Rules of Order

Board of Supervisors

City and County of San Francisco

Effective July 29, 2014

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1. Public Participation

1.1. Open Sessions. Every meeting of the Board, including all Board committee meetings, is open to the public. The agenda for each meeting of the Board is posted at the San Francisco Main Library, on the Board's kiosk in City Hall, and on the Board's website. A summary notice which includes the date, time, place, and where to find details of the matters to be considered is published in the San Francisco official newspaper. The Board shall not close any part of its open meeting to the public for "closed sessions," sometimes referred to as "executive session," except in strict observance of California's Ralph M. Brown Act (California's open meeting law) and the San Francisco Sunshine Ordinance (SF Administrative Code 67).

1.2. Written Communications. The policy of the City and County of San Francisco and of the Board of Supervisors is to encourage public participation before legislative action is taken by the Board. Written communications concerning municipal issues addressed to the Board or Clerk of the Board and received by Monday by 12 noon will be listed on the agenda for the second following Board meeting. Communications relating to matters pending before Board or Board committee shall also be placed in the legislative file concerning the matter.

1.3. Public Testimony. The Board welcomes public testimony. Persons speaking before the Board or at committee shall confine their remarks to the question before the Board or committee. When the full Board considers legislation which has not been considered by a committee, public testimony on those items occurs during the public comment portion of the Board meeting. Each regular, special and off site meeting of the Board shall provide an opportunity at the appropriate place on the agenda for public comment. See also Rule 3.8, which discusses general public comment at Committee meetings and also Rule 4.22, which discusses general public comment at Board meetings.

1.3.1. Actions Prohibited during Board of Supervisors' Meetings.

- Applause or vocal expression of support or opposition
- Standing in meetings
- Eating or drinking in the public gallery
- Use of electronic devices, unless they are in silent mode
- Hand held signs in the Legislative Chamber or in the committee room (although small signs may be worn on clothing)

1.4. Speaker Cards. Speakers at meetings are requested, but not required, to identify themselves and fill out cards placed near the public microphone. The information is used to help prepare the minutes of the meeting.

1.5. Interpreters. The Board shall seek to provide interpreters at each of its regular meetings and all meetings of its committees for each language requested, where

the interpretation is necessary to enable San Francisco residents with limited English proficiency to participate in the proceedings provided that a request for such interpretation services is communicated to the Clerk of the Board at least 48 hours before the meeting. For meetings on a Monday or a Tuesday, the request must be made by 12 noon of the last business day of the preceding week. The unavailability of an interpreter shall not affect the ability of the Board or its committees to deliberate or vote upon any matter presented to them.

1.5.1. Time Limits for Public Speakers who Request Interpretation Assistance. When a member of the public is addressing the Board of Supervisors or one of its Committees, and when time limits have been placed on public testimony, the President or chair of the meeting, in order to afford all public speakers a uniform time limit for testimony, shall allow persons requesting interpretation assistance, by another individual, to testify for twice the amount of the time limit, thereby providing uniform time for the speaker's testimony, as well as the time necessary for the interpretation of the testimony for the benefit of the Supervisors and the public. Public speakers who use simultaneous interpretation services will be governed by the public testimony time limit applied to speakers who have not requested interpretation assistance.

1.6. Security Officers. The Board requests the Sheriff to provide at each meeting of the Board at least one deputy sheriff and such additional deputies as the Sheriff judges to be appropriate.

1.7. Disorderly Conduct. The presiding officer shall order removed from the meeting room any person who commits the following acts in respect to a meeting of the Board or of a standing or special committee:

1.7.1. Disorderly, contemptuous or insolent behavior toward the Board or committee or any member thereof, tending to interrupt the due and orderly course of said meeting;

1.7.2. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;

1.7.3. Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the Board or committee;

1.7.4. Usage and ringing of cell phones and pagers, not in silent mode in Board and committee meetings;

1.7.5. Any other interference with the due and orderly course of said meeting.

1.8. Conduct Enforcement. Any person removed from a meeting shall be excluded from further attendance at the meeting from which removed, unless permission to attend is granted upon motion adopted by a majority vote of the Board or committee. Such exclusion shall be effected by attendant law enforcement officer or officers upon being so directed by the presiding officer. Any law enforcement officer or officers on duty and in attendance at the meeting, or whose services are commanded by the presiding officer, shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at a Board or committee meeting.

1.9. Law Violations. In addition to effecting the removal of any person who, in the opinion of the presiding officer, has violated the order and decorum of any meeting, such presiding officer may direct any law enforcement officer or officers to place such person under arrest for violation of Section 403 or Section 415 of the California Penal Code, or any other applicable law, and shall cause such person to be prosecuted. The complaint shall be signed by the presiding officer, the Clerk of the Board, or the clerk of the meeting.

2. Legislative Process

The following is the Board's process for consideration of ordinances, resolutions, and motions.

2.1. Board Actions. The Board takes action in the form of ordinances, resolutions, or motions. All ordinances, resolutions, and formal motions shall be referred to Board committee(s) before consideration by the Board, except for the following:

2.1.1. Ordinances which meet the standards of the Brown Act and court decisions concerning emergency ordinances and which are approved by at least eight Supervisors; and

2.1.2. Routine resolutions on the printed For Adoption Without Committee Reference Agenda, which are adopted by a unanimous vote of the Board; and

2.1.3. Resolutions not on the printed agenda, considered on the imperative agenda, which meet the standards of the Brown Act and the Sunshine Ordinance, and which are adopted by unanimous vote; and

2.1.4. Planning Commission motions relating to appeals, or routine in nature, and motions which are parliamentary in nature and which are adopted by a majority vote of the Board. (Motions are not subject to Mayoral veto.)

2.2. Preparation of Ordinances. The City Attorney's office generally prepares proposed ordinances. Requests to prepare proposed ordinances are submitted by the Mayor, department heads, and Supervisors. The requests may include draft language.

2.2.1. If a Supervisor wishes an ordinance to be prepared, the Supervisor completes an Introduction Form and presents it to the Clerk of the Board. A Supervisor may also request an ordinance to be prepared during the Roll Call for Introductions portion of the Board agenda. The Clerk of the Board shall promptly forward the request to the City Attorney. A Supervisor may also request an ordinance to be prepared by contacting the City Attorney.

2.3. Approval as to Form. All proposed ordinances shall be approved as to form by the City Attorney prior to consideration by the Board or a Board committee. Resolutions concerning interim zoning controls and bonds must first be approved by the City Attorney prior to consideration by the Board or a Board committee.

2.4. Emergency Ordinances. Emergency ordinances may be adopted only with the affirmative vote of eight Supervisors. Emergency ordinances must be real

emergencies. They require a vote on only one day. They go into effect as soon as signed by the Mayor. Emergency ordinances expire 61 days after their passage. Promptly after the passage of an emergency ordinance, the Clerk of the Board shall refer to the appropriate committee an ordinance that would extend the provisions of the emergency ordinance beyond its 61st day. The chair of the committee shall schedule a committee hearing on the extending ordinance so that the full Board may first act on the extending ordinance not later than the 50th day after the passage of the emergency ordinance.

2.5. Legislative Digests. The City Attorney prepares a brief digest of each proposed ordinance of more than two pages at the time of the ordinance introduction. Such digest shall explain in plain English the effects of the ordinance on existing law. If amendments are made to a proposed ordinance, by committee or by the Board, which change the effect of the ordinance, the City Attorney shall revise the digest. Amended legislative digests should state that they reflect amendments made by the committee or the Board on a certain date. The Clerk of the Board shall distribute digests to each Supervisor and place a digest in the legislative file.

2.6. Resolution Writing. Most resolutions are generally prepared by a Supervisor or by the requesting department. Resolutions may be prepared by the City Attorney based on a draft submitted by a Supervisor or department because of the complexity of the matter. Members of the public may submit drafts of proposed resolutions to individual Supervisors for their review and introduction**.**

2.7. Legislative Introductions by Supervisors and the Mayor. Legislation and other matters may be introduced during the portion of the Board meeting designated Roll Call for Introductions and up until the adjournment of the meeting or 5:00 p.m. whichever is later. A Board Member or the Mayor may submit an original red-line and two copies of the proposed legislation with electronic versions transmitted to the Clerk of the Board's staff. These matters will have an introduction date of that Board meeting; or legislation and other matters may be submitted between Board meetings. These matters will have an introduction date of the following Board meeting, except those matters which appear on the Adoption Without Committee Reference.

2.7.1. Legislative Introductions Timeline For Departments. Departments may submit an original red-line and two copies of the proposed legislation with electronic versions to the Clerk of the Board's staff before 12 noon on Monday. If Monday is a holiday, the deadline to submit is by the previous Friday before 12 noon. The Clerk of the Board shall print the titles of the legislation on the next available Regular Agenda following the Monday deadline. Any other related documents may be submitted electronically to the Clerk of the Board.

2.7.2. Legislation Introduced Document. All legislation introduced by Supervisors, the Mayor or Departments during the prescribed times, will be included on the Legislation Introduced document which will be posted on the Board of Supervisors website by 5:00 p.m. on Thursday following the Board meeting at which the legislation is introduced. The submission of legislation includes a red-line original and two copies of the proposed legislation. A summary notice of where to find those matters introduced will be published, within five days of introduction at the said Board meeting, in the San Francisco Official Newspaper.

2.8. Board Consideration. Prior to Board consideration of a matter all required documents relating to the proposed legislation must be submitted and completed to ensure all legislative files are ready for the appropriate legislative action. When documents relating to the legislation are voluminous, Departments may submit these documents electronically to the Clerk of the Board. The documents should be received in a timely manner to ensure they become a part of the official file and are made available to the Supervisors for consideration.

2.8.1. Grant Applications. Legislation approving grant applications shall be accompanied by a completed Grant Information Sheet and a signed "Disability Access Checklist" which must be approved by the Mayor and the Controller's Grants Division before submittal.

2.8.2. State and Federal Legislation. Each resolution which would support or oppose legislation pending before the California Legislature or the United States Congress shall be accompanied, at the time of introduction, by a copy of the bill under consideration. The Clerk of the Board shall not accept for introduction any such resolution without the required bill. Sponsors of such resolutions are requested to provide information at the time of introduction, as to whether such organizations as the California State Association of Counties, the League of California Cities, or the National League of Cities have taken positions in support of or opposed to the pending bills.

2.8.3. Contracts/Agreements/Leases. When required by S.F. Campaign and Governmental Conduct Code, Section 1.126 a completed Form 126 (SFEC-126) shall accompany the legislation in order for the Board to take appropriate action.

