


BOARD of SUPERVISORS



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## MEMORANDUM

TO: Angela Calvillo, Clerk of the Board  
Kanishka Karunaratne Cheng, Mayor's Office

FROM: Victor Young, Assistant Clerk  
Rules Committee 

DATE: March 5, 2019

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Supervisor Mar on February 26, 2019:

**File No. 190216**

**Ordinance amending the Administrative Code to authorize the Clerk of the Board of Supervisors to modify deadlines for submission of question topics by Supervisors in advance of the Mayor's appearance at the Board of Supervisors for a question-and-answer session.**

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

c: Mawuli Tugbenyoh, Mayor's Office  
Rebecca Peacock, Mayor's Office  
Andres Power, Mayor's Office

1 [Administrative Code - Mayoral Question-and-Answer Session at the Board of Supervisors]

2  
3 **Ordinance amending the Administrative Code to authorize the Clerk of the Board of**  
4 **Supervisors to modify deadlines for submission of question topics by Supervisors in**  
5 **advance of the Mayor's appearance at the Board of Supervisors for a question-and-**  
6 **answer session.**

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

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

16 Section 1. Article II of Chapter 2 of the Administrative Code is hereby amended by  
17 revising Section 2.11, to read as follows:

18 **SEC. 2.11. MAYOR'S MONTHLY APPEARANCE AT THE BOARD FOR FORMAL**  
19 **POLICY DISCUSSIONS.**

20 (a) **Scheduling Mayor's Appearance.** Pursuant to Section 3.100(7) of the Charter,  
21 the Mayor shall appear at the second regularly scheduled meeting of the Board of Supervisors  
22 each month. The Mayor may, due to conflict, arrange with the President to reschedule his or  
23 her monthly appearance. The President, in consultation with the Mayor, may also reschedule  
24 the Mayor's appearance where the second regularly scheduled meeting does not occur. In  
25 those instances, the President shall communicate to the Clerk of the Board the rescheduling  
of the Mayor's appearance date.

1           (b) **Submission of Question Topics.**

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

9           (2) A Supervisor eligible to ask a question shall submit the general topic of the  
10 question to the Clerk of the Board and the Mayor by noon the Wednesday prior to the Mayor's  
11 appearance. If this deadline occurs in a week during which (A) there is not a regularly scheduled  
12 Board meeting, (B) there is a City, State, or federal holiday, or (C) the Board holds an inaugural  
13 meeting under Charter Section 2.103, the Clerk may extend the deadline by up to 24 hours by informing  
14 the eligible Supervisors and the Mayor in writing of such extension.

15           (3) The Clerk shall forward the submitted topics to the City Attorney to determine  
16 whether the topics provide legally adequate notice of the topic of discussion under State and  
17 local public meeting laws. If the City Attorney determines that the topics are legally adequate,  
18 the Clerk shall include the submitted topics on the Board agenda.

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

1 questions, even if the Supervisor submitted a question topic to the Clerk under subsection  
2 (b)(2).

3 \* \* \* \*

4  
5 Section 2. Effective Date. This ordinance shall become effective 30 days after  
6 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
7 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
8 of Supervisors overrides the Mayor's veto of the ordinance.

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

16  
17 APPROVED AS TO FORM:  
18 DENNIS J. HERRERA, City Attorney

19 By:

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21 JON GIVNER  
22 Deputy City Attorney

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