

City and County of San Francisco
Planning Department
Eastern Neighborhoods Citizens Advisory Committee
BYLAWS

ARTICLE I – MEMBERSHIP

Section 1. Name. In accordance with the provisions of the San Francisco Administrative Code Section 10E.9, there is hereby established an Eastern Neighborhoods Citizens Advisory Committee (EN CAC or CAC).

Source: San Francisco Administrative Code Section 10E.2(d)

Section 2. Representation.

(A) The CAC shall consist of 19 members representing the diversity of the Eastern Neighborhoods; key stakeholders, including resident renters, resident homeowners, low-income residents, local merchants, established neighborhood groups within the Plan Area; and other groups identified through refinement of the CAC process.

(B) All members shall live, work, own property or own a business in the Eastern Neighborhoods Plan Area they are appointed to represent.

(C) The Board of Supervisors shall appoint a total of eleven members to the CAC. Based on the Supervisorial District boundaries, the District 6 and 10 Supervisors shall nominate 4 four CAC members, the District 9 Supervisor shall nominate two CAC members, and the District 8 Supervisor shall nominate one CAC member. The appointment of each of the Board's CAC nominees shall be confirmed by the full Board of Supervisors.

(D) The Mayor shall appoint a total of eight members, with one voting member representing each of the five neighborhoods, and three voting at-large members.

Source: San Francisco Administrative Code Section 10E.2(d)

Section 3. Terms. (A) Members shall serve for two-year terms, but those terms shall be staggered such that, of the initial membership, some members will be randomly selected to serve four year terms and some will serve two year terms.

(B) At the first official meeting of the CAC, which shall not occur until at least 13 voting members of the CAC have been appointed by the respective appointment process, a lottery shall be conducted in order to randomly select four Board of Supervisors appointees and two Mayoral appointees to serve four-year terms. At a subsequent meeting, when the final two voting members of the CAC have been appointed by the

respective appointment process, a lottery shall be conducted in order to randomly select which member shall serve a four-year term.

(C) The Board of Supervisors and Mayor may renew a member's term by repeating the respective appointment process.

Source: San Francisco Planning Code Section 10E.2(d)

Section 4. Duration of the CAC. The Eastern Neighborhoods CAC will automatically terminate on December 31, 2020, unless the Board of Supervisors extends the CAC's term by Ordinance.

Source: San Francisco Administrative Code Section 10E.2(d)

ARTICLE II – DUTIES

Section 1. Purpose. The CAC shall be the central community advisory body charged with providing input to City agencies and decision makers with regard to all activities related to implementation of the Eastern Neighborhoods Area Plans. The CAC is established for the purposes of providing input on the prioritization of Public Benefits, updating the Public Benefits program, relaying information to community members in each of the five neighborhoods regarding the status of development proposals in the Eastern Neighborhoods, and providing input to plan area monitoring efforts as appropriate. The CAC shall be advisory, as appropriate, to the Planning Department, the Interagency Planning & Implementation Committee (IPIC), the Planning Commission and the Board of Supervisors.

Source: San Francisco Planning Code Section 10E.2(d)

Section 2. Functions. The CAC may perform the following functions as needed:

(A) Collaborate with the Planning Department and the Interagency Plan Implementation Committee on prioritizing the community improvement projects and identifying implementation details as part of annual expenditure program that is adopted by the Board of Supervisors;

(B) Provide an advisory role in a report-back process from the Planning Department on enforcement of individual projects' compliance with the Area Plans standards and on specific conditions of project approvals so that those agreements will be more effectively implemented;

(C) Collaborate with the Planning Department and relevant city agencies in the monitoring of the Plans' implementation program at approximately every fifth year, in coordination with the Monitoring Program required by the Administrative Code Section 10.E; and provide input to Plan area monitoring efforts for required time-series reporting.

Source: San Francisco Planning Code Section 10E.2(d)

(D) Seek input and relay information to community members in each of the four neighborhoods.