2.9. Subject Hearings. A Supervisor may introduce a request for a committee hearing on a subject matter without having legislation. The Board prefers that legislation be introduced so the public will be aware of possible action to be taken on an issue. If a Supervisor requires more knowledge of an issue to write proposed legislation, or to request the City Attorney to write proposed legislation, the Supervisor may call for a hearing on a subject matter. During Roll Call for Introductions, the Supervisor shall submit a description of the purpose of the

hearing, including a statement of what the Supervisor wishes to accomplish to the extent possible. The Clerk of the Board shall place the description in the file concerning the hearing.

2.10. Committee Reference. The President of the Board shall refer proposed legislation and subject matter hearing requests to one of the standing or special committees for public hearing.

2.11. Sponsors and Co-sponsors. The Clerk of the Board shall include on every measure introduced, the name of the sponsor or cosponsors. If a matter is being considered at a committee meeting or at a Board meeting, a Supervisor may request to be added as a co-sponsor orally or in writing. Requests to be added as a co-sponsor, outside of a meeting, shall be made, in writing, to the Legislative Deputy Director, Clerk and to the Committee Clerk if the matter is pending in Committee. Co-sponsors are listed in the order received by the Clerk.

2.12. Pending Legislation. Unless otherwise provided, legislation shall be referred to committee and placed by the clerk on the assigned committee's pending list and placed on a committee agenda**.** Committee chairs have wide latitude on whether and when to calendar matters for hearing. All Supervisors shall be notified before items sponsored or requested by them are placed on a calendar by the Chair of the Committee. Committees may not consider matters which have not been assigned to committees by the President of the Board.

2.12.1. Hearings on Items Referred to the Youth Commission. The Youth Commission may request that a hearing related to any item referred to the Youth Commission, pursuant to the Charter, Section 4.142, be scheduled at a time deemed appropriate for persons 18 years of age and younger. To make this request, the Youth Commission Director shall send a written request to the Chair of the relevant Committee and the primary sponsor(s), copying the Clerk of the Board of Supervisors. The Chair of the Committee shall strive to provide a written response to the Clerk of the Board of Supervisors and to the Youth Commission Director within 48 hours after receipt of the request.
Added pursuant to M14-132, (File 140571), approved 7/29/2014

2.13. Transmittal to the Mayor. No later than the day following final passage or adoption by the Board, the Clerk of the Board shall transmit to the Mayor ordinances and resolutions with the record of Supervisors who voted for or against the legislation or were absent or excused.

2.14. Action by the Mayor. Within 10 calendar days of receipt of legislation, the Mayor shall return the legislation to the Clerk of the Board**.** If the 10th day is a weekday, the Mayor has until 5:00 p.m. on that day to return legislation. If the 10th day is a weekend, the Mayor, attested by a witness, must sign legislation by midnight on the 10th day and return to Clerk of the Board on the following Monday by 8:00 a.m. The Mayor has three options. The Mayor may:

2.14.1. Sign the legislation, in which case it becomes law in accordance with Board Rule 2.16 relating to the effective date of legislation.

2.14.2. Return the legislation unsigned, in which case the legislation becomes law at the end of the 10-day period for consideration by the Mayor in accordance with Board Rule 2.16 relating to the effective date of legislation. If the Mayor informs the Clerk in writing that he or she is waiving the remainder of the 10-day period, then the legislation is deemed approved on the date the Clerk receives the written waiver.

2.14.3. Disapprove and veto the legislation, in which case the Board may override the veto and approve the legislation within 30 days by an affirmative vote of not less than two-thirds of the full Board, eight votes in accordance with Board Rule 2.16 relating to the effective date of the legislation.

2.15. Unreturned Legislation. If the Mayor fails to return the legislation to the Clerk of the Board by the end of the 10th day following transmittal to his/her office, the legislation is deemed approved in accordance with Board Rule 2.16 relating to the effective date of the legislation.

2.16. Effective Dates. An ordinance concerning purely administrative matters, ordinances calling elections, appropriating money and levying taxes, and such other ordinances as provided by the Charter, go into effect when the Mayor returns the approved legislation to the Clerk of the Board; or, if not signed by the Mayor, at the end of the 10-day period for consideration by the Mayor, or upon receipt of the Mayor's written waiver of the remainder of the 10-day period; or after a veto is overridden. Except where provided otherwise by law, all other ordinances shall go into effect at the beginning of the 31st day after such actions if no referendum petition is filed. Resolutions take effect immediately, unless otherwise specified within the resolution, upon approval by the Mayor, or, if not signed by the Mayor, at the end of the 10-day period for consideration by the Mayor, or immediately after a veto is overridden.

2.17. Rate, Fee, Charge Review. When a proposed rate, fee, or charge is received from the Mayor, the Clerk of the Board shall promptly refer the matter to the Budget and Finance Committee so that the Board may act within 30 days as required by Section 2.109 of the Charter.

2.18. Mayoral Appointment Consideration.

2.18.1. Appointments by the Mayor that are subject to confirmation by the Board and deemed approved if the Board fails to act within a specified time. The Clerk of the Board shall introduce a motion to confirm and a motion to reject such appointments upon receipt of a complete nomination from

the Mayor, which shall include contact information, resume, and a completed Statement of Economic Interests (Fair Political Practices Commission Form 700). The Clerk shall refer the motions to the Rules Committee for hearing as soon as possible. If the Rules Committee is unable to schedule and consider the motions before the Board's deadline to act expires, the Board, as a Committee of Whole, will consider the motions on the next Board agenda, in order to meet the deadline. *(See Appendix A)*

2.18.2. Appointments by the Mayor that are subject to confirmation by the Board and not effective until the Board takes action. Upon receipt of a complete nomination from the Mayor, which shall include contact information, resume, a completed Statement of Economic Interests (Fair Political Practices Commission Form 700) and a motion to confirm said nomination. The Clerk of the Board shall refer the appointment to the Rules Committee for consideration**.** *(See Appendix B)*

2.18.3. Appointments by the Mayor that are effective at the time the Mayor makes the appointment but may be rejected within 30 days by a 2/3 vote of the Board. Upon receipt of a complete nomination from the Mayor, which shall include contact information, resume, and a completed Statement of Economic Interests (Fair Political Practices Commission Form 700) the Clerk of the Board shall promptly notify each Supervisor in writing and shall give public notice of the appointment by listing it at the rear of the next available Board agenda. If a Supervisor desires a hearing to be held on the appointment, the Supervisor promptly shall notify the Clerk of the Board in writing. Upon receipt of such notice from a Supervisor, the Clerk of the Board shall refer the appointment to the Rules Committee. If the Rules Committee is unable to schedule and consider the motions before the Board's deadline to act expires, the Board, as a Committee of Whole, will consider the motions on the next Board agenda, to act within 30 days of the appointment.
(See Appendix C)

2.19. Certain Candidates for Commission Appointments. Prior to any approval or confirmation by the Board of an appointment of an individual to a board, commission or advisory, the applicant must submit a completed Statement of Economic Interests (Fair Political Practices Commission Form 700), if the City's Conflict of Interest Code requires a Form 700 for the office sought. It is the policy of the Board that when applicants fail to submit a completed Form 700, the Board or the Rules Committee may continue the appointment or confirmation until Form 700 is submitted. The Clerk of the Board shall notify appointees subject to this requirement that submission of the Form pursuant to this Rule does not satisfy the requirement to file a completed Form 700 within 30 days of assuming office.

2.20. Executive Branch Reorganization. When the Mayor submits proposed executive branch reorganizations to the Board, the Clerk of the Board shall promptly transmit the proposal to each Board member and indicate that the proposed reorganizations shall occur unless the Board disapproves the reorganizations. A Supervisor may request a hearing on the matter and the Board must act within 30 days as provided in Section 4.132 of the Charter.

2.21. Regular Meetings of Subordinate Bodies. Whenever the Board creates or reauthorizes, by ordinance or resolution, a board, committee, task force, or other multi-member body, the Board shall include language requiring the subordinate body to meet at least once every four months. The enabling legislation shall also include a description of the qualifications for each member, the date on which appointments commence, the length of terms of appointments, and a sunset clause not to exceed three years, and shall identify the City Department that will provide administrative services to the subordinate body. The Clerk of the Board shall advise the Board if there is a current body that addresses the same or a similar subject matter. The requirement shall not apply to committees consisting solely of members of the Board. The Board may modify or waive the requirement where state or federal laws, or the terms of a grant or a contract, require the City to maintain the subordinate body. The Clerk of the Board shall maintain a list of every subordinate body to which the Board has the appointing authority. The Clerk of the Board shall contact these bodies at the end of each year to determine if they have met at least once every four months. If more than four months pass without the body meeting, the Clerk shall ask the City Attorney to prepare legislation repealing the ordinance or resolution that created the body.

2.22. Proposed Charter Amendments. Any proposal for amendment of the Charter ordered submitted to the electors by the Board on its own motion shall be ordered pursuant to the provisions of applicable state law, with the further limitations imposed as follows:

2.22.1. Introduction; Referral to Committee. A proposed Charter amendment shall be introduced by a Supervisor at a regular Board meeting held not less than 168 days prior to the election at which it is to be acted upon by the electors. A Charter amendment must be signed by a City Attorney and include a legislative digest before the 30 day rule will commence. This also applies to the introduction of a “skeletal” Charter amendment. The introduction of a “skeletal” Charter amendment shall not satisfy the requirements of this Rule. Upon introduction, the proposed Charter amendment shall be referred to the appropriate Board committee for public hearing.

2.22.2. Referral to City Attorney. Immediately after its reference to committee, any proposed Charter amendment which has not been prepared or approved as to form by the City Attorney shall be transmitted by the Clerk of the Board to the City Attorney for preparation or approval as to form. The City Attorney shall return it to the Board prepared or approved

as to form, or a negative report in lieu thereof, within 10 days after receipt from the Clerk of the Board.

2.22.3. Controller's Statement. Immediately after reference to committee and preparation or approval as to form by the City Attorney, such proposed Charter amendment shall be referred by the Clerk of the Board to the Controller. The committee shall not report it to the Board, nor shall the Board order it submitted to the electors, prior to receipt of the Controller's written statement pursuant to the Charter, analyzing the proposal as to its cost. The Controller's statement shall be submitted to the Board within 10 days after the Controller's receipt of the proposed Charter amendment.

