~————(c) Complaint Committee~~

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

13
14 ~~————(d) Compliance & Amendments Committee~~

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

21
22 Section 2. Special or Ad Hoc Committees

23
24 Upon approval by a majority of the members of the Task Force, the Task Force may form
25 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.

3
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5 Article VII – Attendance
6

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 prior to final
22 action by posting on the Sunshine Ordinance Task Force website and by sending a copy to
23 the Public Library Government Information Center before considering any amendments to its
24 by-laws.
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1 Adopted 8/22/2000
2 Amended 8/27/2002
3 Amended 6/24/2008
4 Proposed 09/03/08

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1 EDUCATION, OUTREACH & TRAINING COMMITTEE

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3 DRAFT MISSION STATEMENT

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

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

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

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14 Specifically, the EOTC will educate community groups about their rights under the
15 California Public Records Act, the State Brown Act and the City Sunshine Ordinance. The
16 EOTC will train community groups to (a) access public records from city departments and
17 commissions and (b) participate in public meetings through the use of public comment (c) and
18 describe the types of issues that fall within the purview of the Sunshine Ordinance Task
19 Force.

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

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

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

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

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12 6. To make contact with the media as necessary to further the mission of the Sunshine
13 Ordinance Task Force.

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15 Approved 3/24/09
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