

1 [Reporting Responsibilities Relating to the Centralized and Publicly Accessible Online  
2 Database of Appointments to Advisory Bodies]

3 **Ordinance amending the San Francisco Administrative Code by amending Sections**  
4 **1.57-2 through 1.57-5, to clarify the reporting responsibilities relating to the centralized**  
5 **and publicly accessible online database of information concerning appointments to**  
6 **City and County of San Francisco advisory bodies.**

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

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

11 Section 1. The San Francisco Administrative Code is hereby amended by amending  
12 Section 1.57-2 through 1.57-5, to read as follows:

13 **SEC. 1.572. DEFINITIONS.**

14 For the purposes of this Section, certain terms are defined as follows:

15 (a) "Appointing Authority" means the Mayor, the Board of Supervisors, the District  
16 Attorney, the Public Defender, and any other city officer authorized to make appointments to  
17 any city boards, commissions, task forces or committees, other than passive meeting bodies.

18 (b) "Advisory Body" means all City and County of San Francisco boards, commissions,  
19 task forces and committees with one or more appointed seats.

20 (c) "Department Liaison" means any advisory body's secretary or staff designee.

21 ~~(d)~~ "Appointments" means all appointments to advisory bodies made by an  
22 Appointing Authority.

23 ~~(e)~~ "Centralized" means a single database containing all required information.

24 ~~(f)~~ "Publicly accessible" means universally accessible and open for use by the  
25 general public.

1 (gf) "Online database" means a catalogue of all appointments information, stored  
2 online, and publicly accessible via a website. The website must be hyperlinked from the front  
3 page of the City's official website. It must be universally accessible, easily searchable, and  
4 provide a user friendly interface with hyperlinks, to enable the public to access and search the  
5 database without difficulty.

6 (hg) "Administrator" means the Office of the City Administrator.

7 (h) "Deliver to the Administrator quarterly" means to provide the required information  
8 to the Administrator in-person, or by certified U.S. mail, e-mail, or fax on or before January 1,  
9 April 1, July 1, and October 1 of each year.

10 **SEC. 1.57-3. ONLINE DATABASE OF APPOINTMENTS.**

11 (a) General Information. Not later than January 1, 2011, the Administrator shall  
12 establish a centralized and publicly accessible online database of information regarding all  
13 appointments. The Appointing Authority shall provide the Administrator with the following  
14 information and shall reside on the online database: (1) a description of each advisory body,  
15 with reference to the authorizing legislation or Charter provision; (2) the total number of  
16 appointed positions on the advisory body; (3) the appointing authority for each position; (4) the  
17 necessary qualifications for each position, (5) information regarding how to apply for a  
18 position, if applicable; and, (6) identification of the ~~D~~department ~~L~~liaison for the advisory body.

19 (b) Quarterly information. The ~~Department Liaisons~~Appointing Authorities shall  
20 provide the following appointment information to the Administrator: (1) the name of the  
21 appointee currently holding the appointment, or clear identification of an open seat; (2) the  
22 start date of the appointment; (3) the date the appointment expires; and, (4) the term limits of  
23 the seat, if applicable. Further, all ~~Department Liaisons~~Appointing Authorities shall notify the  
24 Administrator should the status of an appointment change before the required reporting date  
25 within 30 days of such change. The Administrator shall publish this information on the

1 website quarterly, and upon notification that the status of an appointment has changed, so  
2 that upcoming vacancies are searchable immediately by the public.

3 (c) Duties of the Administrator. The Administrator shall be responsible for maintaining  
4 the database and website, and updating all required information quarterly, or upon notification  
5 from an ~~Department Liaison~~ Appointing Authority that any of the information contained in  
6 subsection (a) or (b) of this Section has changed.

7 **SEC. 1.57-4. ANNUAL AUDIT.**

8 At the end of each fiscal year, each ~~Department Liaison~~ advisory body's secretary, or  
9 ~~staff designee~~, shall submit a written report to the Administrator detailing all changes  
10 concerning appointments throughout the year.

11 **SEC. 1.57-5. ENFORCEMENT.**

12 The Administrator shall publish quarterly on the website any failure by the Department  
13 Liaison ~~Appointing Authority~~ to comply with this ordinance.

14 APPROVED AS TO FORM:  
15 DENNIS J. HERRERA, City Attorney

16 By: \_\_\_\_\_  
17 CHERYL ADAMS  
18 Deputy City Attorney