2.22.4. Referral to Mayor and other City Officials and Boards or Commissions. Immediately after its reference to committee and preparation or approval as to form by the City Attorney, any proposed Charter amendment shall be referred by the Clerk of the Board to the Mayor, appropriate department heads and appropriate boards and commissions for comment, as desired, as to the effect upon any matters within their respective jurisdictions.

2.22.5. Amendments to Proposed Charter Amendments. An amendment of substance to a proposed Charter amendment, submitted to the Board or a Board committee, shall be referred by the Clerk of the Board to the City Attorney for preparation or approval as to form and shall be returned to the Clerk of the Board by the City Attorney within seven days after receipt. Thereupon, the Clerk of the Board shall transmit it to the Controller, the Mayor, appropriate department heads and appropriate boards and commissions for comment, as desired, as to the effect thereof upon any matters within their respective jurisdictions. A substitute or amendment to a Charter amendment may be introduced, granted that the lead sponsor is introducing such substitute and has informed other co-sponsors.

2.22.6. Committee Report and Board Action. The committee before which a proposed Charter amendment, or an amendment thereto, is pending, shall not report it to the Board, and the Board shall not order it submitted to the electors, prior to 10 days after referral to the Mayor, and other City officials.

2.22.7. Order of Submission to Electorate. At least six days must intervene between the first appearance of a proposed Charter amendment on the Board agenda and any Board order of submission to the electorate. Said order, if any, must be made not less than 95 days prior to the election mentioned herein, which is the deadline set forth in the San Francisco Municipal Elections Code.

2.22.8. Modification of Time. Notwithstanding the provisions of other rules, the Board may, by motion adopted by a majority vote of all Supervisors thereof, shorten, extend or otherwise modify the time fixed in these rules for the performance of any act by an officer, board or commission concerning a Charter amendment.

2.22.9. One Late Charter Amendment. San Francisco Elections Code, Section 300, provides that proposed Charter amendments the Board wishes to submit to the voters may be submitted for the next election held no fewer than 102 days after the date of submission, and allows the Director of Elections to accept from the Board one proposed Charter amendment a week later, but no fewer than 95 days before the date of an election.

2.22.10. Filing of Proposed Charter Amendments. On the 94th day prior to each City election, the Clerk of the Board shall file all pending proposed Charter amendments that have not been submitted to the voters by the Board for that election, unless a Supervisor has requested, in writing, that a measure be considered for submission to the voters at a subsequent election.

2.22.11. Withdrawal of Charter Amendment/Ballot Measure Transmitted to the Department of Elections. Charter amendments or ballot measures that the Board has placed on the ballot may be withdrawn by motion up to the deadline to submit a measure to the Department of Elections. To withdraw a Charter amendment or measure, the Board must approve a written motion to that effect and the Clerk must deliver it to the Department of Elections.

3. Legislative Committees

Overview, Structure, and Process

Committee Overview

3.1. Committee Appointments and Service. The President shall appoint, by written notice filed with the Clerk of the Board, the membership and schedule of all standing and special committees and their respective chairs and vice chairs, except that in the case of a joint committee, the chair of the committee designated first by the President in the order of referral shall serve as chair of the joint committee and the chair of the committee designated second shall serve as the vice chair of the joint committee. Each member of the Board may also serve as an ex officio, non-voting member of any standing committee. Such service shall be solely for the purpose of participation in committee discussion and debate.

3.2. Presidential Committee Service. When only one member is available to attend a meeting of a standing or select committee of the Board, in order that the committee may conduct its scheduled business, the President may serve on the committee with all the duties and responsibilities of a member of the committee except that the President shall not serve as chair of the committee. If a second regular member of the committee arrives at the meeting, the President shall then no longer have any voice or vote as a member of the committee. This Rule shall not apply to a committee on which the President is a regular member.

3.3. Committee Authority. Committees shall consider only items which have been referred to them by the President, or by the Board, and which have been posted, published, and noticed. The basic function of each committee is to inquire and to recommend actions to the full Board. Additional committee authority exists only when specifically authorized by ordinance or by the Board. Committees shall provide an opportunity for public comment only with regard to items posted, published, and noticed on their meeting agendas. No Supervisor or combination of Supervisors shall employ or engage the services of any person, or authorize or incur any charge, debt or liability against the City unless authority first shall have been given by the Board or is provided by law.

3.4. Committee Assignments. Specific committee assignments shall modify and control general assignments. In the event that the scope of committee assignments may be conflicting, overlapping or ambiguous, the President shall determine and designate, subject to an appeal to the Board, the committee which shall have jurisdiction over a particular matter.

3.5. Committee Size. Each standing committee and each select committee shall be comprised of three Supervisors.

3.6. Action by Chair of Committee. Prior to preparation of a committee agenda, the committee clerk shall review with the chair all measures pending in the committee, for the purpose of permitting the chair to order filing or other disposition of those matters for Board action. In order to ensure that the Board is able to meet all legal deadlines for time sensitive matters, the chair of each committee shall review with the clerk of the committee timelines for said matters and calendar those matters in order to meet deadlines for Board action.

3.6.1. Upon request by any member of a committee, the committee chair shall share a draft agenda with all committee members at least seven days in advance of the committee meeting, so that committee members may be fully prepared for the meeting.

3.7. Meetings to be Public. Every committee meeting shall be open to the public, except that a committee may meet in closed session for consideration of matters involving attorney-client consultation with the City Attorney on litigation or involving other matters permitted to be discussed in closed session by state law, the Charter or Sunshine Ordinance.

3.8. Public Comment at Committee Meetings. Public comment is welcome on any item on committee agendas. Public comment is not provided on other matters, because committees may consider only items which have been referred to the committee and properly posted, published, and noticed. This is the opportunity to hear public testimony for and against proposed legislation pending before the committee.

3.9. Time of Meeting. Every committee shall meet at the time set by the Board, the chair, or a majority of the committee, in that order of priority.

3.10. Committee Meetings on Tuesday. No committee meeting shall commence on a Tuesday after 12:30 p.m., or continue past 2:00 p.m. on a Tuesday without the express permission of the President of the Board.

3.11. Committee Meeting Attendance. It shall be the duty of every Supervisor to attend every meeting of his or her committee and to be present promptly at the time for which the meeting is called. No more than five Supervisors may attend and participate in a committee meeting. If the Clerk receives notification, within a reasonable time, that there may be more than five Supervisors attending a committee meeting, language indicating that there may be quorum of the Board in attendance which would constitute a special meeting of the full Board, will be placed on the agenda.

3.12. Record of Attendance. The clerk of each committee shall keep a record of the attendance of the members and shall report such record to the Clerk of the Board, and the Clerk of the Board shall have the record of the attendance of members at committee meetings available at all times as a public record.

3.13. Call to Order. In the event that the chair is not present at the time set for a committee meeting, the vice-chair or another member of the committee shall, if there is a quorum, call the meeting to order.

3.14. Roll Call on Pending Motion. It shall be the right of any member of a committee to call for a roll call vote on any pending motion, and the chair or acting chair of the committee shall, with or without debate, order the roll call.

3.15. No Requirement for Second to Motion. In committees of three members or fewer, a motion by a member shall not require a second.

3.16. Non-Duplication. When a matter has been referred to one committee, a substantially similar proposal shall be referred to the same committee, but nothing in this rule shall be construed to limit the power of the President to exercise the power to assign or to reassign matters.

3.17. Posting, Publishing, and Noticing Committee Meeting Agendas. Any member of the public who is interested in receiving a committee agenda, via the US mail, may make a request in writing to the Clerk of the Board and subject to the price per page set by the Clerk of the Board in addition US postage. The agenda will be sent as soon as possible after the agenda has been finalized by the committee chair, but not later than 48 hours before the committee meeting. Agendas are posted at the San Francisco Main Library, and on the Board's kiosk in City Hall, and published on the Board's website 72 hours prior to the meeting. A summary notice with the date, time, place and location of details regarding items to be considered at the meeting, is published in the San Francisco official newspaper 36 hours prior to a regular committee meeting and 18 hours prior to a special committee meeting.

3.18. Committee Presentation Priority. The sponsor or his/her designee of the legislation shall be accorded priority in addressing the committee.

3.19. Timing of Committee Recommendations. When state or local law requires the Board to act by a certain date, or when the Board for legislative reasons desires to act by a certain date, the Board may refer legislation to a committee with direction to return the legislation to the Board by a specified date. In the event a committee does not take timely action, the Clerk of the Board shall place the legislation on the agenda of the full Board, with the Board sitting as a Committee of the Whole, in order to meet the required date of action by the Board pursuant to state and local laws.

3.20. Applicable Rules. Except that the privilege of the floor may be granted by the committee chair or as a majority of the committee may decide, and except as otherwise provided, the Rules of the Board shall be applicable in the conduct of all committee meetings whenever practicable. Each committee may, by a majority vote of its members, adopt such additional rules, not in conflict with

these rules, as it may consider necessary for the conduct or consideration of any business referred to such committee.

3.21. Committee Consent Agenda. Any committee chair, in reviewing matters to be included in a committee agenda, will determine whether there are routine, non-controversial items that would be appropriate for inclusion in a Consent Agenda section. These matters will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a Supervisor so requests, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

3.22. Committee Hearings on Major Policy Issues Deferred for 30 Days. When a measure is introduced which would create or revise major City policy, the committee to which the measure is assigned shall not consider the measure until at least 30 days after the day of introduction. The provisions of this rule shall not apply to the routine operations of the departments of the City, or when a legal time limit controls the hearing timing. The determination of whether a measure involves a major policy issue shall initially be made by the Clerk of the Board, subject to reversal by the President of the Board. The provisions of this rule are in addition to the requirements of Rule 3.33 which requires, with exceptions, that a proposed amendment to the Municipal Code or Administrative Code be available to the public for seven days prior to receiving a recommendation by a Board committee.

3.23. Action on Amendments to Administrative Code Involving Land Use or Planning Deferred for 30 Days. Upon introduction, any legislation containing significant amendments to the Administrative Code involving issues related to planning or land use shall be referred to the Planning Department for review and comment. Neither the Board, nor any committee of the Board, may act on such legislation until 30 days after the date of introduction. The determination of whether a measure involves a significant amendment to the Administrative Code involving a land use or planning issue shall initially be made by the Clerk of the Board, subject to reversal by the President of the Board.

3.24. General Plan Amendments. When proposed general plan amendments are received from the Planning Commission, the Clerk of the Board shall promptly refer the amendments to the committee which considers land use issues since the Board is required by Section 4.105 of the Charter to act within 90 days, or the proposed amendments shall be deemed approved.

