

## San Francisco Cannabis State Legalization Task Force Task Force Administration Proposal

### Task Force Chair - Responsibilities

- Provide direction and leadership for Task Force
- Coordinate with Task Force Members and Task Force Coordinator to set meeting agendas
- Work closely with Task Force Coordinator to organize all Task Force meetings and gather necessary information
- Facilitate all Task Force meetings
- Serve as liaison between Task Force and City policymakers

### Task Force Coordinator - Responsibilities

- Serve as main administrative contact for Task Force Members and the public
- Work closely with Task Force Chair to organize all Task Force meetings
- Prepare and organize all written materials: agendas, issue briefs, reports, presentations, etc.
- Manage Task Force website and ensure compliance with Sunshine Ordinance

### Task Force Members – Attendance

- Task Force Members expected to participate in all scheduled meetings per year for each of the two years of the Task Force.
- Any Members in Seats 9-22 who “miss three regular meetings within a six-month period without express approval of the Task Force at or before each missed meeting shall be deemed to have resigned from the Task Force ten days after the third unapproved absence.” [Ordinance 115-15 SEC. 5.2-4 (d)].

### **DECISION-MAKING: CONSENSUS**

Consensus-building is the proposed decision-making method for the Task Force. This involves seeking the consent of all Task Force Members, thereby reaching an acceptable resolution all Members are comfortable with, even if it is not the preferred option of each individual.

The Task Force will strive for consensus wherever possible, but if that cannot be achieved, decisions will be made by simple majority vote, defined as 50% plus 1 of the voting Members. On

issues where there is no consensus, different perspectives will be noted in any written reports distributed to policymakers.

### **MEETING TOPICS AND SCHEDULE**

See proposed Task Force framework document.

### **SUBCOMMITTEE SELECTION**

See proposed Task Force framework document. It envisions three subcommittees:

- Public Safety and Social Environment
- Land Use
- Regulation and City Agency Framework

Each subcommittee will meet before the full meeting on the corresponding topic to review relevant data and synthesize the information presented into main discussion areas for the full Task Force meeting. Subcommittee members will be expected to give an account of the subcommittee proceedings to the full Task Force.

Task Force Members will self-select into a subcommittee that aligns with their interest and expertise. Members may serve on more than one subcommittee. The Task Force chair may request that Members change a particular selection to ensure balance of expertise within each subcommittee.

### **TERMINOLOGY**

It is important that Task Force Members reach consensus on the terminology used throughout the Task Force's duration. Proposed terminology is as follows:

- adult or nonmedical use—as referenced in State legalization documents
- cannabis—for both medical and nonmedical settings