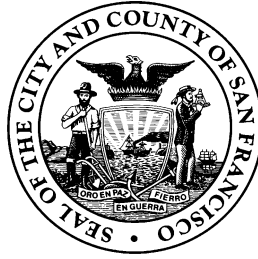


BOARD of SUPERVISORS



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MEMORANDUM

Date: October 3, 2014
To: Youth Commission
From: Angela Calvillo, Clerk of the Board
Subject: Items Referred to the Youth Commission Procedures

As you know, pursuant to Charter, Section 4.124, the Clerk of the Board shall refer matters to the Youth Commission affecting children and youth of San Francisco. The Youth Commission shall provide any response it deems appropriate within 12 days of the date of the referral.

Pursuant to the newly established Board Rule 2.12.1 (Hearings on Items Referred to the Youth Commission) I am providing guidelines to assist you in your communication to the Chair of the Board of Supervisors Committee, to which a matter relating to the Youth Commission has been assigned, to schedule the matter at a time deemed appropriate for persons 18 years of age and younger.

- To make this request the Youth Commission Director or his or her designee shall initiate a written request (request) submitted on a template to be agreed upon by the Clerk of the Board and the Commission.
- A request shall be submitted to the Chair of the relevant Committee and the primary sponsor(s), copying the Clerk of the Board and the relevant Committee Clerk.
- To ensure the request is received and considered in a timely manner, please submit request promptly after receiving the referred matter, pursuant to Charter, Section 4.124, noted above, but no later than 5 business days prior to the scheduled Committee meeting. This will allow sufficient time for the Chair to direct the Committee Clerk to ensure the matter, if deemed appropriate by the Chair, be scheduled for a specific time.
- As a backup, the Committee Clerk will serve to direct the attention of a Legislative Aide who is the staff to the Chair to ensure the office of the Chair has seen the request.
- The Chair of the Committee shall strive to provide a written response to the authorized entity at the Youth Commission, the Clerk of the Board, and the Committee Clerk within 48 hours after receipt of such request.
- The Committee Clerk will place all communication in the file.

Please note that the invocation of this request does not disqualify the matter from being heard outside of the requested time frame, and the Youth Commission should be prepared to attend and present accordingly during regularly scheduled meeting times.