3.25. Fiscal Committees. In accordance with Administrative Code Section 2.6-3 concerning fiscal impact, the Government Audits and Oversight Committee and the Budget and Finance Committee shall each be a “fiscal committee” of the Board and the other committees of the Board, solely for the purpose of considering grants to the City within their subject areas, shall also be considered “fiscal committees”.

3.25.1. Budget and Finance Committee. The Budget and Finance Committee shall be referred appropriation ordinances, and measures concerning bond issues, taxes, fees and other revenue measures, redevelopment, and real estate. The Budget and Finance Committee shall also be referred the annual appropriation and annual salary ordinances. The Budget and Finance Committee shall hold a public hearing on the Mayor's budget instructions to City Departments for each annual City budget after the instructions are released.

The Budget and Finance Committee shall be comprised of three full-time members except that beginning on March 1 of each year the committee shall be comprised of five members and shall remain a committee of five members until the Board adopts the annual appropriation and salary ordinances. Following the adoption of the annual appropriation and salary ordinances by the Board, the committee will be reduced to the three full-time members.

Beginning on March 1 of each year, and until the Board adopts the annual salary and appropriation ordinances, there shall be a subcommittee of the Budget and Finance Committee consisting of three members. Unless otherwise designated by the President, the members of the subcommittee shall be the full-time members of the Budget and Finance Committee. The subcommittee may consider any matters assigned to the Budget and Finance Committee except the annual appropriation and salary ordinances or the Mayor's budget instructions.

3.25.2. Government Audit and Oversight Committee. The Government Audit and Oversight Committee shall be referred labor agreements, Civil Grand Jury Reports, and audits of City departments and agencies. The Government Audit and Oversight Committee shall oversee the management audits, audit schedules, and approval of the audit schedule.

3.25.3. Management Audits. It is the policy of the Board that each program of the City and the Successor Agency to the San Francisco Redevelopment Agency (over whose budget the Board has jurisdiction) be the subject of a performance or management audit at least once every eight years. It shall be the function of these audits to ensure that City departments and the agency make prudent and efficient use of City resources and that the departments and agency effectively perform the functions assigned to them by the Charter and applicable laws.

3.25.4. Audit Schedule. No later than the 15th of January each year, the Budget Analyst and the Controller shall submit to the Board a proposed schedule of performance and management audits to be conducted of programs of City departments and the agency. Priorities to be used in developing the proposed schedule shall include programs that have never undergone a management audit, programs that have gone the longest period of time since their last management audit, and such other criteria as may be approved by the Government Audit and Oversight Committee**.**

3.25.5. Approval of Audit Schedule. The Board shall review and approve by resolution the schedule of performance and management audits within 60 days of its receipt. Prior to approving the proposed audit schedules the Board may modify, add, or delete items from the schedule. Nothing in these rules, however, shall restrict the Controller from conducting an audit of any program or department at any time.

3.26. Rules Committee. The Rules Committee shall be referred measures concerning appointments, ballot measures, except revenue measures which will be heard in the Budget and Finance Committee, Charter amendments, amendments to the Administrative Code, Board Rules of Order, and settlement of claims, litigation, and rewards.

3.26.1. Amendments to the Rules of Order. All proposed amendments to the Rules of Order shall be referred to the Rules Committee for public hearing and recommendation. An amendment to the Rules of Order may be adopted by the affirmative recorded vote of two-thirds of the Board.

3.27. Neighborhood Services and Safety Committee. The Neighborhood Services and Safety Committee shall be referred measures related to public works, infrastructure, traffic and parking control, parks and recreation, utilities, public protection, delinquency prevention, public health, emergency services, seniors, the disabled, children and their families, as well as measures related to the City's coordination, strategies, policies, programs, and budgetary actions surrounding public safety. (Amended by M13-025, (File 130050), approved 2/26/2013)

3.28. Land Use and Economic Development Committee. The Land Use and Economic Development Committee shall be referred measures related to housing, land use, zoning, planning, rent control, economic development, resident employment, workforce training and placement, transportation, the Municipal Railway, homelessness and the environment.

3.29. *Deleted pursuant to M13-025, (File 130050), approved 2/26/2013.*

3.30. Select Committees. The Board, by motion, may create select committees after such motion has been referred to the Rules Committee for public hearing and recommendation to the Board. Each select committee shall consist of three Supervisors. Each motion creating a select committee shall specify: a) a clear, simple, narrow, single statement of purpose, and b) a termination date or a period of time during which the committee shall be in operation, which time shall commence upon the appointment of its membership.

3.31. Joint City and School District Select Committee. The Joint City and School District Select Committee shall be referred measures concerning issues of mutual interest that affect the City and the School District, its employees, its students, and the families of its students, including the issue of the public use of School District facilities, and shall terminate on, or before, March 1, 2014.
(Amended by M13-080, (File 130633), approved 6/18/2013)
(Amended by M14-021, (File 140130), approved 2/25/2014)

3.32. Joint Committees. When a matter cannot adequately be considered by a single committee, and the President determines that a joint committee will give more appropriate consideration to a matter, the President may refer a matter to a joint committee. For the purpose of determining a quorum and other parliamentary decisions, a meeting of a joint committee shall not be considered as a joint meeting of two separate committees, but shall be considered as a meeting of a single committee which consists of the members of two standing committees.

Committee Process

3.33. Committee Hearing. Legislation assigned to a committee requires a majority of the three members of a committee in order to be sent to the full Board, as introduced, or as amended by the committee. The committee, to which a measure is referred, shall, after posting, publishing, and noticing of the committee agenda, hold a public hearing or hearings on the measure. A committee shall not forward a recommendation to the Board concerning a measure which would amend or add to the administrative or municipal codes or the Charter unless:

(a) Proposed text of the basic measure has been available in the Board file for public inspection at least seven days prior to its hearing or;

(b) The committee or the Board finds that the measure is of an urgent nature and that the public has not been significantly disadvantaged by the lack of availability of the text; or

(c) The committee originates a measure after holding a hearing when notice of the hearing included not merely the subject matter but a description of the substance of the potential legislation.

The Clerk of the Board shall indicate by appropriate notation on committee agendas such measures which have not been available for the required one week. Nothing in this rule shall be construed to prohibit a committee from forwarding a measure which the committee has amended when the amendments are within the same subject as the measure available for public inspection.

3.34. Committee Action. A committee may send legislation to the full Board with its recommendation, or without recommendation**,** or with a recommendation of do not pass. Other committee actions include: amend the legislation, continue to a specified future meeting date, continue to the call of the chair, table, or file a hearing request. The committee may take such other action with respect thereto as is necessary and proper under the rules or law

3.35. Failure of a Committee to Hear within 30 Days. Should a measure that has been referred to committee not be heard within 30 days from the date of such reference, any Supervisor may, at any subsequent Board meeting call for said measure to be presented to the Board, provided, however, that the Supervisor has requested a hearing for the item in writing from the chair of the committee to which the item has been referred. Upon receipt of such written notice the Clerk of the Board shall notify the committee chair**.** This request shall be submitted on the Introduction Form during Roll Call for Introductions. If the item is not included on the committee's next published agenda following such a request, it will be included on the agenda of the Board's next regular meeting with the Board sitting as a Committee of the Whole. If the President has determined that a measure creates or revises major City policy (Rule 3.22), then the 30-day period provided for in this Rule (Rule 3.35) shall not begin to run until the 30-day period imposed by the President (Rule 3.22) has expired.

3.36. Failure of a Committee to Act within 30 Days. Should the committee to which a measure has been referred not report such measure to the Board within 30 days from the date of such reference, four or more Supervisors, at any subsequent Board meeting may call for said measure to be presented to the Board by inclusion on the agenda of its next regular meeting following that at which the call is made. This request shall be submitted on the Introduction Form during Roll Call for Introductions. If the President has determined that a measure creates or revises major City policy (Rule 3.22), then the 30-day period provided for in this Rule (Rule 3.36) shall not begin to run until the 30-day period imposed by the President (Rule 3.22) has expired.

3.37. The Board May Call a Measure from Committee. The Board by majority vote may order, by written motion, that a measure which has been referred to committee be returned to the Board at its next meeting.

3.38. Notice of Call from Committee. When a measure is called out of committee, the clerk of the committee shall notify by mail all interested parties, who have

provided contact information, that the measure has been called out of committee and will be considered by the Board on a specified date.

3.39. Calling an Emergency Measure from Committee. At the expiration of five days from the date of reference to committee of an emergency ordinance, any Supervisor may call for said emergency measure and require that the Clerk of the Board include such measure on the agenda for the next regular meeting of the full Board. Such call shall be directed, in writing, to the Clerk of the Board.

3.40. Filing of Inactive Matters. Before a matter appears on an agenda for consideration, the Supervisor sponsoring a measure or requesting a hearing, must inform the Clerk of the Board, in writing, if he/she deems the matter to be inactive, and the Clerk of the Board shall file the matter. If a matter is on an agenda, action must be taken by the committee to table or file the measure. Such matters may be reactivated as provided in these rules.

3.41. Filing Inactive Matters After Six Months. If a matter referred to committee has not been heard by the committee for any five consecutive calendar months, the Clerk of the Board shall note on the next committee pending list that unless the item is heard the following month it will be deemed to be inactive and shall be filed by the Clerk of the Board, who shall make an appropriate note on the legislative history record of such filing.

3.42. Reactivating of Tabled or Filed Items. After a committee has tabled or filed a measure, any Supervisor within the following 12 months may call, at any subsequent Board meeting, for the measure to be reactivated by inclusion on the pending list of the committee to which it had previously been referred. This request shall be submitted on the Introduction Form during Roll Call for Introductions. Any such measure may then be heard, if scheduled by the committee chair or by the committee, at a committee hearing held not earlier than six days after the reactivating call. In addition to the usual hearing notice, notice of such hearings shall be sent to all persons who testified at the previous hearing, if contact information was provided to the committee clerk.

4. Board of Supervisors Meetings

4.1. Board Meeting Agendas: Posting, Publishing, and Noticing. Agendas of the Board of Supervisors are posted at the San Francisco Main Library and on the Board's kiosk in City Hall. Agendas are also published on the Board's website 72 hours prior to the meeting. A summary notice including the date, time, place, and location of details regarding items to be considered at the meeting, is published in the San Francisco official newspaper 36 hours prior to a regular Board meeting and 24 hours prior to a special Board meeting.