ARTICLE III – CONDUCT

Section 1. Attendance. Members must notify the Chairperson of the CAC a week in advance of a scheduled meeting if they are unable to attend. If a member is absent more than three (3) scheduled meetings in a twelve-month period, the Chairperson shall notify the appointing authority.

Section 2. Vacancies. When a vacancy or failure to appoint or reappoint occurs for any reason, the Chairperson shall notify the appropriate appointing authority.

Section 3. Conflict of Interest. No member of the CAC shall participate in any decision, which directly or indirectly affects his or her property or economic interests in a manner that is distinguishable from the manner in which the decision affects all other persons or a significant segment of all other persons in the Plan Area.

Section 4. Termination of Membership. Membership in the CAC may be terminated in the event that:

(A) The member shall not be, or shall no longer be, a Residential Owner-Occupant, a Residential Tenant, or a Business Owner, or a Representative of an Existing Community Organization within the Project Area; or

(B) The member shall not be, or shall no longer be, a member of that membership category from and for which he or she was elected or designated unless it due to circumstances beyond their control would be displaced or removed from the CAC. These affected members will be allowed to finish their elected terms; or

(C) The member does not attend three consecutive meetings or less than 67 percent of meetings annually; or

(D) The member shall act in a way that is inconsistent with these Bylaws.

Section 5. Removal of a Member.

(A) A member may be terminated from the membership of the CAC by a majority vote of the members of the CAC present at a regular meeting of the CAC at which a quorum is present if, after a hearing, it is found and determined that any one of the grounds for termination specified in Section 4 of this Article III exists. Prior to taking any action to remove a member, the CAC shall give advance written notice to the member of the proposed grounds for termination and the date of the hearing.

(B) A member may be sanctioned by a majority vote of the members of the CAC when: A member disrupts a CAC meeting and/or Committee meeting by not following the

procedures as established for the conduct of CAC business. Each occurrence will be recorded in the minutes of the meeting and after the third occurrence the CAC will determine an appropriate action.

Section 6. Resignation. Any member of the CAC may resign at any time by giving written notice to the Chairperson of the CAC, who shall forward such notice to the CAC members, the Planning Department, and the appointing body. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation at a CAC meeting shall not be necessary to make it effective.

ARTICLE IV – OFFICERS

Section 1. Officers The officers of the CAC shall consist of a Chairperson, Vice-Chairperson, Secretary, and Vice-Secretary. These officers shall be elected by the Committee at the Annual Meeting.

Section 2. Chairperson Duties. The Chairperson shall preside at all meetings of the CAC, and shall submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the CAC. The Chairperson shall sign all correspondence, resolutions, and such other official documents necessary to carry out the business of the CAC.

Further, unless another member is otherwise designated, the Chairperson shall be the spokesperson for the CAC representing the views of this body.

Section 3. Vice-Chairperson Duties. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's duties until such time as the CAC shall elect a new Chairperson.

Section 4. Secretary Duties. The Secretary shall be responsible to ensure that a record of the CAC's Motions has been kept and to review this record prior to each meeting.

Section 5. Vice-Secretary Duties. The Vice-Secretary shall perform the duties of the Secretary in the absence or incapacity of the Secretary.

Section 6. Election The Chairperson and Vice-Chairperson, shall be initially elected from among the members of the CAC at a regular meeting of the CAC. Thereafter, the Chairperson and Vice-Chairperson shall be elected from among the members of the CAC at each annual meeting of the CAC. Such officers of the CAC shall hold office until the next annual meeting following their election and until their successors are elected and in office. Any such officer shall not be prohibited from succeeding himself/herself.

Section 7. Removal of Officers Upon a majority vote of the members of the CAC at a regular or special meeting of the CAC at which a quorum is present, any officer may be

removed from office after a written notice of intent, followed by a hearing, and his or her successor elected.

