

1 [Acting Mayors]

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3 **Ordinance amending the San Francisco Administrative Code, by adding Section 2A.11,**

4 **to require the Mayor to inform the Board of Supervisors in writing when leaving the**

5 **state for more than 24 hours, to require the Mayor to designate Acting Mayors in**

6 **writing and inform the Clerk of the Board of such designations, to require the Mayor to**

7 **notify the Clerk of the Board upon returning to the state, to require Acting Mayors to**

8 **report on any official actions taken, and to require members of the Board to receive**

9 **training on emergency operations.**

10 Note: Additions are *single-underline italics Times New Roman*;

11 deletions are ~~*strikethrough italics Times New Roman*~~.

12 Board amendment additions are double underlined.

13 Board amendment deletions are ~~strikethrough normal~~.

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

15 Section 1. The San Francisco Administrative Code is hereby amended by adding
16 Section 2A.11, to read as follows:

17 **SEC. 2A.11. ACTING MAYORS.**

18 *(a) Before leaving the state for more than 24 hours, the Mayor shall notify the Clerk of the*

19 *Board of Supervisors in writing of the anticipated length of the trip, the general itinerary, and the*

20 *general purpose of the trip. The Mayor shall provide the same information to the Chief of Police, the*

21 *Chief of the Fire Department, the Director of Public Health, and the Director of Emergency Services.*

22 *(b) The Mayor’s designation of an Acting Mayor pursuant to Charter Section 3.100(12) shall*

23 *be in writing and shall be delivered to the member of the Board of Supervisors so designated and to the*

24 *Clerk of the Board. The Clerk shall post the information promptly on the City’s web site. The Mayor*

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1 shall provide the same information to the President of the Board of Supervisors, the Chief of Police, the
2 Chief of the Fire Department, the Director of Public Health, and the Director of Emergency Services.

3 (c) The Mayor shall promptly give written notice to the Clerk of the Board upon returning to
4 the state, but the Mayor's failure to give such notice shall not affect his or her resumption of office as
5 Mayor.

6 (d) Upon the Mayor's return to the City, an Acting Mayor shall, as soon as is reasonably
7 possible, provide to the Mayor and the Clerk of the Board a written report of any official actions taken.

8 (e) In order to enable them to function effectively as Acting Mayor in the case of an emergency,
9 all members of the Board of Supervisors shall attend training at least twice a year on the City's
10 Emergency Operations Plan, to be presented by the Office of Emergency Services.

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

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17 By: _____
18 THOMAS J. OWEN
19 Deputy City Attorney