4.2. Regular Meetings of the Board. The Board shall hold a regular meeting in the Chamber in City Hall each week at 2:00 p.m. on Tuesday, unless it is a holiday or the day following a holiday. In December of each year, the Board shall by written motion approve a regular meeting schedule for the following year. The schedule shall include both a summer and winter recess. The Board shall not meet during the week after Thanksgiving or between December 24 and December 31, inclusive.

4.2.1. Holiday Schedule. During holiday periods, the application of specific days of the week described in these rules shall be revised by the Clerk of the Board as necessary for the efficient conduct of the legislative process.

4.3. Special Meetings of the Board. A special meeting of the Board may be called at any time by the President, or by a majority of the Board, as specified in Section 2.8 of the San Francisco Administrative Code.

4.4. Recessed Meetings. When the Board, or one of its committees, recesses a meeting to a time that is more than 12 hours later than the beginning of the initial recess, the following shall occur:

(a) The Board or committee shall decide, by a motion approved by a majority of the quorum, which matters will be considered at the reconvened meeting.

(b) The Board or committee shall then direct the Clerk of the Board or the committee clerk to process the remaining, decided items on the agenda as completed business.

(c) During the reconvened meeting the Board or committee shall not consider those already decided items.

This Rule may not be suspended.

4.5. Attendance at the Board Meetings. Unless excused, all Supervisors shall be in their respective seats at the hour appointed for each regular, special or recessed meeting of the Board. No Supervisor shall be excused from attendance at a

Board meeting except by a vote of the majority of the Supervisors present or from a portion of the meeting by the President.

4.6. Meeting Absences. Each Supervisor shall notify the President, affected committee chairs, and the Clerk of the Board in writing of all anticipated absences from Board and committee meetings.

4.7. Call to Order and Roll Call. The President shall preside at all meetings, and shall call each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the Clerk of the Board shall call the roll of the Board and record those present and those absent, and shall enter into the minutes the names of those Supervisors present and absent at the first roll call as well as the names and time of appearance of those Supervisors who arrive subsequent to the first roll call. In the absence of the President, the Clerk of the Board shall call the roll at the time appointed for the meeting and the Board shall appoint a presiding officer pro tempore from among the Supervisors present.

4.8. President Pro Tem. The President may name any Supervisor to perform the duties of the President, but such substitutions shall not extend beyond adjournment.

4.9. Pledge of Allegiance. The President shall lead the Board and the audience in the pledge of allegiance to the flag of the United States of America.

4.10. Approval of Meeting Minutes. The Clerk of the Board shall make draft meeting minutes available after 12 noon following the meeting day. A written report (Legislation Introduced) of matters newly introduced shall be normally available no later than two days following each Board meeting. The Board shall approve by an oral motion, any final Board minutes that appear on the Board agenda for approval.

4.11. Communications. Communications are presented on which immediate notice to the Board or action by the Board is required by law.

4.12. Mayor's Appearance Before the Board. The second regularly scheduled meeting of the Board shall include an agenda item for the Mayor's personal appearance before the Board. The President of the Board shall communicate to the Clerk of the Board, by 12 noon, on the Wednesday prior to the Board meeting, if rescheduling the Mayor's appearance is necessary. Questions and discussion shall be limited to the formal policy matters as set forth in Charter Section 3.100 (7) and shall be limited to items within the jurisdiction of the Mayor and Board. Questions must be previously submitted to the Clerk of the Board and the Mayor by 12 noon the Wednesday prior to the Board to the Mayor's appearance. If a question to the Mayor relates to state or federal legislation, a copy of said legislation must accompany the question at the time of submittal by

the Supervisor. During the Mayor's appearance the Board may, by the approval of a supermajority vote, move to strike a question posed to the Mayor and the Mayor need not respond. Any Board member, with the approval of a supermajority, may ask a question which relates to a sudden or unexpected incident raising formal, time-sensitive questions relating to the incident that arose after the prescribed time to submit a question to the Mayor.

4.13. Recognition of Commendations. The general recognition of commendations may occur at 2:00 p.m., and should require no more than five minutes per recognition. Group recognitions shall be noted as a Special Order on the Board agenda at an affixed time to be determined by the Clerk of the Board.

4.14. Consent Agenda. Matters of a routine, non-controversial nature which require no further discussion and only six votes may be listed in a section of the Regular Agenda of the Board called Consent Agenda. There will be no separate discussion of these items unless a Supervisor so requests, in which event the matter shall be removed from the Consent Agenda and considered as a separate item. The Consent Agenda will be acted upon by a single roll-call vote of the Board. Items removed from the Consent Agenda may be heard immediately following the vote on the rest of the items.

4.15. Old Business. This item includes matters which were previously considered by the Board, continued, amended, or were not passed by a unanimous vote of the Board at the previous Board meeting.

4.16. New Business. This item includes legislation reported to the full Board by Board committees prior to 9:00 a.m. on the Thursday preceding the Tuesday Board meeting.

4.17. Board Action. Unless otherwise provided by state law, Charter, or ordinance, the favorable vote of six of the eleven Supervisors is required to approve ordinances, resolutions, or non-parliamentary motions. Ordinances require consideration at two separate meetings with at least five days intervening, a first reading and a final passage. Resolutions which have not been referred to committee may only be adopted by unanimous vote of all Supervisors present on the day of their introduction. The Clerk of the Board shall publish at the rear of the Rules of Order a list of actions which require more than a majority vote of the Supervisors present.

4.18. Special Times of Business. The Clerk of the Board shall schedule public hearings on appeals commencing at 3:00 p.m. If the Board is considering a matter, and a Special Order time occurs, the President, without objection, may continue to consider the matter or postpone the action until the Special Order has been heard.

4.19. Public Hearings on Appeals. During public hearings required by law on appeals from certain Planning Commission actions and other City agencies, remarks shall be addressed to the Board as a whole, not to individual Supervisors and not to the audience. Supervisors shall not enter into debate or discussion with speakers during public comment. The President may request a City official to investigate an issue raised and later report to a committee or to the Board. The order of testimony and time limits may be:

- Appellant or appellant representative up to 10 minutes
- Persons supporting appellant up to three minutes each
- Agency representative up to 10 minutes
- Leader of the opposition to the granting of the appeal up to 10 minutes
- Persons opposing the appeal up to three minutes each
- Appellant up to three minute rebuttal.

4.20. Committee Reports on Urgent Legislation. As an exception to the New Business rule, legislation deemed by a committee to be of an urgent nature, which is heard after 9:00 a.m. Thursday may be considered by the Board as a committee report if the chair has anticipated such finding and shall request the Clerk of the Board no later than 11:00 a.m. on that Thursday to include the item(s) on the printed agenda under Committee Reports at the end of New Business.

4.21. Roll Call for Introductions. Supervisors will be called alphabetically rotating on a weekly basis to introduce legislation, request the City Attorney to prepare legislation, approve draft ordinances, or issue legal advice, and requests for letters of inquiry during the Roll Call for Introductions and up until the adjournment of the meeting or 5:00 p.m. whichever is later. Resolutions or motions, for the Adoption Without Committee Reference Agenda may be submitted to the Clerk of the Board by 12 noon the following Wednesday and will be considered as being introduced for the same Board meeting date. Supervisors may also submit legislation to the Clerk of the Board between Board meetings. These matters will be considered as being introduced at the following Board meeting, with the exception of matters for the Without Reference to Committee Agenda.

4.22. Public Comment. This is an opportunity for members of the public to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, including items being considered at this meeting which have not been referred to committee, and excluding items which have been considered by a Board committee. Members of the public may address the Board for up to three minutes. The President or the Board may limit the total testimony to 30 minutes. At the conclusion of public comment, the Board may not lawfully take action to approve or disapprove a new proposal which is not on the agenda, but may refer the proposal to a City official for review.

During public comment before the full Board, remarks shall be addressed to the Board as a whole, not to individual Supervisors and not to the audience. Supervisors shall not enter into debate or discussion with speakers during public comment. The President may request a City official to investigate an issue raised and later report to a committee or to the Board.

4.23. Adoption Without Committee Reference Agenda. The Board may consider resolutions for immediate, unanimous, adoption without reference to committee which are presented to the Clerk of the Board by a Supervisor or the Mayor at the previous week's Board meeting or prior to 12 noon the Wednesday before a Board meeting. The President shall inquire whether any Supervisors wish to discuss or object to any of the resolutions presented for immediate adoption. Resolutions to which there is an objection shall be referred to committee unless withdrawn by the sponsor. The roll then shall be called on the resolutions as a group. The Board may also consider motions for immediate adoption without reference to committee, six yes votes being required for adoption, which are presented to the Clerk of the Board by a Supervisor or the Mayor at the previous week's Board meeting or prior to 12 noon the Wednesday before a Board meeting.

4.23.1. Continuation or Amendment of Matters on the Adoption Without Committee Reference Agenda. Any Supervisor may request that an item be amended or continued to a date certain which requires six votes. To consider a resolution that is appearing for the second time on the adoption without committee reference agenda, the Board must waive the Board Rule 2.10 requiring committee reference (eight votes). If committee reference is waived, the Board may then vote on the resolution. Passage of the item requires six votes.

4.24. Closed Sessions. Closed sessions are permitted as follows:

4.24.1. Litigation. To meet with the City Attorney or Deputy City Attorney to consider litigation (not legislation) which has been filed, or where there is significant exposure to litigation likely to be filed, by another party, or to consider having the City file litigation.

4.24.2. Labor Negotiations. To meet with the City's representatives to instruct them in negotiations with labor unions and other employee representatives. The Board may not meet in a closed session to do the actual negotiations with labor representatives present.

4.24.3. Emergencies. To meet with law enforcement officials and other officials in the event of natural or human caused emergencies which cause a threat to public services or facilities.

4.24.4. Personnel. To consider hiring or firing, or evaluating the performance of the Clerk of the Board. The Board may not meet in closed session to consider the appointment of a member of a commission or of a department head.

4.25. Imperative Agenda. The Imperative Agenda includes proposed resolutions which are purely commendatory, or resolutions for which failure to approve would result in serious injury to the public interest, and which are not on the printed agenda. Imperative Agenda resolutions shall be filed with the Clerk of the Board prior to the start of the Board meeting. The Clerk of the Board shall distribute such resolutions or emergency ordinances to Supervisors. Supervisors shall introduce these for consideration during the Roll Call for Introductions and provide the appropriate number of copies for distribution.

