



SUNSHINE ORDINANCE TASK FORCE
Rules Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES - DRAFT

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

October 25, 2016 - 4:00 PM

Special Meeting

Members: Fiona Hinze (Chair), Chris Hyland, Louise Fischer

1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

Chair Hinze called the meeting to order at 4:34 p.m. Member Hyland was noted excused. There was a quorum.

SOTF Chair Wolfe was noted present at the meeting as a guest.

2. File No. 16093: Review and possible amendments to the Sunshine Ordinance Task Force By-Laws and Complaint Procedures.

The Committee intends to review the following topics:

- Sunshine Ordinance Task Force and Committee hearing process
- Minimum requirement to process complaint
- Absence policy (adding an excused provision)
- Procedure for combining similar complaint files
- Precedence and Log of Task Force decisions
- Duplicate filings and/or re-adjudication
- 5 day submission of documents in advance of hearing
- Tabling for being unresponsive or non-appearance
- Maximum number of hearings per person/meeting
- Statute of limitations for complaints
- Rules of Reason
- Vexatious Complainants/Respondents
- Communication policy
- How to treat Ethics Commission rulings that disagree with the decision of the Task Force
- Other issues related to the Task Force By Laws and Complaint Procedures

The Rules Committee discussed proposed changes to the By-Laws and Complaint Procedures and referred a summary of their discussions to the SOTF for further discussion.

Public Comment:

Ann Treboux commented on the failure of the Arts Commission to improve their process for complying with the Sunshine Ordinance and the repetitive violations.

No actions taken by the Committee.

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee’s jurisdiction but not on today’s agenda.

Speakers:

None.

4. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Rules Committee.**

There were no announcement, comments or questions by Members of the Committee.

Speakers:

None.

5. **ADJOURNMENT**

There being no further business the meeting was adjourned at 6:01 p.m.

N.B. The Minutes of this meeting set forth all actions taken by the Rules Committee of the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

APPROVED by the Sunshine Ordinance Task Force: DRAFT