

1 [Amending the membership, reporting and meeting requirements of the San Francisco  
2 Museum and Historical Society Advisory Committee.]

3 **Ordinance amending Article VIII of the San Francisco Administrative Code by**  
4 **amending Section 2A.166 to expand the membership of the San Francisco Museum and**  
5 **Historical Society Advisory Committee (“Committee”), to clarify the Committee’s**  
6 **annual reporting requirements and to establish a minimum bi-monthly meeting**  
7 **schedule for the Committee.**

8 Note: Additions are single-underline italics Times New Roman;  
9 deletions are ~~strikethrough italics Times New Roman~~.  
10 Board amendment additions are double underlined.  
11 Board amendment deletions are ~~strikethrough normal~~.

12 Be it ordained by the People of the City and County of San Francisco:

13 Section 1. The San Francisco Administrative Code is hereby amended by amending  
14 Article Section 2A.166, to read as follows:

15  
16 **SEC. 2A.166. SAN FRANCISCO MUSEUM AND HISTORICAL SOCIETY ADVISORY**  
17 **COMMITTEE.**

18 **(a) Establishment of Committee.** There is hereby established a San Francisco  
19 Museum and Historical Society Advisory Committee (“Committee”).

20 **(b) Committee Membership.** The Committee shall consist of ~~nine (9)~~ eleven (11)  
21 voting members. The members shall consist of:

22 (1) Two (2) representatives from the San Francisco Museum and Historical Society  
23 (the “Society”);

24 (2) Two (2) representatives from the Fine Arts Museums of San Francisco  
25 (“FAMSF”);

- 1 (3) One (1) representative from the San Francisco Public Library currently working  
2 in the City Archives division or with expertise in historical materials;
- 3 (4) One (1) member of the public with significant expertise or experience  
4 researching and documenting the history of San Francisco (“ the Historical  
5 Research Representative”);
- 6 (5) Two (2) members of the public from historical organizations including, but not  
7 limited to, organizations focused on the history of ethnic or racial minorities,  
8 sexual orientation, gender or any of the various other cultural communities within  
9 San Francisco (*the “Historical Organization Representatives”*); ~~and~~
- 10 (6) One (1) member of the public with a professional background in museums who  
11 is not affiliated with FAMSF or the Society (the “Museum Professional  
12 Representative”); and
- 13 (7) Two (2) members of the public from organizations or communities with extensive  
14 knowledge of the history or cultural traditions of an ethnic minority community within  
15 San Francisco, with a focus on ancestral lineage or other historical and cultural links to  
16 the San Francisco Bay Area (the “Community Representatives”).

17 The Society representatives shall be appointed by the San Francisco Museum and  
18 Historical Society. The ~~public~~ Historical Organization Representatives and one of the Community  
19 Representatives ~~representatives, excluding the Museum Professional Representative and the Historical~~  
20 ~~Research Representative,~~ shall be appointed by the Board of Supervisors based on nominations  
21 from the Society and from applications submitted by the general public. The Museum  
22 Professional Representative, ~~and~~ the Historical Research Representative and the other  
23 Community Representative shall be appointed by the Mayor based on nominations from the  
24 Society and from applications submitted by the general public. The Society’s nominations,  
25 and the applications for the Historical Organization Representative and Board-appointed Community

1 ~~Representative positions and the public representative applications for positions other than the Museum~~  
2 ~~Professional Representative and the Historical Research Representative~~ shall be submitted to the  
3 Clerk of the Board of Supervisors within 30 days of the enactment of this Ordinance. The  
4 Society's nominations and the public representative applications for the Museum Professional  
5 Representative, ~~and the Historical Research Representative~~ and the Mayor-appointed  
6 Community Representative positions shall be submitted to the Mayor's Office within 30 days of  
7 the enactment of this Ordinance. The San Francisco Public Library representative shall be  
8 appointed by the City Librarian. The FAMSF representatives shall be appointed by the  
9 Director of the Fine Arts Museums. All appointments shall be made within 60 days after  
10 enactment of this Ordinance and thereafter, as provided in subparagraph (c). Each  
11 Committee member shall serve at the pleasure of the appointing authority.

