

**BOARD OF SUPERVISORS (BOS) / ETHICS COMMISSION (EC) JOINT MEETING STRUCTURE  
ORDER OF PROCESS**

- Joint Meeting called to order (President Breed)
- BOS Roll Call (Angela Calvillo, Clerk of the Board (COB))
- EC Roll Call (LeeAnn Pelham, Executive Director)
- Joint BOS/EC General Public Comment (BOS Item No. 45; Ethics Item No. 2)
- BOS Adoption Without Committee Reference (Items Nos. 46 through 53)
- BOS Agenda Item Nos. 41 through 43 called
- EC Agenda Item No. 3 called
- COB outlines the structure of the meeting:

Opening Remarks

- *We will begin with brief opening remarks by the Ethics Commission Chair.*
- *Then we will move to opening remarks from any Supervisors.*

Ethics Commission Presentation of Amendments

- *The Chair of the Ethics Commission will call on her Commissioners to provide their amendments.*
- *Either during or after, Commissioners will describe any proposed amendments to the record, Chair Chiu will welcome Supervisors to ask questions on and discuss the amendments.*
- *If Supervisors wish to ask questions on an amendment, Chair Chiu will yield the floor to the President Breed who will control the floor during the discussion between both the Board and the Commission. (When it is time for the next Commissioner to make their amendments, the President will yield the floor back to Chair Chiu to control the Commission debate)*

Board Opportunity for Presentation of Amendments

- *After debate concludes for all Ethics Commission Amendments, and before the Commission begins consideration of amendments, the Board will have its final opportunity to provide any input to the Commission about any issue and to propose any Board amendments the members would like the Ethics Commission to consider.*
- *The Commission will not begin their final consideration and vote on the Amendments until after Public Comment concludes. At that time the Commission requests the opportunity to deliberate as a Commission, - so members be sure to make all of your comments prior to public comment.*

Amendments to Be In Writing

- *As the City Attorney has previously communicated to the Board and the Ethics Commission, all proposed amendments must be in writing and approved by the City Attorney's Office prior to the Committee of the Whole. No other amendments are expected to be considered.*
- *It is possible that a proposed amendment could trigger a continuance to a future Ethics Commission or Board of Supervisors meeting.*

- *The City Attorney will advise on each amendment after it is offered, whether it may require a continuance.*

#### Agenda Items

- *There are two files listed on the Board agenda (Items 42 and 43).*
- *Item 43 on the Board's agenda is identical to the ordinance noticed on the Ethics Commission agenda. For the purpose of this discussion, Item 43 will be used as a starting point – as the working document so both bodies are amending the same document.*
- *For the sake of simplicity, the Board will not amend Item 42 and will either table Item 42 or send it to committee at the end of the hearing.*

#### Public Comment

- *After discussion of all proposed amendments from the Commission and the Board, the President will open public comment.*
- *There will be only one opportunity for the public comment on this item, no matter how many amendments are offered and even if new amendments are offered after public comment.*
- *Each speaker will have two minutes for public comment so fashion your comments to include all possibilities for potential amendments.*

#### Voting on the Amendments

- *After public comment, the debate is closed, and the Ethics Commission will consider ALL amendments that have been proposed first and will then vote on the ordinance as amended. At the Commission's discretion, questions may be posed to the Board.*
- *The Ethics Commission approves its amendments by 3 affirmative votes.*

#### Ethics Commission Consideration of Final Item and Forwarding to the Board

- *Once the Commission begins their final consideration on the ordinance as amended, the Commission requests the Board refrain from any further debate with the Commission until the matter is fully in the hands of the Board. The Commission requests the space and time to conduct its own uninterrupted discussion.*
- *The Ethics Commission Approves the Item, as amended, by 4/5 of the entire membership, or by 4 votes.*

#### Board Consideration

- *If approved by the Ethics Commission, and the City Attorney verifies the Ordinance is able to be voted upon today, the Board will then consider the ordinance, as amended.*
- *For the Board any further amendments requires 6 votes to be adopted and the ordinance as whole requires 8 votes.*
- *Any further amendments made by the Board will require the Ethics Commission to approve the further amended version by a 4/5 vote. If the Commission approves the further amended version, it may return to the Board for its final approval – which will require 8 votes.*

- BOS approves the order process

- EC approves the order process
- EC Remarks and Proposed Amendments
- BOS Remarks and Proposed Amendments
- Public Comment on the subject matter

Ethics Commission Consideration (EC requests uninterrupted discussion)

- EC consideration of amendments
- EC final consideration of the file, as amended

Board of Supervisors Consideration (if the EC passes an Ordinance)

- BOS consideration of amendments
- BOS final consideration of the files:
  - Item No. 42 (File No. 180001) to be “tabled” or “sent to committee”
  - Item No. 43 (File No. 180280)

Post-Joint Meeting

- EC will convene in Committee Room 263 to take their second General Public Comment (EC Item No. 4)