

1 [Establishing a Library Citizens Advisory Committee.]

2 **Ordinance amending Chapter 5 of the San Francisco Administrative Code by adding**
3 **Article 24, Section 5.240, to establish the Library Citizens Advisory Committee as an**
4 **advisory committee to the Board of Supervisors.**

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Note: **This entire section is new.**
Board amendment additions are double underlined.
Board amendment deletions are ~~strike through normal~~.

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

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Section 1. The San Francisco Administrative Code is hereby amended by adding
Article 24, Section 5.240, to read as follows:

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ARTICLE XXIV: LIBRARY CITIZENS ADVISORY COMMITTEE

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SEC. 5.240. LIBRARY CITIZENS ADVISORY COMMITTEE.

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(a) Establishment of Committee. There is hereby established a Library Citizens
Advisory Committee ("Committee").

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(b) Committee Membership. The Committee shall consist of eleven (11) voting
members. Each member of the Board of Supervisors shall appoint one member to the
Committee and may give preference to individuals residing in his or her respective
Supervisorial District. All appointments shall be completed within 60 days after enactment of

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1 this Ordinance and thereafter, as provided in subparagraph (c). Each Committee member
2 shall serve at the pleasure of the appointing member of the Board of Supervisors.

3 The Committee shall consist of individuals who reside in San Francisco and use the
4 facilities and services of the San Francisco Public Library ("Library") System. The Committee
5 shall not consist of any individuals who are currently members of the Library Commission or
6 full-time employees of the Library. In addition, the Committee shall not consist of any
7 individuals who are currently members of the Council for Neighborhood Libraries or any
8 advisory body created by the initiative of a member of the Library Commission or the City
9 Librarian. In making appointments, members of the Board of Supervisors shall take into
10 consideration City policy that the members of all boards, commissions and committees
11 represent the diversity of race, religion, color, ancestry, age, sex, sexual orientation, gender
12 identity, disability and place of birth of the people of the City and County.

13 **(c) Term of Office.** Members shall serve a term of one year. The first one year
14 term for all members shall begin upon the date the Clerk of the Board of Supervisors certifies
15 that all members of the Committee have been appointed following the adoption of this
16 Ordinance. Future terms of office shall begin on that date of each successive year. Members
17 shall conduct the first meeting of the Committee within thirty days of the appointment of all
18 members.

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

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

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

5 **(f) Purposes and Duties of Committee.** The purposes and duties of the
6 Committee are to publicly discuss and make recommendations to the Board of Supervisors
7 regarding:

8 (1) The expenditure of Library bond monies;

9 (2) The implementation and prioritization of Library plans and programs; and

10 (3) The efficiency and scope of Library operations and services to the public.

11 **(g) Reporting Requirements.** The Committee shall take minutes of its regular and
12 special meetings and shall submit copies of Committee-approved minutes to the Board of
13 Supervisors on a monthly basis. Where the Committee identifies areas that it concludes may
14 require changes or improvements, the Committee shall recommend appropriate action to be
15 taken by the Board of Supervisors. The Committee shall submit to the Board of Supervisors
16 and to the Library Commission a written report, by June 30 of each year, summarizing its
17 findings and recommendations.

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

20 **(i) Staff Support.** The Mayor's Office of Neighborhood Services shall provide staff
21 support and resources for the Committee.

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

24 **(k) Establishment of Rules and Regulations.** The Committee, which qualifies as
25 a Policy Body under San Francisco Administrative Code Chapter 67 (the "Sunshine

1 Ordinance”), shall establish rules and regulations for its own organization and procedure that
2 are consistent with the Sunshine Ordinance and other laws governing the conduct of public
3 meetings.

4 **(I) Sunset Clause.** The provisions of this ordinance and the operation of the
5 Committee shall expire upon the date that the Controller certifies in writing to the Clerk of the
6 Board of Supervisors that the City and County of San Francisco has expended substantially
7 all funds authorized by the November 2000 Branch Library Facilities Improvement Bond
8 measure designated for the acquisition, renovation and construction of Library facilities.

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

12 By: _____
13 ADINE K. VARAH
14 Deputy City Attorney

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