ARTICLE V – MEETINGS

Section 1. Regular Meetings. The regular meetings of the CAC shall be held on the 3rd Monday of the month, except in January and February, when it will be held on the 2nd Monday of the month. The regular meeting shall be held at the hour of 6 p.m., in the offices of the San Francisco Planning Department or at such other location as designated in advance by the Chairperson. In the event that the regular meeting date shall be a legal holiday, an alternate meeting time will be selected by the chair, or delayed until the next regular meeting date, at the discretion of the Chairperson. A meeting agenda and other documents necessary for the conduct of the business of the CAC shall be delivered to the members, by electronic mail or regular mail, at least 72 hours prior to the meeting.

Section 2. Annual Meeting. The Annual Meeting of the CAC shall be the regular meeting of the CAC that occurs in October, or the first meeting thereafter. At the Annual Meetings, in addition to regular business of the CAC, officers shall be elected.

Section 3. Special Meetings. Special meetings of the CAC may be held upon call of the Chairperson, or of the majority of the members of the CAC, for the purpose of transacting any business designated in the call. At such special meeting, no business other than that designated in the call shall be considered. Such meetings may only occur after notification of all members of the CAC by written notice delivered personally or by mail. Such notice must occur at least 24 hours before the time specified in the notice for the special meeting.

Section 4. All Meetings to be Open and Public. All meetings of the CAC shall be open and public to the extent required by law. All persons shall be permitted to attend any such meeting except as otherwise provided by law. At every meeting, members of the public shall have an opportunity to address the CAC on matters within the CAC's subject matter jurisdiction.

Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during a time set aside for public comment: provided, however, that the CAC may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated to each individual speaker.

Section 5. In any 12 month period the CAC may have a meeting in each of the five neighborhoods, if the topics discussed are relevant to the neighborhood where the meeting takes place.

Section 6. Posting Agendas/Notice. Staff shall post a notice or agenda for each regular or special meeting of the CAC, containing a brief description of each item of business to

be transacted or discussed at the meeting together with the time and location of the meeting. Agendas/notices shall be posted at least 72 hours in advance of each regular or special meeting, on the bulletin board of the Planning Department and the Main Public Library.

Section 7. Non-Agenda Items Matters. Items brought before the CAC at a regular meeting which were not placed on the agenda of the meeting shall not be acted upon by the CAC at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code s 54950 et seq.). Those non-agenda items brought before the CAC, which the CAC determines, will require CAC consideration and action and where CAC action at that meeting is not authorized shall be placed on the agenda for the next regular meeting.

Section 8. Quorum. The powers of the CAC shall be vested in the members thereof in office. Ten of the total members then in office shall constitute a quorum for the purpose of conducting the CAC's business, exercising its powers and for all other purposes. An affirmative vote by ten members shall be required for approval of any question brought before the CAC. When a quorum is not present, the other members may choose to adjourn a meeting until a quorum is obtained.

Section 9. Order of Business. All business and matters before the CAC shall be transacted in conformance with Robert's Rules of Orders (Newly Revised).

Section 10. Minutes. The minutes of the CAC shall be in writing. Copies of the minutes of each meeting of the CAC shall be made available to each member of the CAC. Approved minutes shall be filed in the official book of minutes of the CAC and posted on-line.

ARTICLE IV – REPRESENTATION BEFORE PUBLIC BODIES Any official representation on behalf of the CAC before the Commission, The Board of Supervisors, or any other public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the CAC specifically so designated by the CAC.

ARTICLE V - AMENDMENTS

These Bylaws may be amended upon the affirmative vote of a majority of the total membership of the CAC, provided, however, that no amendment shall be adopted unless at least seven days written notice thereof has previously been given to all members of the CAC. Notice of amendment shall identify the section or section of the Bylaws proposed for amendment and, if applicable, shall include the proposed replacement wording of the section or sections to be amended.

APPROVED AND ADOPTED

This Sixteenth day of November, 2009.

AMENDED

This Twentieth day of August, 2012.

AMENDED

This Nineteenth day of August, 2013.