

BOARD of SUPERVISORS



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MEMORANDUM

Date: January 23, 2023

To: The Honorable Members, Board of Supervisors

From: *AC* Angela Calvillo, Clerk of the Board

Subject: Administrative Code - Veterans' Affairs Commission

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 221269 Administrative Code - Veterans' Affairs Commission

- Does a current body address the same or similar subject matter?

No. The Ordinance modifies the current Veterans' Affairs Commission; there are no additional bodies that address the same subject matter.

- Language requiring the body to meet at least once every four months

Yes. Section 5.106 states "The place, date and time of meetings of the Commission shall be prescribed by rule of the Commission; provided, however that the Commission shall hold a regular meeting not less than once every two months. All meetings shall, except as provided by general law, be open to the public."

- Language indicating members serve at the pleasure of the appointing authority

Yes. Section 5.103 (f) states the following: "Each appointing authority may remove any of its appointees at any time with or without cause."



- Language establishing attendance requirements

Yes. Section 05.103 (f) states the following: "Additionally, any member, including the Chairperson, who misses three regular meetings of the Commission within a six-month period without the express approval of the Commission at or before each missed meeting shall be deemed to have resigned from the Commission 10 days after the third unapproved absence. The Commission shall inform the member's appointing authority of any such resignation."

- Number of seats and qualifications

There are a total of thirteen seats:

Seats 1-9 are appointed by the Board of Supervisors:

- *Seat 1: must be a spouse, registered/certified domestic partner, or a widow/widower of a veteran who served in the Armed Forces of the United States of America.*
- *Seat 2: must be a women veteran.*
- *Seat 3: must be a member who served in the Armed Forces of the United States of America and who has a physical disability arising from that service, in accordance with the definitions applied in such cases by the Veterans Administration.*
- *Seats 4-9: at-large appointment*

Seats 10-13 are appointed by the Mayor:

- *Seat 10: must be a women veteran.*
- *Seat 11: must be a member who served in the Armed Forces of the United States of America and who has a physical disability arising from that service, in accordance with the definitions applied in such cases by the Veterans Administration.*
- *Seats 12-13: at-large appointment*

- Term limits (i.e., commencement date? staggered terms?)

Yes. The term of each member of the Commission shall be four years. There are no term limits listed. Terms shall become effective on the effective date of the ordinance.

- Administering department

Yes. The Human Services Agency provides administrative and clerical support to the Commission.



- Reporting requirements

The Veterans' Affairs Commission shall directly advise the Mayor and the Board of Supervisors on all matters affecting veterans of the Armed Forces of the United States of America, on the problems, interests and needs of veterans who are residents of the City and County of San Francisco and on the coordination of economic development, health care, and social services programs as they relate to veterans who are residents of the City and County of San Francisco.

The Commission shall render annually a written report of its activities to the Board of Supervisors and the Mayor.

- Sunset date

No. A sunset date was not set. Due to the continuing nature of the Commission, the Members were not interested in adding a sunset date.