

RULES OF ORDER
SAN FRANCISCO SANITATION AND STREETS COMMISSION

Adopted: August 25, 2022
Resolution No. 2022-0001

Amended: March 8, 2024
Resolution No. 2024-0002

Article I. Name and Authority

Section 1. Name.

The Name of this Commission shall be the Sanitation and Streets Commission (“Commission”).

Section 2. Authority.

The Commission shall set policy directives and provide oversight for the Department of Public Works Operations Division in accordance with the Proposition B Charter Amendment of 2020 and Proposition B Charter Amendment of 2022, codified at Charter Section 4.139.

Section 3. Membership and Quorum.

The Commission shall consist of five members appointed according to Charter Section 4.141(b).

A quorum for the transaction of official business shall consist of a majority of all the members of the Commission; three members of the Sanitation and Streets Commission constitutes a quorum. (Charter Section 4.101(b).)

Section 4. Commissioner Conduct.

Each member of the Commission shall act in a matter as prescribed by the Charter and applicable laws. To promote a high standard of conduct, each Commissioner shall receive training following administration of the oath of office on the following topics:

- San Francisco Charter;
- San Francisco Campaign and Government Conduct Code, California Fair Political Practices Act, and Statement of Economic Interest Obligations;
- California Brown Act and the San Francisco Sunshine Ordinance; and

Article II. Officers and Commission Secretary

Section 1. Appointment and Duties of Officers.

The Commission members shall elect from among their number their officers, a Chair and Vice Chair, for the next calendar year by the last day of the current calendar year, or at a subsequent meeting in the new calendar year. Each officer will be elected to serve a twelve-month term.

If the role of the Chair becomes vacant before expiration of the one-year term, the following shall occur: (1) the Vice Chair shall automatically assume the Chair and serve out the remainder of the prior Chair's term and (2) at the next regular meeting of the Commission after the vacancy occurs, the members of the Commission shall elect a new Vice Chair who shall serve out the remainder of the prior Vice Chair's term.

If the role of the Vice Chair becomes vacant before expiration of the one-year term, at the next regular meeting of the Commission after the vacancy occurs, the members of the Commission shall elect a new Vice Chair who shall serve out the remainder of the prior Vice Chair's term.

Section 2. Powers and Duties of the Commission Officers.

The Chair shall preside at all meetings of the Commission; shall preserve order and decorum; shall decide all questions of order, subject to appeal to the Commission by any member; shall appoint any committee of the Commission; shall direct the work of the Commission Secretary; and shall perform all other duties necessary or incidental to the office. The Chair shall appoint or replace, subject to the approval of the Commission, members of the Commission as its representative to various organizations or agencies. The Chair shall have the right to participate in the proceedings of the Commission, including the right to make and second any resolutions or other motions, and may speak to points of order in preference to the other members. In the absence of the Chair, the Vice Chair shall preside, and in the absence of both the Chair and the Vice Chair, the senior member of the Commission in length of service on the Commission shall preside.

Section 3. Role of Commission Secretary.

The Commission Secretary manages the business affairs and operations of the Commission and any Committees. Under the direction of the Chair, the Commission Secretary works closely with the Department Director to set meeting agendas, communicate the work of the Commission to the public, facilitate communications between the Commission and Department, respond to requests for information, and respond to the public.

Article III. Commission Procedure and Meetings.

Section 1. Adoption of Rules of Order, Amendments and Suspension.

The adoption of Article V, the Rules of Order, shall be by motion and shall require an affirmative recorded vote of a majority of the members of the Sanitation and Streets Commission.

When adopted and in effect, such Rules of Order shall govern Commission meeting procedures unless suspended as provided in these Rules of Order.

The Commission, by affirmative vote of the majority of the members of the Commission, may amend these Rules of Order following a duly noticed public hearing as provided under Charter Section 4.104(a)(1).