4.26. Imperative Agenda Commendatory, Serious Injury and Brown Act Findings. Before considering an item of business not on the agenda, the Board shall adopt motions by a two-thirds vote of the full Board, or if less than two-thirds of the Supervisors are present, a unanimous vote of those Supervisors present, determining:

4.26.1. that the resolution is either purely commendatory or that failure to adopt the resolution on this date would do serious injury to the public interest, and thus the resolution meets the standards of the San Francisco Sunshine Ordinance; and

4.26.2. that the need to take action arose after the agenda was ordered printed, and thus the resolution meets the standards of the Brown Act.

5. Board Meeting Parliamentary Procedure

5.1. Parliamentary Authority. It is the Board's intention that parliamentary actions normally used by the Board be included in these rules. On any question or point of order not contained in these Rules of Order, the Board shall be governed in its parliamentary actions by the latest edition of Robert's Rules of Order Newly Revised when such actions would not result in conflict with state law or local ordinance.

5.2. Suspension of Rules. Except this rule, Rule 4.4 (Recessed Meetings), rules which are restatements of other applicable law, and the rule relating to the privilege of the floor, any rule may be suspended by the affirmative vote of eight Supervisors unless there are fewer than eight Supervisors present, in which case the unanimous consent of the Supervisors present, but not less than six, shall be required. Suspension of the rule relating to privilege of the floor shall require the unanimous consent of all Supervisors present. A motion to suspend the rules is not debatable.

5.3. Quorum. A quorum for the transaction of official business shall consist of six Supervisors, but a smaller number may adjourn from time to time and compel the attendance of absent Supervisors in the manner and subject to penalties to be provided by ordinance.

5.4. Maintaining a Quorum. No Supervisor shall leave the Board meeting while in session if the departure will cause the loss of a quorum.

5.5. Rights of Supervisors Less than Quorum. In the absence of a quorum, no official action shall be taken by the Supervisors present except to order a call of the Board, to recess, or to adjourn.

5.6. Call of the Board. Whether there is a quorum or not, upon a call of the Board, those absent Supervisors who have not been excused shall be sent for by the President of the Board and brought to the Chamber by the Sergeant-at-Arms or by special messengers appointed for the purpose. A call of the Board may be dispensed with at any time by a majority vote of the Supervisors present. An adjournment puts an end to all proceedings in the call. During a call of the Board, when there is a quorum present, business may be transacted as usual, except that no action shall be taken with respect to the matter in connection with which the call was made.

5.7. Addressing the Board. When a Supervisor desires to address the Board, the Supervisor shall request to be recognized by the President. When recognized by the President, the Supervisor shall proceed to speak, addressing remarks to the President and confining discussion to the question before the Board.

5.8. Supervisor Entitled to Floor. On agenda items, Supervisors shall be recognized in this order: chair of the committee before which legislation has been heard, Supervisor sponsoring the legislation, and other Supervisors in the order the President has noticed them seeking recognition.

5.9. Presentation Priority. The committee chair, or in his or her absence or forbearance another member of the committee**,** then the sponsor, shall be accorded priority in addressing the Board to make a presentation concerning any matter submitted to the Board by the committee; except that the Supervisor calling a matter out of committee shall be accorded priority in addressing the Board for the purpose of making a presentation concerning such matter.

5.10. Speaker not to be interrupted. When speaking, no Supervisor shall be interrupted without the Supervisor's consent, provided, however, that the Supervisor speaking shall yield to a point of order.

5.11. Limitations on Speaking. A Supervisor shall not speak more than twice in any one debate on the same subject, and at the same stage of the proceeding, without the consent of a majority of the Supervisors present. Supervisors who have once spoken on a particular matter shall not again be entitled to the floor so long as any Supervisor who has not spoken desires to speak. After obtaining the floor, no Supervisor shall be allowed to speak more than 10 minutes on any question, except by permission of a majority of the Supervisors present.

5.12. Conduct of Supervisors. No Supervisor in debate shall, directly or indirectly, by any form of words impute to another Supervisor or to other Supervisors any conduct or motive unworthy or unbecoming a Supervisor.

5.13. Action by Motion. Action by motion includes parliamentary actions, actions on matters which concern only the internal functioning of the Board, directives to the Clerk of the Board to perform some specific act in the line of official duty, directives to the several officers or departments of the City, adoption of the annual budget, submission of Charter amendments to the electorate, inquiries, actions of a ceremonial or commemorative nature, and such other actions as may be approved by the City Attorney.

5.14. Votes Required on Motions. Unless otherwise provided by these Rules, a motion of a parliamentary nature shall require for adoption the affirmative vote of a majority of the Supervisors present, there being present not less than a quorum. All other motions shall require for adoption the affirmative vote of a majority of the full Board (six votes) except as otherwise provided by these Rules of Order, the Charter, or other applicable law.

5.15. Motion not Required. The Board shall consider, without the necessity for a motion and a second: a) all measures reported to the Board by committee, with or without recommendation, and b) all measures presented to the Board by the

Clerk of the Board in compliance with state law, Charter, ordinance, resolution, motion, or rule. When two measures are on the agenda with opposite effect, such as to approve and to disapprove an action, a motion shall be required to consider either measure.

5.16. Withdrawal of Motion. After a motion has been stated by the President, it shall be in the possession of the Board. After the question has been stated and before it is acted upon, a motion may be withdrawn by the mover thereof, with the consent of a majority of the Supervisors present.

5.17. Questions of Order. The President shall decide all questions of order, subject to appeal to the Board by any Supervisor.

5.18. Appeal from Decision of President. Any Supervisor, who disagrees with the ruling of the President upon any matter, may appeal from the decision. When a Supervisor desires to appeal from the ruling of the President, such Supervisor shall rise as soon as the decision is made, even though another Supervisor holds the floor, and without waiting to be recognized, announce an appeal from the decision of the President. An appeal shall be decided without debate except that the appellant shall state the grounds upon which the appeal is based.

5.19. Appeal Consideration. After an appeal has been seconded, the President shall state clearly the question at issue and, without leaving the chair, may, if the President believes it necessary, state the reasons for the decision. The question shall then be stated as follows: "The question before the Board is, shall the decision of the President stand as the decision of the Board?" In the event of a tie vote, the decision of the President shall prevail.

5.20. Order of Voting. When calling the roll to determine the vote on any measure or motion, the Clerk of the Board shall call the vote in alphabetical order which rotates weekly.

5.21. Voting Requirements and Procedure. Every Supervisor present when a question is put shall vote for or against it, unless excused from voting by motion adopted by a majority of the Supervisors present or prohibited from voting by provision of state or local law because of a conflict of interest, which shall be disclosed.

5.22. No Absentee Voting. No Supervisor shall be permitted to vote upon a question unless in the Chamber when the roll is called, or before the vote is announced.

5.23. Vote Explanation. A roll call shall not be interrupted for vote explanation or for any other purpose, but a Supervisor may, prior to the calling of the roll, explain a vote (but not when the pending motion is not debatable), file in writing an explanation of a vote after the result of the roll call has been announced, or explain a vote orally on roll call for the introduction of new matters.

5.24. Rescind. When a vote has been taken by the Board and carried or lost, it shall be in order at the same meeting for any Supervisor to move to rescind that vote unless something has been done as a result of the vote which is impossible to undo. A motion to rescind shall require a second. For adoption a motion to rescind shall require approval of six Supervisors or of two-thirds of the Supervisors present, whichever number is less. A motion to rescind the vote on less than the entire consent agenda shall be in order.

5.25. Reconsideration. The parliamentary motion to reconsider shall not be in order. A motion to rescind a vote, and then a motion to continue an item to a specific date is in order.

5.26. Charter Provided Reconsideration. When the Mayor returns legislation to the Board with the Mayor's veto or request for reconsideration, the Board shall not reconsider the legislation until the first meeting after the message from the Mayor is communicated to the Board. The override of a Mayoral veto or request for reconsideration shall not be scheduled unless a Supervisor, within a reasonable time, has requested the matter be scheduled at said meeting.

5.27. Precedence of Motions during Debate. When a question is under debate, no motion shall be entertained except the following motions which shall have a precedence in the order listed:

1. To adjourn.
2. To call the Board.
3. To recess to a time certain.
4. To table.
5. To terminate debate.
6. To postpone or continue to a date certain.
7. To continue until later in the meeting.
8. To refer to committee.
9. To amend.

5.28. Motions not Debatable. The following motions are not debatable:

1. Terminate, limit, or extend debate.
2. Close nominations**.**
3. Division of the question/Duplication of file.
4. Objections to consideration of a question.
5. Order, Questions of.
6. Parliamentary inquiry.
7. Reopen nominations.
8. Suspend the rules**.**
9. Table.

5.29. Motions which may not be Amended. The following motions may not be amended:

1. Adjourn**.**
2. Amend an amendment**.**
3. Appeal of decision of the chair**.**
4. Postpone indefinitely.
5. Terminate debate.
6. Suspend the rules**.**
7. Table.
8. Take from the table.
9. Take up a question out of its proper order.

5.30. Division of the Question. At the request of any Supervisor, prior to the roll call for action on a matter, the President or the chair of the committee shall order a question divided (severed) if it includes propositions so distinct in substance that one being taken away, one or more substantive propositions shall remain for the decision of the Board. When divided, each proposition shall then be considered and voted upon separately as if it had been offered alone.

5.31. Duplication of File. At the request of any Supervisor, prior to the roll call for action on a matter, the President or the chair of the committee shall order a file duplicated. Once duplicated each piece of legislation shall be considered separately and processed accordingly**.**

5.32. Seriatim Consideration. When a measure under debate includes points which are intimately connected, any Supervisor may have the matter considered by sections or paragraphs. Each section or paragraph may be amended while being considered, and the proposition as a whole shall then be voted upon.

5.33. Termination of Debate/Call the Question. Three Supervisors may move to terminate debate on a matter. If the motion carries, all debate on the matter pending shall terminate. The matter under discussion shall then be immediately put to a vote. It shall require a two-thirds vote of the Supervisors present to adopt a motion terminating debate.

5.34. Table. A motion to table shall be in order for the purpose of postponing temporarily or postponing indefinitely a matter before the Board or a committee and requires the approval of six Supervisors. A tabled matter may be taken from the table at the same meeting at which it was tabled, and then considered. A tabled matter may be taken from the table at the next meeting, provided that the Board has approved a written motion to remove from the table that appeared on the agenda at the subsequent meeting. If the motion is approved, the matter shall not be considered until the next following meeting so that its consideration may be posted, published, and noticed.

5.35. Reading Titles. The Clerk of the Board may read abbreviated titles of measures on the agenda when the abbreviated wording will clearly express to the Supervisors and the listening public the nature of the measure.