12 In making appointments, members of the Board of Supervisors, Mayor, City Librarian  
13 and the Director of the Fine Arts Museums shall take into consideration City policy that the  
14 members of all boards, commissions and committees be broadly representative of the  
15 diversity in ethnicity, race, age and sexual orientation of the City and County and have  
16 representation of both sexes. In no event shall more than ~~four~~ five members of the Committee  
17 consist of members of the Fine Arts Museums Board of Trustees ("Fine Arts Museums  
18 Board") or its Executive Committee. In no event shall more than ~~four~~ five members of the  
19 Committee consist of board members of the Society.

20 **(c) Term of Office.** Members shall serve a term of one year. The first one-year  
21 term for all members, other than the Community Representatives, shall begin upon the date the  
22 Clerk of the Board of Supervisors certifies that all members of the Committee have been  
23 appointed following the adoption of this Ordinance. Future terms of office shall begin on that  
24 date of each successive year. Members shall conduct the first meeting of the Committee  
25 within thirty days of the appointment of ~~all~~ a quorum of the members. The first one-year term for

1 the Community Representatives shall begin upon the date the Clerk of the Board of Supervisors  
2 certifies that such representatives have been appointed.

3 In the event a vacancy in Committee membership occurs, the successor to the vacant  
4 position shall be appointed to complete the unexpired term of the office vacated in the same  
5 manner used to select the previous occupant of that position, consistent with subparagraph  
6 (b).

7 **(d) Removal of Members.** Any member whom the Committee certifies to have  
8 missed three regularly scheduled meetings of the Committee in any six month period without  
9 prior authorization of the Committee shall be deemed to have resigned from the Committee  
10 effective on the date of the written certification from the Committee.

11 **(e) Compensation.** Members of the Committee shall not be compensated, nor  
12 shall they be reimbursed for expenses.

13 **(f) Purposes and Duties of Committee.** The purposes and duties of the  
14 Committee are to publicly discuss and make recommendations to the Board of Supervisors  
15 and Fine Arts Museums Board regarding any or all of the following topics:

- 16 (1) The management of the City history collections of the San Francisco  
17 Museum and Historical Society, the Fine Arts Museums of San Francisco,  
18 the San Francisco Public Library and other City departments, (the  
19 “Collection”) including, but not limited to, issues related to the inventory,  
20 housing, storage, exhibition, conservation and development of such  
21 Collection;
- 22 (2) The type of relationship between the City and the Society that would best  
23 serve to ensure the continuing existence, financial stability and success  
24 of the San Francisco Museum and Historical Society;
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- 1 (3) The identification of permanent exhibition venue(s) for the Society's  
2 Collection and funding for such venue(s);
- 3 (4) Sources of potential financial support for the Society;
- 4 (5) The potential creation of one or more full-time or part-time positions under  
5 the Fine Arts Museums' budget for the purpose of conducting a complete  
6 inventory/catalogue of the City and County of San Francisco's historical  
7 collections as well as those of the Society;
- 8 (6) The potential merger of the City's historical collections with the Society's  
9 Collection; and
- 10 (7) Strategies to promote citywide communication and partnership between  
11 various local organizations that hold historical/cultural resources.

12 **(g) Reporting Requirements.** The Committee shall submit to the Board of  
13 Supervisors and to the Fine Arts Museums Board *an initial* written report, by March 31 of  
14 2003, summarizing its *preliminary* findings and recommendations, and then submit ~~an~~ *detailed*  
15 annual report by March 1 of each subsequent year the Committee is in operation.

16 **(h) Officers.** At the initial meeting of the Committee, the Committee members shall  
17 select such officers as it deems necessary.

18 **(i) Staff Support.** The Fine Arts Museums shall provide staff support and  
19 resources for the Committee.

20 **(j) Meetings.** The Committee shall meet at least *bi-*monthly. All meetings of the  
21 Committee, except as provided by applicable laws, shall be open to the public.

22 **(k) Establishment of Rules and Regulations.** The Committee, which qualifies as  
23 a Policy Body under San Francisco Administrative Code Chapter 67 (the  
24 "Sunshine Ordinance"), shall establish rules and regulations for its own  
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1 organization and procedure that are consistent with the Sunshine Ordinance and  
2 other laws governing the conduct of public meetings.

3 **(I) Sunset Clause.** The provisions of this Ordinance and the operation of  
4 the Committee shall expire on June 1, 2005 unless otherwise amended by the Board of  
5 Supervisors.

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7 APPROVED AS TO FORM:  
8 DENNIS J. HERRERA, City Attorney

9 By: \_\_\_\_\_  
10 ADINE K. VARAH  
11 Deputy City Attorney

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