

File No. 110150

Committee Item No. \_\_\_\_\_

Board Item No. 19

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee \_\_\_\_\_

Date March 3, 2011

Board of Supervisors Meeting

Date March 6, 2011

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

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Completed by: Arthur Khoo

Date March 3, 2011

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 20 pages. The complete document is in the file.

FILE NO. 110150

ORDINANCE NO.

[Administrative Code – Process for Mayoral Appearance at the Board of Supervisors]

1  
2 Ordinance amending the San Francisco Administrative Code by adding Section 2.11 to  
3 establish a process for the Mayor to appear at the Board of Supervisors for a question  
4 and answer session.

5 NOTE: Additions are single-underline italics Times New Roman;  
6 deletions are ~~strike-through italics Times New Roman~~.  
7 Board amendment additions are double-underlined;  
8 Board amendment deletions are ~~strikethrough-normal~~.

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

9 WHEREAS, The San Francisco voters adopted "Proposition C" in November of 2010,  
10 amending Section 3.100 of the Charter to require the Mayor to appear "in person, at one  
11 regularly-scheduled meeting of the Board of Supervisors each month to engage in formal  
12 policy discussions with members of the Board;" and

13 WHEREAS, The San Francisco voters further amended Section 2.103 of the Charter to  
14 require that the "Board of Supervisors, in consultation with the Mayor, shall provide by  
15 ordinance for rules and guidelines governing the conduct of appearances by the Mayor under  
16 section 3.100(7);" now, therefore be it ordained

17 Section 1. The San Francisco Administrative Code is hereby amended by adding  
18 Section 2.11, to read as follows:

19 **SEC. 2.11. MAYOR'S MONTHLY APPEARANCE AT THE BOARD FOR FORMAL POLICY**  
20 **DISCUSSIONS.**

21 1. Pursuant to Section 3.100(7) of the Charter, the Mayor shall appear at the second  
22 regularly scheduled meeting of the Board of Supervisors each month. The Mayor may, due to conflict,  
23 arrange with the President to reschedule his or her monthly appearance. The President, in  
24 consultation with the Mayor, may also reschedule the Mayor's appearance where the second regularly

25 Supervisors Chiu, Mar  
BOARD OF SUPERVISORS

1 scheduled meeting does not occur. In those instances, the Board President shall communicate to  
2 the Clerk of the Board the rescheduling of Mayor's appearance date. A supermajority of the  
3 Board may, when the item is called, move to forego the question and answer session.

4 2. Supervisors eligibility to ask questions shall be determined in order of each  
5 Supervisorial District on a rotating basis each month. Each Supervisor from an odd District may  
6 submit and ask a question for the Mayor's first appearance, each Supervisor from an even District may  
7 submit and ask a question for the following appearance. Thereafter, a Supervisor's eligibility to ask  
8 questions shall continue to rotate in this manner alternating each month between odd and even  
9 Districts. A Board member eligible to ask a question shall submit the question to the Clerk of the  
10 Board and the Mayor by 5:00 p.m. 12:00 noon the Wednesday prior to the Mayor's appearance. The  
11 Clerk and the Board President shall review the submitted questions and include on the Board agenda  
12 all submissions that meet the guidelines in Section 2.11(3) of the Administrative Code. A supermajority  
13 of the Board may, by oral motion, move to strike any question posed to the Mayor and, if the motion  
14 carries, the Mayor shall not be required to answer. A supermajority of the Board may, by oral motion,  
15 allow an eligible Board member to ask a question that was not posed by 5:00 12:00 noon on a  
16 Wednesday where that question relates to a sudden or unexpected incident or occurrence raising  
17 formal, time-sensitive policy questions that members could not have anticipated prior to the 5:00  
18 12:00 noon Wednesday deadline and that cannot be adequately addressed at the next scheduled  
19 question time. In the case of such questions, in order to foster a meaningful discussion with the Mayor,  
20 Supervisors are strongly encouraged to notify the Mayor, Board President and Clerk of the Board, in  
21 writing, as soon as possible in advance of the Mayor's appearance that they intend to ask to be allowed  
22 to pose the question. The notification shall include the proposed question.

23 3. The Mayor's appearance shall be the first regular item of business on the Board's  
24 agenda. The Mayor may address the Board initially for up to five minutes. Thereafter, discussion,  
25 including the asking and answering of questions, shall not exceed five minutes per Supervisor. The

1 questions, including those relating to sudden or unexpected incidents or occurrences, and ensuing  
2 discussion related to the questions between the Mayor and the Board, shall be limited to formal policy  
3 matters as set forth in Charter Section 3.100(7) and shall be limited to items that are within the subject  
4 matter jurisdiction of the Mayor or the Board. Any question posed that does not fall within these  
5 parameters shall be ruled out of order. The Mayor and Board may not discuss matters that have  
6 already been considered in committee and that are on the Board's regular agenda as an action item for  
7 the particular day on which the Mayor makes his appearance.

8 4. Public comment concerning the matters discussed during the Mayor's appearance at the  
9 Board shall take place during general public comment.

10 APPROVED AS TO FORM:  
11 DENNIS J. HERRERA, City Attorney

12 By: 

13 CHERYL ADAMS  
14 Deputy City Attorney

FILE NO. 110150

## **LEGISLATIVE DIGEST**

[Administrative Code – Process for Mayoral Appearance at the Board of Supervisors]

**Ordinance amending the Administrative Code by adding Section 2.11 to establish a process for the Mayor to appear at the Board of Supervisors for a question and answer session.**

### **Existing Law**

The San Francisco voters adopted "Proposition C" in November of 2010, amending Section 3.100 of the Charter to require the Mayor to appear "in person, at one regularly-scheduled meeting of the Board of Supervisors each month to engage in formal policy discussions with members of the Board." Section 2.103 of the Charter, as amended in November 2010, further requires the Board, in consultation with the Mayor, to adopt an ordinance providing for rules and guidelines governing the conduct of the Mayor's appearances.

### **Amendments to Current Law**

This legislation creates the rules and guidelines governing the Mayor's appearances at the Board. The Mayor will appear the second Tuesday of each month. Supervisors will be eligible to ask questions based on their Supervisorial district. Supervisors from odd districts will ask the questions the first month, Supervisors from even districts will be eligible to ask questions the following month. Thereafter the eligibility will rotate in this fashion each month.

Eligible Supervisors may pose a question to the Mayor by submitting it to the Clerk of the Board and the Mayor by 12:00 noon the Wednesday prior to the Mayor's appearance. In certain instances, involving unforeseen and time sensitive events, eligible Supervisors may be allowed to ask questions not posed prior to the 12:00 noon Wednesday deadline.

A supermajority of the Board may vote to forego the Mayor's appearance. A supermajority of the Board may also strike a question posed to the Mayor. The Mayor and the Board President may reschedule the Mayor's appearance where the Mayor has a conflict or where the Board does not meet on the second due to a holiday or recess.