5.36. Privilege of the Floor. The privilege of the floor shall not be granted, for any purpose, to persons other than officers of the City or their duly authorized representatives. This rule shall not be suspended except by unanimous consent of all Supervisors present. Persons granted the privilege of the floor pursuant to this provision shall confine their remarks to the question before the Board.

6. Legislative Organization

6.1. Organization and Election of President. At 12 noon on the eighth day of January in odd-numbered years next following their election, or at 10:00 a.m. on the following business day if the eighth of January falls on a Sunday, or holiday, the newly elected and continuing members of the Board shall meet at the Legislative Chamber in City Hall. The Board shall by majority vote to elect one of its members as President for a two-year term.

6.1.1. Vacancy in the Office of the President of the Board. If a vacancy in the office of the President of the Board occurs prior to the end of the term, the Board shall by a majority vote elect one of its members to fill the unexpired portion of the term. At the time designated for the election of a Board President, the presiding officer shall entertain nominations from the Supervisors for the position of President. When there are no further nominations, the presiding officer shall declare the nominations closed, and the Clerk of the Board shall then call the roll of Supervisors. If no nominee receives a majority of the votes, then the presiding officer shall direct additional roll calls until a nominee receives a majority vote and a President is elected. The members of the Board may, by majority vote, and at any time during the election process, reopen nominations.

6.2. Board Seniority. The assignment to Board members of offices in City Hall, parking spaces at City Hall, seats in the Legislative Chamber, and the appointment of Board members to compensated commission positions, shall be determined by seniority. Seniority shall be determined as provided in this Rule.

6.2.1. For members of the Board beginning service on the Board of Supervisors on January 8, 2001, Board members' seniority, and at any time thereafter, whether elected or appointed, seniority shall be initially assumed determined by those having the longest period of uninterrupted service on the Board. Higher seniority among Supervisors who initially assumed office at the same time shall be determined by a lottery to be conducted by the Clerk of the Board at a meeting of the Board held within two weeks of the election or appointment of the new Supervisors.

6.3. Board Vacancies. As vacancies occur in Supervisor's Chamber seats, offices, and parking spaces, their availability shall be on the basis of seniority. A Supervisor shall not be involuntarily displaced while holding office. A Supervisor may be displaced from a seat in the Chamber by seniority because of Presidential succession. In that event, the Supervisor may choose to occupy either a vacant seat or a seat occupied by a Supervisor with less seniority, who in turn may exercise the same option.

6.4. Board Representatives. The President shall represent the Board at functions within and outside the City, subject to fiscal provisions of the Charter, and may designate representatives of the Board authorized to attend meetings and conventions of other organizations.

6.5. Outside Boards and Commissions. Each Supervisor is restricted to serving on no more than two outside boards or commissions which remunerate service unless every Supervisor has been polled in order of seniority and declined to serve. Before a Supervisor may be appointed to a first term of a second outside board or commission (excluding appointment to the San Francisco Local Agency Formation Commission and the San Francisco Transportation Authority) every other Supervisor shall have been given the opportunity to serve on at least one outside board or commission.

6.6. Legislative Chamber. The Legislative Chamber shall be under the supervision and control of the President of the Board whether the Board is in session or not. Except provided in this rule, it shall be used solely by the Board and its standing or special committees for the transaction of public business of the City. If not required for such use, the President may permit its use by agencies of the regional, Federal, State or local governments for the transaction of public business. Application for such use shall be made in writing to the Clerk of the Board. Any permission so granted may be canceled or revoked by the President, where necessary, for the protection of City property, the preservation of order, or other sufficient reason. Such permission shall be canceled or revoked by the President if and when it shall appear that the Chamber will be required for use of the Board or its committees. When Board and committee assignments will permit, the Chamber may be authorized by the President for use by others in conducting formal ceremonies such as swearing in members of the judiciary and commissions; by commissions and official or quasi official groups on which a Supervisor serves and will be in attendance; and by similar commission or groups involving direct participation and attendance by the Mayor, if the request is made by the Mayor. The President shall assign seats in the Chamber to properly accredited news media representatives and public officials. The Chamber shall be used only for governmental purposes. The President shall not permit the Chamber to be used by private or non-profit groups no matter how worthy their cause.

6.7. Subpoenas. Whenever the subpoena power of the Board is to be exercised in an inquiry conducted pursuant to the provisions of the Charter, the subpoena shall be issued upon a motion duly seconded, with an affirmative vote of a majority of the Supervisors present, which subpoena shall be issued and authenticated in the name of the Board by the Clerk of the Board. Any person refusing to obey such subpoena or to produce such books, papers, testimony or other evidence shall be deemed in contempt and shall be subject to proceedings and penalties as provided by general law in such instances.

6.8. Process for Review and Approval of Board of Supervisors/Clerk of the Board's Annual Budget Prior to Submission to the Mayor. The Board shall refer to the appropriate Board committee a public hearing for discussion of budget balancing guidelines to be implemented by the Clerk of the Board in preparation of the fiscal year budget for the Board of Supervisors/Clerk of the Board. This hearing shall occur no later than 60 days prior to submission of the proposed fiscal year budget to the Mayor.

6.9. Timeline for Review and Adoption of the Draft Budget. The Clerk of the Board shall propose a timeline for an additional committee hearing(s) for review and adoption of the proposed fiscal year budget prior to its submission to the Mayor. This hearing shall occur no later than 15 days prior to submission of the proposed fiscal year budget to the Mayor.

6.10. Economic Impact Legislation Guidelines. The following items do not require a report by the Office of Economic Analysis: for the Board's purposes in conducting meetings and considering and potentially adopting legislation: commendations; proclamations; resolutions authorizing the acceptance and expenditure of grants from government agencies; resolutions that urge actions; all appointments to City boards, commissions, advisory committees and task forces; public hearings that have no accompanying legislation; resolutions that support or oppose legislation pending before other local, state, or federal legislative bodies or executives; and motions. *(See Appendix D)*

6.11. Honors. The Board shall issue honors in the following categories:

6.11.1. Engrossed Resolutions. Such resolutions shall be prepared for Supervisors leaving office; department heads leaving City service after at least 10 years of service with the City; and Mayors, members of Congress, and members of the State Legislature upon leaving office.

6.11.2. Certificates of Honor. Each member of the Board is authorized to issue Certificates of Honor on behalf of the Board without further Board action**.** Supervisors may indicate their desire to join in sponsoring the certificate. The primary sponsor shall then permit the additional Supervisors to sign the certificate.

6.11.3. Letter of Commendation. Each Supervisor is authorized to issue Letters of Commendation in the name of the Board without limit as to number.

Appendix A (Rule 2.18.1)

Boards or Commission appointments made by the Mayor subject to confirmation by the Board and deemed approved if the Board fails to act within a specific time after receipt of the Mayor's nomination.

Board of Appeals (Charter Section 4.106)
Planning Commission (Charter Section 4.105)
Entertainment Commission (Charter Section 4.117)
Police Commission (Charter Section 4.109)
Historic Preservation Commission (Charter 4.135)
Public Utilities Commission (Charter Section 4.112)

Appendix B (Rule 2.18.2)

Boards or Commission appointments made by the Mayor subject to confirmation by the Board and not effective until Board takes action:

City Hall Preservation Advisory Commission (Administrative Code 5.240)
Industrial Development Authority (SF Administrative Code; California Government Code 91520)
Municipal Transportation Agency Board of Directors (Charter Section 8A102)
Oversight Board (Successor Agency Commission-Redevelopment Agency) (Resolution 112-2012, Ordinance 215-12, Assembly Bill 26)
Port Commission (Charter Section 4.114; Charter B3.581)
Relocation Appeals Board (Administrative Code 24.1, 24.6; California Health & Safety Code 33417.5)
Successor Agency Commission-Redevelopment Agency (Ordinance 215-12, Assembly Bill 26)
TIDA Appointments of Directors who are not City officers, Treasure Island Conversion Act, California Health & Safety Code

Department Head/Directors Mayoral Appointments
City Administrator (Charter Sec. 3.104)
Human Resources Director (Charter Sec. 10.103)
Director of the Office of Citizen Complaints (OCCs)

Appendix C (Rule 2.18.3)

Boards or Commission appointments made by the Mayor effective at the time Mayor makes the appointment. If a Supervisor requests a hearing on a Mayor's 3.100(18) appointment, the Board may reject by 2/3 vote the Mayor's appointment, within 30 days of the receipt of the Mayor's appointment letter.

Airport Commission
Arts Commission
Civil Service Commission
Commission on the Aging
Commission on the Environment
Commission on the Status of Women
Fire Commission
Golden Gate Park Concourse Authority (ordinance created Board but is subject to 3.100 (18) conditions)
Health Commission
Health Service System Board
Human Rights Commission
Human Services Commission
Juvenile Probation Commission
Library Commission
Recreation and Park Commission
Residential Rent Stabilization and Arbitration Board (Rent Board)
Retirement Board
Small Business Commission (per CA Opinion 3/31/04)
Treasure Island Development Authority Board of Directors who are SF officers (TIDA By-laws)
War Memorial, Board of Trustees

Appendix D (Rule 6.10)

Material Economic Impact Legislation Guidelines

Rule 6.10 does not affect the Rule 3.21 requirements for fiscal impact reports by the Budget Analyst. The Board shall consider and adopt all other proposed legislation in conjunction with any reports issued by the Office of Economic Analysis, as follows:

1. From the date of receipt of the legislation, the Office of Economic Analysis shall have 30 days to submit a report to the Board of Supervisors; however, the President of the Board may grant 15 days of additional time (for a total of up to 45 days) for the Office of Economic Analysis to submit a report to the Board of Supervisors. The 30 (or up to 45) days in which the Office of Economic Analysis has to submit a report shall run concurrently with the 30 day review period that the Clerk and the President may impose on legislation (Rule 3.22)

2. The President of the Board of Supervisors may waive the requirement that the report by the Office of Economic Analysis must be received prior to an item being heard in committee. Such a waiver shall not affect any obligation of the Office of Economic Analysis to prepare and submit a report. If the Office of Economic Analysis does so within 30 (or up to 45) days, the Board must hold a public hearing on the report.

3. If the Office of Economic Analysis fails to submit the analysis by the deadline, including an extended deadline, the President shall waive the requirement that the report be submitted to the Board prior to the legislation being heard, and the Board may then act on the legislation without the report. If the President fails to issue the required waiver, then the Board of Supervisors, by motion approved by six votes, may waive the requirement that the report be submitted to the Board prior to the legislation being heard, and the Board may then act on the legislation without the report. Such a waiver by the President or Board shall not affect any obligation of the Office of Economic Analysis to prepare and submit a report. Upon completion of a late report, the Office of Economic Analysis shall submit the report to the Clerk of the Board, who shall place it in the public files.

