

1 [Administrative Code - Mayoral Appearance at the Board of Supervisors]

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3 **Ordinance amending the Administrative Code to modify the process for the Mayor to**  
 4 **appear at the Board of Supervisors for a question-and-answer session.**

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

10

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

12 Section 1. The Administrative Code is hereby amended by revising Section 2.11, to  
 13 read as follows:

14 **SEC. 2.11. MAYOR’S MONTHLY APPEARANCE AT THE BOARD FOR FORMAL**  
 15 **POLICY DISCUSSIONS.**

16 ~~1-(a)~~ *Scheduling Mayor’s Appearance.* Pursuant to Section 3.100(7) of the Charter,  
 17 the Mayor shall appear at the second regularly scheduled meeting of the Board of Supervisors  
 18 each month. The Mayor may, due to conflict, arrange with the President to reschedule his or  
 19 her monthly appearance. The President, in consultation with the Mayor, may also reschedule  
 20 the Mayor’s appearance where the second regularly scheduled meeting does not occur. In  
 21 those instances, the ~~Board~~ President shall communicate to the Clerk of the Board the  
 22 rescheduling of ~~the~~ Mayor’s appearance date. ~~A supermajority of the Board may, when the item is~~  
 23 ~~called, move to forego the question and answer session.~~

24 ~~2-(b)~~ *Submission of Question Topics.*

25

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

10                  (2)       A ~~Board member~~ Supervisor eligible to ask a question shall submit the  
11 general topic of the question to the Clerk of the Board and the Mayor by ~~12:00~~ noon the  
12 Wednesday prior to the Mayor's appearance. The Clerk shall forward the submitted topics to  
13 the City Attorney to determine whether the topics provide legally adequate notice of the topic  
14 of discussion under State and local public meeting laws. If the City Attorney determines that  
15 the topics are legally adequate, the Clerk shall ~~review~~ include the submitted ~~questions topics and~~  
16 ~~include~~ on the Board agenda. ~~all submissions that meet the guidelines in Section 2.11(3) of the~~  
17 ~~Administrative Code. A supermajority of the Board may, by oral motion, move to strike any question~~  
18 ~~posed to the Mayor and, if the motion carries, the Mayor shall not be required to answer.~~

19                  (3)       ~~A supermajority of t~~The Board may, by oral motion approved by affirmative  
20 vote of at least eight members, allow an eligible Board member to ask a question that ~~was not~~  
21 ~~posed~~ is not related to a topic submitted by ~~12:00~~ noon on a Wednesday where that question  
22 relates to a sudden or unexpected incident or occurrence raising formal, time-sensitive policy  
23 questions that ~~members~~ the Supervisor could not have anticipated prior to the ~~12:00~~ noon  
24 Wednesday deadline and that cannot be adequately addressed at the next scheduled  
25 question time. An eligible Supervisor who asks such a question following approval of a motion shall

1 not have the opportunity to ask any additional questions, even if the Supervisor submitted a question  
2 topic to the Clerk under subsection (b)(2). ~~In the case of such questions, in order to foster a~~  
3 ~~meaningful discussion with the Mayor, Supervisors are strongly encouraged to notify the Mayor, Board~~  
4 ~~President and Clerk of the Board, in writing, as soon as possible in advance of the Mayor's appearance~~  
5 ~~that they intend to ask to be allowed to pose the question. The notification shall include the proposed~~  
6 ~~question.~~

7        3-(c) **Procedural order.** The Mayor's appearance shall be the first regular item of  
8 business on the Board's agenda. The Mayor may address the Board initially for up to five  
9 minutes on any policy matter within the subject matter jurisdiction of the Mayor or the Board.  
10 Thereafter, ~~discussion, including the asking and answering of questions, shall not exceed five minutes~~  
11 ~~per Supervisor.~~ the Clerk shall call on each Supervisor who has submitted a question topic under  
12 subsection (b) of this Section 2.11, in the same order as the order of voting under the Board's Rules of  
13 Order. When the item is called, the Board may, by oral motion approved by affirmative vote of at least  
14 eight members, forego the question-and-answer session.

15        (d) **Question-And-Answer Format.**

16        (1) When called on by the Clerk, a Supervisor may ask a question pertaining to the  
17 topic submitted by that Supervisor. The Mayor shall respond, and the questioning Supervisor then may  
18 ask a follow-up question directly related to the opening question or to the Mayor's answer. The Mayor  
19 shall respond to the follow-up question.

20        (2) Following the Mayor's response to the Supervisor's initial question, or the  
21 Mayor's response to the Supervisor's follow-up question if the Supervisor asks a follow-up question,  
22 the Mayor may ask a question to ~~the~~ any Supervisor who is present at the meeting pertaining to the  
23 same topic. The Supervisor shall respond, and the Mayor then may ask a follow-up question to that  
24 Supervisor directly related to the question or to the Supervisor's answer. The Supervisor shall  
25 respond to the follow-up question.

1           (3) The Mayor and the Supervisor may use up to two minutes for each of the  
2 questions and each of the answers described in subsections (d)(1) and (d)(2). No question or answer  
3 may exceed two minutes.

4           (4) Except the Supervisor asking a question under subsection (d)(1) and the  
5 Supervisor responding to a question from the Mayor under subsection (d)(2), ~~No Supervisor~~  
6 other than the questioning Supervisor may participate in or comment on the questions and answers  
7 during the exchange described in this subsection (d).

8           (e) The Board may, by oral motion approved by affirmative vote of at least eight members,  
9 strike for good cause any question posed by a Supervisor or by the Mayor and, if the motion carries,  
10 the responding party shall not be required to answer.

11           (f) The questions, ~~including those relating to sudden or unexpected incidents or~~  
12 ~~occurrences, and ensuing discussion related to the questions between the Mayor and the Board, and~~  
13 ~~answers as described in subsection (d)~~ shall be limited to formal policy matters as set forth in  
14 Charter Section 3.100(7) and shall be limited to items that are within the subject matter  
15 jurisdiction of the Mayor or the Board. ~~Any question posed that does not fall within these parameters~~  
16 ~~shall be ruled out of order. The Mayor and the Board may shall not discuss~~ In addition, no question or  
17 answer may address a matters that ~~have~~ has already been considered in committee and that ~~are~~  
18 ~~is~~ on the Board's ~~regular~~ agenda as an action item for the ~~particular~~ day on which the Mayor  
19 makes his ~~or her~~ appearance. ~~The President of the Board shall rule out of order any question posed~~  
20 ~~that does not fall within these parameters.~~

21           4.(g) Public comment concerning the matters discussed during the Mayor's  
22 appearance at the Board shall take place during general public comment.

23  
24           Section 2. Effective Date. This ordinance shall become effective 30 days after  
25 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the

1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
2 of Supervisors overrides the Mayor's veto of the ordinance.

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

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

13 By: \_\_\_\_\_  
14 JON GIVNER  
15 Deputy City Attorney

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