The Commission, by affirmative vote of the majority of the members of the Commission, may suspend any of the Rules of Order except for any provision that is required by Charter, Ordinance, Resolution, or other applicable law.

Any suspension shall be entered upon the minutes of the Commission.

Section 2. Vote Required.

The affirmative vote of a majority of the members shall be required for the approval of any matter, except that the Commission may act by the affirmative vote of a majority of the members present for matters of procedure.

Each member present at a regular or special meeting shall vote "yes" or "no" when a question is put to a vote, unless excused from voting by a motion adopted by a majority of the members present. (Charter Section 4.104(b).)

Section 3. Regular Meetings of the Commission.

The Commission shall hold regular meetings at the chambers of the Sanitation and Streets Commission in San Francisco City Hall. The Commission shall adopt its calendar of regular meetings for the next calendar year by the last day of the current calendar year, or at a subsequent meeting in the new calendar year. The regular calendar will be adopted for a full twelve-month calendar year.

Scheduling regular meetings should prioritize public access and participation balanced with the availability of commissioners, staff, and meeting rooms. The Calendar of Regular Meetings will be posted on the Commission's website and amended promptly if changed by the Commission.

The matters to be included on an agenda for a Commission meeting shall be determined by the Commission Chair, the Sanitation and Streets Director, or by motion of a Commissioner adopted by affirmative vote of a majority of all the members.

Section 4. Special Meetings of the Commission.

Special meetings of the Commission may be called at any time by the Chair or by a majority of the members of the Commission. Notice of the time and place of every Special Meeting of the Commission shall be given to members of the Commission at least 72 hours before the time of such meetings, and shall be given by posting and otherwise, as required by San Francisco Administrative Code Section 67.6(f) and California Government Code Section 54956.

Written notice may be dispensed with for any member who at or prior to the time the meeting convenes files with the Chair or the Secretary of the Commission a written waiver of notice, which may be given by electronic written notice.

Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

Each special meeting shall be held at the regular meeting place except that the Commission may designate an alternate meeting place consistent with Government Code Section 54956 and, Administrative Code Section 67.6(f).

Section 5. Attendance at Meetings.

Unless excused, all members of the Commission shall be in their respective seats at the hour appointed for each meeting of the Commission.

Section 6. Order of Business and Agenda.

The order of business at any regular meeting may be as follows:

- A. Call to Order
- B. Roll Call
- C. Announcements by Chair
- D. General Public Comment
- E. Director's Reports and Communications
- F. Consent Calendar of Routine Matters
- G. Regular Items for Consideration
- H. New Business Initiated by Commissioners
- I. Closed Session
- J. Announcement Following Closed Session
- K. Adjournment

Section 7. Call to Order and Roll Call.

The Chair shall call each meeting to order at the appointed hour. Immediately after the call to order, the Secretary of the Commission shall call the roll of the members of the Commission and shall record those present and those absent, and record in the Minutes the names of those

members present at the first roll call as well as the names and time of appearance of those members who arrive after the first roll call.

Section 8. Requests for Information.

Commissioners who wish to make a request for information at a meeting shall seek recognition from the Chair. Once the request is made and acknowledged by the Chair, the request becomes a request of the Commission, and all Commissioners will receive a response. The Chair will determine whether the request is proper (with the concurrence of the Commission).

Section 9. Adjournment of Meetings.

The Commission may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time.

Section 10. Minutes and Recordings of Proceedings.

The Secretary of the Commission shall audio record each regular and special meeting. The recording may not be erased or destroyed at any time. (Administrative Code Section 67.14(b).) The Commission Secretary must document the minutes of each meeting and a draft of the minutes must be available for inspection and copying no later than ten business days after the meeting. The officially adopted minutes must be available for inspection and copying no later than ten business days after the meeting at which the minutes are adopted. (Administrative Code Section 67.16.)

Article V. Amendments.

[Drafting Note: This Article shall memorialize future amendments.]