

File No. 190216

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date April 22, 2019

Board of Supervisors Meeting

Date _____

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 type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Memorandum of Understanding (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"/> | Form 126 - Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 700 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vacancy Notice |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date April 18, 2019

Completed by: _____ Date _____

1 [Administrative Code - Mayoral Question-and-Answer Session at the Board of Supervisors]

2
3 **Ordinance amending the Administrative Code to authorize the Clerk of the Board of**
4 **Supervisors to modify deadlines for submission of question topics by Supervisors in**
5 **advance of the Mayor's appearance at the Board of Supervisors for a question-and-**
6 **answer session.**

7
8 **NOTE:** **Unchanged Code text and uncodified text** are in plain Arial font.
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.
10 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
11 **Board amendment additions** are in double-underlined Arial font.
12 **Board amendment deletions** are in ~~strikethrough Arial font~~.
13 **Asterisks (* * * *)** indicate the omission of unchanged Code
14 subsections or parts of tables.

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

16 Section 1. Article II of Chapter 2 of the Administrative Code is hereby amended by
17 revising Section 2.11, to read as follows:

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

20 (a) **Scheduling Mayor's Appearance.** Pursuant to Section 3.100(7) of the Charter,
21 the Mayor shall appear at the second regularly scheduled meeting of the Board of Supervisors
22 each month. The Mayor may, due to conflict, arrange with the President to reschedule his or
23 her monthly appearance. The President, in consultation with the Mayor, may also reschedule
24 the Mayor's appearance where the second regularly scheduled meeting does not occur. In
25 those instances, the President shall communicate to the Clerk of the Board the rescheduling
of the Mayor's appearance date.

1 **(b) Submission of Question Topics.**

2 (1) Supervisors' eligibility to ask questions shall be determined in order of
3 Supervisorial District on a rotating basis each month. Supervisors from Districts One, Two,
4 Three, and Four each may ask a question at the Mayor's first appearance after May 1, 2018.
5 At the Mayor's second appearance after May 1, 2018, Supervisors from Districts Five, Six,
6 Seven, and Eight each may ask a question. At the Mayor's third appearance after May 1,
7 2018, Supervisors from Districts Nine, Ten, and Eleven each may ask a question. Thereafter,
8 Supervisors' eligibility to ask questions shall continue to rotate in this same three-month cycle.

9 (2) A Supervisor eligible to ask a question shall submit the general topic of the
10 question to the Clerk of the Board and the Mayor by noon the Wednesday prior to the Mayor's
11 appearance. If this deadline occurs in a week during which (A) there is not a regularly scheduled
12 Board meeting, (B) there is a City, State, or federal holiday, or (C) the Board holds an inaugural
13 meeting under Charter Section 2.103, the Clerk may extend the deadline by up to 24 hours by informing
14 the eligible Supervisors and the Mayor in writing of such extension.

15 (3) The Clerk shall forward the submitted topics to the City Attorney to determine
16 whether the topics provide legally adequate notice of the topic of discussion under State and
17 local public meeting laws. If the City Attorney determines that the topics are legally adequate,
18 the Clerk shall include the submitted topics on the Board agenda.

19 (4) The Board may, by oral motion approved by affirmative vote of at least
20 eight members, allow an eligible Board member to ask a question that is not related to a topic
21 submitted by noon on a Wednesday where that question relates to a sudden or unexpected
22 incident or occurrence raising formal, time-sensitive policy questions that the Supervisor could
23 not have anticipated prior to the noon Wednesday deadline and that cannot be adequately
24 addressed at the next scheduled question time. An eligible Supervisor who asks such a
25 question following approval of a motion shall not have the opportunity to ask any additional

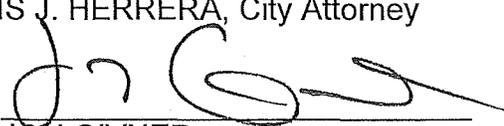
1 questions, even if the Supervisor submitted a question topic to the Clerk under subsection
2 (b)(2).

3 * * * *

4
5 Section 2. Effective Date. This ordinance shall become effective 30 days after
6 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
7 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
8 of Supervisors overrides the Mayor's veto of the ordinance.

9
10 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
11 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
12 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
13 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
14 additions, and Board amendment deletions in accordance with the "Note" that appears under
15 the official title of the ordinance.

16
17 APPROVED AS TO FORM:
18 DENNIS J. HERRERA, City Attorney

19 By: 

20 JON GIVNER
Deputy City Attorney

21 n:\leganas2019\1900432\01339542.docx

LEGISLATIVE DIGEST

[Administrative Code - Mayoral Question-and-Answer Session at the Board of Supervisors]

Ordinance amending the Administrative Code to authorize the Clerk of the Board of Supervisors to modify deadlines for submission of question topics by Supervisors in advance of the Mayor's appearance at the Board of Supervisors for a question-and-answer session.

Existing Law

Under Section 3.100 of the San Francisco Charter, the Mayor must 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 further requires the Board, in consultation with the Mayor, to adopt an ordinance providing for rules and governing the conduct of Mayorai appearances at the Board. The Board enacted such an ordinance in 2011, and adopted a subsequent ordinance in 2018.

Under those ordinances, the Mayor appears at the Board on the second Tuesday of each month, though the Mayor and the Board President may agree to reschedule the appearance date. Supervisors' eligibility to ask the Mayor questions rotates on a three-month basis, with Supervisors from Districts 1, 2, 3 and 4 eligible to ask questions the first month, Supervisors from Districts 5, 6, 7, and 8 eligible to ask questions the second month, and Supervisors from Districts 9, 10, and 11 eligible to ask questions the third month.

By noon on the Wednesday before the Mayor's scheduled appearance, eligible Supervisors who intend to ask the Mayor a question must submit the question topic to the Clerk and the Mayor.

Amendments to Current Law

The ordinance would authorize the Clerk to extend the deadline for submission of question topics by up to 24 hours if the deadline occurs in a week when either:

- there is not a regularly scheduled Board meeting,
- there is a City, State, or federal holiday, or
- the Board holds an inaugural meeting on January 8 of odd-numbered years.

BOARD of SUPERVISORS



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San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Angela Calvillo, Clerk of the Board
Kanishka Karunaratne Cheng, Mayor's Office

FROM: Victor Young, Assistant Clerk
Rules Committee 

DATE: March 5, 2019

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Supervisor Mar on February 26, 2019:

File No. 190216

Ordinance amending the Administrative Code to authorize the Clerk of the Board of Supervisors to modify deadlines for submission of question topics by Supervisors in advance of the Mayor's appearance at the Board of Supervisors for a question-and-answer session.

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: victor.young@sfgov.org.

c: Mawuli Tugbenyoh, Mayor's Office
Rebecca Peacock, Mayor's Office
Andres Power, Mayor's Office

Print Form

Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2019 FEB 28 PM 4:23

BY jh Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor inquiries"
- 5. City Attorney Request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only