INDEX TO VOTES REQUIRED ON VARIOUS MATTERS

Amendments to the Rules of Order - 8 votes. (Rule 3.26.1)

Appeal from decision of the President - vote is on “shall the decision of the President stand as the decision of the Board.” Majority required, but in tie vote the decision of the President shall prevail. (Rule 5.19)

Appropriation Ordinance, Supplemental, containing items previously rejected by Mayor or Board of Supervisors for current year's budget - 8 votes. (Charter Section. 9.113(c))

Bond Issue, General Obligation resolution or ordinance, including declaration of public interest and necessity, and calling election thereof - 8 votes. (California Government Code Sections 43607 and 43608)

Budget, annual, to adopt - 6 votes. (Charter Section 9.100)

Budget, Municipal Transportation Authority - Reject (but not modify) - 7 votes;
Reject fare change, route abandonment, or revenue measure proposed in the budget on the entire budget - 7 votes (Charter Section 8A.106(c))

Call a matter from committee which has not been heard in committee after 30 days by one member (Rules 3.35)

Call a matter from committee which has not been reported to the Board from committee after 30 days by four members (Rule 3.36)

Call a matter from committee by the Board before 30 days - Majority (Rule 3.37)

Call of the Board - Majority of members present. (Rule 5.6)

Call of the Board, to dispense with - Majority of members present. (Rule 5.6)

Campaign & Governmental Conduct Code, Article I, Amendment or Repeal (8 votes) - CGCC 1.103

Campaign & Governmental Conduct Code, Article III, Chapter 3, Amendment or Repeal (8 votes) - CGCC 3.204

Charter Amendment, to order submitted - 6 votes. (California Government Code Section 34458)

City Administrator, approve appointment or removal by Mayor - 6 votes. (Charter Section 3.104)

Claims, Assignment of for purposes of collection - 9 votes (California Government Code 26220, San Francisco Administrative Code Sec. 10.39 -1)

Commission appointments by Mayor (to certain Commissions, see Appendixes) - 8 votes to reject (Charter Section 3.100(18)

Commissioners listed in Charter Section 15.105 - to remove for official misconduct - 9 votes (Charter Section 15.105)

Consider an Item not on the Agenda - Findings and 8 votes or a lesser unanimous vote. (California Government Code Sections 54954.2(b)(1)(2))

Controller, to confirm appointment of - 6 votes. (Charter Section. 3.105)

Controller, to concur with Mayor's decision to remove from office for cause - 8 votes. (Charter Section. 3.105)

Declaration of Policy, to submit to voters - 6 votes or 4 members may submit to Director of Elections. (Charter Section. 2.113)

Declaring emergency and authorizing submission of general tax to voters, other than in an even-year November election - Unanimous vote. (California Constitution, Article 13C, Section. 2b)

Elective Municipal Officers, to remove for official misconduct after suspension by the Mayor - 9 votes. (Charter Section 15.105)

Eminent Domain, measures to acquire property - 8 votes. (California Code of Civil Procedure Section 1245.240

Emergency Ordinance - 8 votes. (Charter Sec. 2.107; and Rule 2.4)

Emergency Reserve Fund, ordinance appropriating from - 9 votes. (Administrative Code Section 10.03)

Employee Claim re Personal Property, resolution to order payment - 6 votes
(San Francisco Administrative Code Section 10.25-8)

Ethics Commission regulations, to veto - 8 votes within 60 days
(Charter Section 15.102)

Financial policies, to adopt - 8 votes (Charter Section 9.120)

Golden Gate Park construction - 8 votes. (Charter Section 4.113(1))

Health Service System; ordinance re employee medical care, fee schedules and compensation for services - 9 votes. (Charter Section A8.423)

Imperative Agenda, to adopt without being on agenda - findings required by Brown Act and Sunshine Ordinance adopted by 8 votes, and unanimous vote on the resolution. (Rules 4.26.1 and 4.26.2, Charter Section. 2.105 and San Francisco Administrative Code Section 67.7 (e))

Meetings, Special, to call - order of President or majority of Board (Rule 4.3 and San Francisco Administrative Code Section 2.8)

Motion, to withdraw - majority of members present. (Rule 5.16)

Municipal Transportation Authority Change in Fares - Submit with budget, to reject –7 votes (Charter Section 8A.108(a))

Municipal Transportation Authority Route Abandonment - Submit during budget. If not submitted during budget, to reject after a notice of public hearing - 7 votes (Charter Section 8A.108(c))

Office of Economic Analysis Report Deadline - 6 votes if the President refuses to issue the required waiver. (Rule 6.10)

Ordinance, to pass - 6 votes at each of two readings. (Charter Section. 2.105)

Ordinance, to submit at the next succeeding general election – 6 votes, OR 4 members may submit to Director of Elections. (Charter Section 2.113)

Planning Commission, Board of Supervisors to reverse finding of non-conformity with General Plan - 8 votes (Charter Section 4.105)

Planning Commission, to approve action initiated by, for the change of zoning classification, building location, use or related matters - 6 votes. (Charter Section 4.105)

Planning Commission, to overrule conditional use decision on appeal - 8 votes (Charter Section 4.105)

Planning Commission, to pass zoning amendments after disapproval of Planning Commission - 6 votes (if proposal was initiated by Board of Supervisors) OR 8 votes (if proposal was initiated by application of interested party. (Charter Section 4.105)

Planning Department, CEQA Appeals - 6 Votes, not majority of those present - (Administrative Code Section 31.16(d))

Privilege of the floor, to grant, by motion suspending Rules - Unanimous vote of members present, not less than 6 votes (Rule 5.36)

Public Utilities Bonds for water facilities or clean water facilities approved by Ordinance 8 votes (Charter 8B.124)

Recreation and Park structural changes to facilities in Golden Gate Park or Union Square Park, including erecting, enlarging or expanding - 8 votes (Charter Section 4.113)

Rescind - 6 votes or two thirds of members present. (Rule 5.24)

Resolution, declaring public interest and necessity for general obligation bond issue - 8 votes. (California Government Code Section 43607)

Resolution, to adopt - 6 votes. (Charter Section 2.105)

Retirement System, ordinances affecting - 9 votes. (Charter Section A8.500)

Salaries, to reduce in an emergency, with concurrence of the Mayor - 9 votes (Charter Section A.8.406)

Social Security coverage for employees, measure prescribing conditions - 9 votes. (Charter Section A8.514)

Speak more than twice on the same subject - Majority of members present. (Rule 5.11)

Speaker, to extend the time of - Majority of members present. (Rule 5.11)

Special Order, to place on agenda - at direction of President or 6 votes. (Rule 4.18)

Special Times of Business, to place on agenda - 6 votes. (Rule 4.18)

Surplus Utility Funds, concur in Public Utilities Commission decision to transfer to General Fund - 9 votes (Charter Section 16.103(d))

Suspension of Rules - 8 votes (6 or 7 if unanimous) (Rule 5.2), except 6 votes on Charter amendment timing or veto reconsideration timing (Rules 2.22.8 and 5.26), unanimous if privilege of floor (Rule 5.36)

Taxes, Sales, to submit to voters - 8 votes. (California Revenue & Taxation Code Section 7285 and 7285.9)

Termination of Debate/Call the Question - motion and two seconds and (two-thirds) - 8 votes. (Rule 5.33)

Union Square Park construction - 8 votes. (Charter Section 4.113(1)

Veto, other than Appropriation, to override - 8 votes within 30 days, unless a larger vote was required to pass or adopt the measure in the first instance, in which case such larger vote shall be required to override the veto. (Charter Section 2.106 and Rule 2.14.3)

Veto of Appropriation, to override within 10 days - 8 votes (Charter Section 9.104)

Without Reference to Committee, to adopt Resolution - Unanimous vote of members present. (Charter Section 2.105)

Without Reference, second appearance - 8 votes (Rule 4.23)

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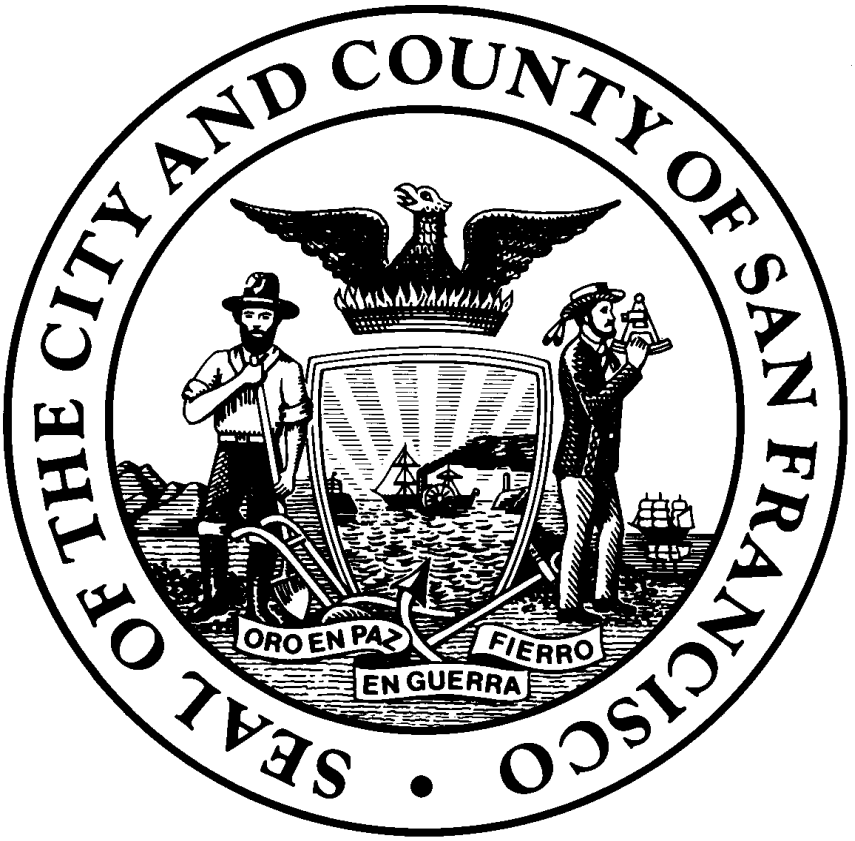
SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO
ORO EN PAZ
FIERRO
EN GUERRA