

1 [Requiring meeting agendas of a policy body to include attendance records for members of
2 the body.]

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4 **Ordinance amending Section 67.7 of the Administrative Code to require meeting**
5 **agendas for a policy body to include attendance records for members of the body.**

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

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

10 Section 1. The San Francisco Administrative Code is hereby amended by amending
11 Section 67.7, to read as follows:

12 Sec. 67.7 AGENDA REQUIREMENTS; REGULAR MEETINGS.

13 (a) At least 72 hours before a regular meeting, a policy body shall post an agenda
14 containing a meaningful description of each item of business to be transacted or discussed at
15 the meeting. Agendas shall specify for each item of business the proposed action or a
16 statement the item is for discussion only. In addition, a policy body shall post a current
17 agenda on its Internet site at least 72 hours before a regular meeting.

18 (b) A description is meaningful if it is sufficiently clear and specific to alert a person
19 of average intelligence and education whose interests are affected by the item that he or she
20 may have reason to attend the meeting or seek more information on the item. The description
21 shall be brief, concise and written in plain, easily understood English. It shall refer to any
22 explanatory documents that have been provided to the policy body in connection with an
23 agenda item, such as correspondence or reports, and such documents shall be posted
24 adjacent to the agenda or, if such documents are of more than one page in length, made
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1 available for public inspection and copying at a location indicated on the agenda during
2 normal office hours.

3 (c) The agenda shall specify the time and location of the regular meeting and shall
4 be posted in a location that is freely accessible to members of the public.

5 (d) No action or discussion shall be undertaken on any item not appearing on the
6 posted agenda, except that members of a policy body may respond to statements made or
7 questions posed by persons exercising their public testimony rights, to the extent of asking a
8 question for clarification, providing a reference to staff or other resources for factual
9 information, or requesting staff to report back to the body at a subsequent meeting concerning
10 the matter raised by such testimony.

11 (e) Notwithstanding Subdivision (d), the policy body may take action on items of
12 business not appearing on the posted agenda under any of the following conditions:

13 (1) Upon a determination by a majority vote of the body that an accident, natural
14 disaster or work force disruption poses a threat to public health and safety.

15 (2) Upon a good faith, reasonable determination by a two-thirds vote of the body, or,
16 if less than two-thirds of the members are present, a unanimous vote of those members
17 present, that (A) the need to take immediate action on the item is so imperative as to threaten
18 serious injury to the public interest if action were deferred to a subsequent special or regular
19 meeting, or relates to a purely commendatory action, and (B) that the need for such action
20 came to the attention of the body subsequent to the agenda being posted as specified in
21 subdivision (a).

22 (3) The item was on an agenda posted pursuant to subdivision (a) for a prior
23 meeting of the body occurring not more than five calendar days prior to the date action is
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1 taken on the item, and at the prior meeting the item was continued to the meeting at which
2 action is being taken.

3 (f) Each board and commission enumerated in the Charter shall ensure that
4 agendas for regular and special meetings are made available to speech and hearing impaired
5 persons through telecommunications devices for the deaf, telecommunications relay services
6 or equivalent systems, and, upon request, to sight impaired persons through Braille or
7 enlarged type.

8 (g) Each policy body shall ensure that notices and agendas for regular and special
9 meetings shall include the following notice:

10 KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

11 (Chapter 67 of the San Francisco Administrative Code)

12 Government's duty is to serve the public, reaching its decisions in full view of the
13 public. Commissions, boards, councils, and other agencies of the City and County exist to
14 conduct the people's business. This ordinance assures that deliberations are conducted
15 before the people and that City operations are open to the people's review.

16 FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE
17 ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE
18 SUNSHINE ORDINANCE TASK FORCE.

19 (h) Each agenda of a policy body covered by this Sunshine Ordinance shall include
20 the address, area code and phone number, fax number, e-mail address, and a contact
21 person's name for the Sunshine Ordinance Task Force. Information on how to obtain a free
22 copy of the Sunshine Ordinance shall be included on each agenda.

23 (i) Each agenda required under this section shall specify the attendance record for each
24 member of the policy body, including the date the member's term commenced, the number of meetings

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1 (including special meetings) conducted during the member's term and the number of those meetings
2 attended by the member (i.e. in attendance when the meeting is called to order). Records of attendance
3 at subcommittee meetings shall be included with the agendas for such subcommittees. The attendance
4 record will be in the following format:

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6	<i>Date Term</i>	<i>No. of Meetings</i>	<i>No. of Meetings</i>	
7	<u>Name</u>	<u>Commenced</u>	<u>During Term</u>	<u>Attended</u>

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

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12 By: _____
Elizabeth Salveson
Deputy City Attorney

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