

## AMENDED AND RESTATED BYLAWS

### SAN FRANCISCO FILM COMMISSION

#### I. Film Commission

a. **Commissioners.** The eleven members of the Film Commission (“Commission”) are appointed by the Mayor for a term of office of four years. At least six members of the Commission shall be residents of the City and County of San Francisco. The Commission shall be composed of outstanding members of the community. The membership of the Commission may include members who have experience in areas such as: Performing and Creative Arts, Production, Film or Sound Technology, Services and Facilities, Education, Presentation and Producing, Interactive Multimedia, and shall be broadly representative of ethnic, racial, gender, age and sexual orientation groups, and shall otherwise reflect the diversity of the City and County.

b. **Purpose.** Under Chapter 57 of the Administrative Code, the Commission shall develop, recognize, and promote film activities in the City. The members shall work together to explore and promote long-term goals for film-making as a major emphasis of the City's economic and cultural base, and encourage the recognition of film arts as an art form with widespread economic components. The powers of the Commission shall include, but not be limited to:

- Stimulating community awareness of the film art forms;
- Promoting long-range investment in projects originating in the San Francisco area, such as scripts, film proposals, treatments, and shorter works;
- Promoting awareness of film training and economic opportunities in the schools;
- Promoting the San Francisco Bay Area as a film destination;
- Accepting gifts, devises and bequests as provided in the Administrative Code;
- Maintaining liaison with other specific interest groups, councils, organizations, and institutions related to the film industry, and the maintenance of liaison with the Art Commission from the perspective of film arts;
- Providing perspective for both the Mayor and the Board of Supervisors with respect to long-range promotion, development and planning for a significant film arts base in San Francisco.

c. **Racial Equity.** The Commission is committed to advancing racial equity in the film and media industry. The Commission will actively engage in understanding the impact of racial inequities and the barriers to gain access in the industry. The Commission will provide recommendations to and support the efforts of the film office (Film SF) to ensure programs are providing access and resources to historically underrepresented and underserved communities.

d. **Acknowledgement of the Ramaytush Ohlone Community.** Following the Call to Order and Roll Call, the President or other delegated Commissioner shall make a statement acknowledging and paying respect to the unceded ancestral homeland of the Ohlone on which the meeting will take place. They shall read the following statement: The San Francisco Film

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Commission and Film SF staff acknowledges that we are on the unceded ancestral homeland of the Ramaytush (rah-my- toosh) Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples. (Added by resolution, approved on 9/27/21).

### **II. Adoption of Bylaws**

The adoption of the Bylaws shall require a public hearing and a vote of a majority of the members of the Commission, and shall become effective upon passage unless otherwise specified.

### **III. Amendments to By-Laws**

Following a public hearing, any amendments to the Bylaws may be adopted by a majority vote of the members.

### **IV. Parliamentary Rules**

The Commission shall be governed by Robert's Rules of Order on any question of point of order not contradicted by laws and regulations of national, state and/or county governments.

### **V. Officers**

The officers of the Commission shall be a President and a Vice President. The President and Vice President shall be elected at the regular meeting of the Commission held during December of each year, and the new officers shall take office at the regular meeting in January.

In the event the office of President is vacated before expiration of the term, the Vice President shall succeed to that office. Should the office of the Vice President be vacated, an election may be held at the next regular meeting to select a member to fill that office.

### **VI. Duties of Officers**

The duties of the President shall be to preside at all meetings of the Commission; to call special meetings; to appoint the membership of all standing and ad hoc committees and their respective chairpersons.

In the event of the absence, or inability to act, of the President and Vice President, a majority of the remaining members of the Commission at the meeting shall appoint one of their members to act temporarily as President.

### **VII. Appointment of Executive Director**

The Mayor shall appoint the Executive Director as provided in Charter Sections [3.100](#)(19) and [4.102](#)(5). The Commission may remove the Executive Director as provided in Charter Section [4.102](#)(6). The Executive Director shall serve as the chief executive of the affairs of Film SF under the authority of the Commission and shall have all the powers and duties thereof, under the applicable provisions of the Charter of the City and County of San Francisco.

### **VIII. Regular Meetings of the Commission**

The Commission shall meet on the fourth Monday afternoon of each month at 2:00 p.m. or subject to the call of the President in case of special circumstances. The Commission shall hold no regular meeting in the month of August. If the regular meeting day falls on a legal holiday, the President may schedule the meeting for another day. The meetings of the Commission shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416.

All meetings of the Commission shall be open to the public except as provided by law.

### **IX. Special Meetings of the Commission**

Special meetings of the Commission shall be called by order of the President or by a majority of the Commissioners by delivering personally or by mail written notice to each member of the Commission and to the local media who have requested written notice of special meetings in writing. Such notices shall be delivered at least 24 hours before the time of such meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such a meeting by the Commission.

### **X. Attendance at Meetings**

Except in the event of a notified absence (defined below), each Commissioner is expected to attend each regular or special meeting of the Commission. The Commission Secretary shall maintain a record of Commissioners' attendance.

A Commissioner's absence shall constitute a "notified absence" where the Commissioner, in advance of the meeting, informs the Executive Director and Commission Secretary that the Commissioner will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Executive Director and Commission Secretary as soon as reasonably possible. The Commission Secretary shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

The Executive Director or Commission Secretary shall report all instances of non-notified absences as well as any instance of three consecutive absences of a Commissioner from regular meetings in one fiscal year to the Mayor. At the end of each fiscal year, the Executive Director or Commission Secretary shall submit a written report to the Mayor detailing each Commissioner's attendance at all meetings of the Commission for that fiscal year.

**XI. Parental Leave Policy.** Administrative Code Chapter 67B authorizes members of the Commission to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these Bylaws. The Commission Secretary shall provide a copy of Section 67B.1 to each member of the Commission when the member assumes office. Any member who intends to take parental leave under this policy must inform the Commission Secretary, Executive Director, and President of the Commission in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Commission meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid the Commission Secretary, Executive Director, and President in planning the work and the meetings of the Commission while the member is on parental leave.

### **XII. Quorum**

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A quorum for the transaction of official business shall consist of a majority of the members of the Commission.

### **XIII. Voting Requirements and Procedures**

Each member present shall vote on any matter which is before the Commission unless excused by a motion adopted by a majority of members present for good cause, including conflicts of interest.

### **XIV. Public Comment**

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission. Comment by a member of the public may be limited to 3 minutes.

### **XV. Minutes**

Minutes shall be taken at every regular and special Commission meeting and shall be approved by the Commission. Approved minutes shall be posted on the Commission's website no later than ten working days after the meeting at which they are approved. Draft minutes of each meeting shall be available for inspection and copying upon request no later than ten working days after the meeting.

### **XVI. Committees**

a. All committees of the Commission shall be established by the President or by action of the Commission. The President shall appoint the members of the Commission who will act as chairperson and members of such committees. Where such committees are to include members who are not members of the Commission, the membership of the committees shall be approved by the Commission.

b. Actions taken by Commission committees shall be presented as recommendations to the Commission and shall be subject to approval by the Commission as a whole.

c. All meetings of the committees of the Commission shall be open to all commissioners, and the Commission shall be informed of all such meetings. All meetings shall be open to the public except as provided by law.