

San Francisco Food Security Task Force Governance, Sunshine ▶ Ordinance, & Bylaws

Presented By:

DeJanelle Bovell (DPH - Office of Anti-Racism & Equity)

June 7, 2023

Agenda

Policies Governing Food Security Task Force

- City Attorney Good Government guide
 - Ralph M. Brown Act (California Code 54950)
 - Sunshine Ordinance (San Francisco Admin Code Section 67.1);
 - California Public Records Act (the “CPRA”)
- Roberts Rule of Order

Food Security Task Force draft Bylaws

Brown Act

The Ralph M. Brown Act, California Government Code 54950 et seq.

- ▶ **Passed in 1953 by the State of California**
 - ▶ Guarantees the public's right to attend and participate in meetings of local legislative bodies.
- ▶ **Generally, applies to “legislative bodies.”**
 - ▶ Act defines a legislative body as any local government board, commission, committee, or other body, whether permanent or temporary, decision-making or advisory.
- ▶ **"All meetings of any policy body shall be open and public, and governed by the provisions of the Ralph M. Brown Act" (Government Code Sections 54950 et. seq.)**
 - ▶ **Purpose:** To keep the public informed so that they may retain control over the instruments they have created.
- ▶ **The Act has been interpreted to apply to email communication as well, leading to restrictions on the number of parties that can be copied on electronic messages.**

California Public Records Act

The Public Records Act (PRA) gives you access to public records we maintain unless they're exempt from disclosure by law. This may include written or electronic information.

Sunshine Ordinance

- ▶ The Sunshine Ordinance was adopted in November 1999.
- ▶ Ordinance Intention:
 - ▶ To assure access to meetings and public records and to strengthen the open meeting laws.
- ▶ The Sunshine Ordinance also outlines a procedure for citizens to follow if they do not receive public records they have requested.

Open meeting requirements



1. Meetings (regular & special) that are open to the public are posted in a public posting area, at or near the place of the meeting, 72 hours in advance of the meeting. (SF Public Library & SFDPH Website)



2. All open meetings are subject to the requirement that the public is entitled to comment on each item on the agenda.



3. Meaningful description of agenda



4. Identification of Action and Discussion Items



6. Reference to explanatory documents

Procedures to Note

Members of the FSTF members cannot...

- ▶ Discuss or act on items that are not on agenda
- ▶ Take positions on policies



Rights of the Public

- ▶ **Right to Attend**
 - ▶ No fees, preconditions, required sign-in sheets
 - ▶ If sign-sheet is available, it must clearly state it is optional
- ▶ **Right to Record**
 - ▶ Photo, film, audio, any device, live broadcast- unless it is persistently disruptive
- ▶ **Right to Comment**
 - ▶ On each agenda item-before consideration has ended and action taken
 - ▶ General public comment
 - ▶ FSTF members may not discuss or respond substantively if subject of comment is outside of agenda items topics
- ▶ **Right to Agenda Materials**
 - ▶ Distribution before meeting, during meeting, or after.
 - ▶ Disability access
- ▶ **Rights of speaker**
 - ▶ Equal time to individual speakers (up to 3 minutes)
 - ▶ Can cut back on 3 minutes depending on number of speakers, number of agenda items
 - ▶ Speakers do not have to identify themselves when making a comment

Roberts Rule of Order - Overview

- ▶ **A manual of parliamentary procedure**
- ▶ **Purpose:**
 - ▶ Assist to facilitate meetings effectively and consistently regardless of the presiding Chairperson
 - ▶ Protect all member's rights, privileges, and obligations
 - Majority rules unless otherwise specified
 - Absentee members can be informed
 - Arrive at “the true will of the assembly” with “due consideration” for all points of view
 - ▶ Promote cooperation and facilitate the transaction of business where everyone has more control

Roberts Rule of Order - Overview (cont.)

- ▶ A **quorum** must be present for the group to act, such as discussion or voting
- ▶ Meeting must have an **agenda**
- ▶ The Chairperson maintains strict **impartiality** during discussion but is allowed to vote
- ▶ The Chairperson is responsible for ensuring the meeting starts and ends at assigned times
- ▶ **Utilize motions.** A motion is the topic or idea under discussion
 - ▶ Any voting member can make a motion once recognized by the Chairperson
 - ▶ After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table.
 - ▶ Motions typically require a second to be considered
 - ▶ If there is no second, the matter is not considered.

▶ **Attendance**

- ▶ Members are required to attend all Task Force meetings unless excused by the Chair.
 - ▶ In accordance with Ordinance 173-18, if a member representing a CBO fails to attend at least three meetings in a six-month period without the express approval of the Task Force at or before each missed meeting shall be deemed to have resigned from the Task Force ten days after the third unapproved absence.

▶ **Quorum**

- ▶ The presence of a majority of Members (11 Members) is required to conduct a meeting and shall constitute a quorum for all purposes.

▶ **Public Participation**

- ▶ FSTF meetings shall be open to the public, in full accordance with the San Francisco Sunshine Ordinance. Each meeting agenda shall provide an opportunity for members of the public to directly address the Task Force on items of interest to the public that are within the Task Force's jurisdiction.

FSTF Bylaws

▶ **Voting**

- ▶ A quorum of Task Force members, as described in Article IV, Section 1 of the bylaws, shall be required to take action on any item.
- ▶ While the Task Force will strive to achieve consensus, an action that requires a vote will be approved by a simple majority vote of Task Force members.

▶ **Minutes**

- ▶ Minutes will be taken for all meetings and will be approved through a vote of the Task Force

▶ **Parliamentary Procedure**

- ▶ Meetings are ruled by Roberts Rule

▶ **Meeting Notice**

- ▶ Regularly scheduled meetings of the Task Force shall be held on the first Wednesday of every month, from 1:30 p.m. to 3:30 p.m., in Room 610 of 25 Van Ness Avenue.

▶ **Special Meetings**

- ▶ Special meetings may be called and scheduled by the Chair or by a majority of the Task Force members. The Task Force shall comply with all applicable requirements for Special Meetings under the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 et seq.)

FSTF Bylaws

▶ Thank you!

Sources

- ▶ [Good government guide](#)
- ▶ [San Francisco Sunshine Ordinance](#)
- ▶ [SF FSTF Bylaws](#)
- ▶ [SDDTAC Roberts Rule of Order](#)
- ▶ Cornell University. (n.d.). Roberts rules of Order - Simplified.
https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf