

Date: Sept 3, 2008

Item No. 3

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

**SUNSHINE ORDINANCE TASK FORCE**  
**RULES COMMITTEE**  
AGENDA PACKET CONTENTS LIST\*

**Review Application of Hearing Procedures to Matters Other Than Complaint Hearings on the Merits**

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Completed by: Chris Rustom

Date: Aug 29, 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.

## Addendum

### Complaint Process

1. You may fill out a complaint form online or access a form at [sfgov.org/site/sunshine](http://sfgov.org/site/sunshine), or you may send your own letter filing a formal complaint. File the complaint with the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Pl., Room 244, San Francisco, CA 94102-4689; or you may send it by fax #to (415) 554-7854 or email to [sotf@sfgov.org](mailto:sotf@sfgov.org).
2. After you file a complaint, the Complaint Committee of the Sunshine Ordinance Task Force (SOTF) shall, if jurisdiction is contested and/or a request for a pre-hearing conference is received, review it to determine if the SOTF has jurisdiction and to focus on the relevant issues in the case.
  - Jurisdiction is defined as the authority to address a given issue(s), as specified in the Sunshine Ordinance.
3. If the Complaint Committee finds no jurisdiction over the violations alleged in the complaint, the complainant is notified of the decision and the complainant may request reconsideration before the SOTF at its next scheduled meeting. Should the SOTF find jurisdiction, a full hearing on the merits will be scheduled.
4. If the Complaint Committee finds the SOTF has jurisdiction, the complainant, respondent and SOTF members are notified of the decision.
5. The complaint is then scheduled for a hearing at the next meeting of the SOTF, which has the final say on the jurisdiction issue.
6. If additional information is to be submitted by the complainant or respondent, it must be submitted to the Administrator at least five working days before the scheduled hearing before the Task Force.

If either party submits additional material after the deadline, they will be informed that

- a. The Task Force may proceed without considering the new material
  - b. The complainant may waive the 45-day time limit and continue the hearing to the next Task Force meeting
  - c. The complainant may withdraw the complaint and file a new complaint
  - d. The complainant may proceed to hearing with their current complaint and file a new complaint and use the new information to support the freestanding separate complaint.
7. After the public hearing, the Task Force shall make an Order of Determination regarding the complaint.
  8. For further information, contact the Sunshine Ordinance Task Force Administrator, at (415) 554-7724.