

# Food Security Task Force Governance Sunshine Ordinance & Bylaws

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**POPULATION HEALTH DIVISION**  
SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH



# Overview

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## 1. Policies Governing Food Security Task Force

- Ralph M. Brown Act (California Code 54950);
- Sunshine Ordinance (San Francisco Admin Code Section 67.1);
- City Attorney Good Government guide

## 2. Food Security Task Force draft Bylaws

# Brown Act

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The **Ralph M. Brown Act**, California Government Code 54950 *et seq.*

- Passed in 1953 by the California State **Guarantees the public's right to attend and participate in meetings of local legislative bodies.**
- The Brown Act solely applies to California city and county government agencies, boards, and councils.
- The Act has been interpreted to apply to email communication as well, leading to restrictions on the number of parties that can be copied on electronic messages.

# San Francisco Sunshine Ordinance

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- The Sunshine Ordinance is intended to insure easier access to public records and to strengthen the open meeting laws.
- The Sunshine Ordinance was adopted by in November 1999.
- The Sunshine Ordinance also outlines a procedure for citizens to follow if they do not receive public records they have requested.

# Open meeting requirements

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- Meetings (regular & special) that are open to the public are posted in a public posting area, at or near the place of the meeting, 72 hours in advance of the meeting. (SF Public Library & SFDPH Website)
- All open meetings are subject to the requirement that the public is entitled to comment on each item on the agenda.
- Meaningful description of agenda
- Identification of Action and Discussion Items
- Reference to explanatory documents

# We can not...

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- Discuss items that are not on agenda
- Leave out key details of agenda items:

# Rights of the public

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## **Anonymity**

- If sign-sheet, must clearly state it is optional
- Do not have to identify themselves when making a comment

## **Right to Record**

- Photo, film, audio, any device, live broadcast- unless it is persistently disruptive

## **Right to Comment**

- On each agenda item-before consideration has ended and action taken
- General public comment
  - FSTF members may not discuss or respond substantively if subject of comment is outside of agenda items topics

## **Rights of speaker**

- Equal time to individual speakers (up to 3 minutes),
- Can cut back on 3 minutes depending on number of speakers, number of agenda items- advise against curbing it too much

# Resource: San Francisco City Attorney's Good Government Guide

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**A go-to resource for city** officials and employees—as well as journalists and activists—offering a usable, accessible overview of major laws governing public meetings, public records, conflicts-of-interest, and financial reporting requirements **for city** officials.



# Other issues

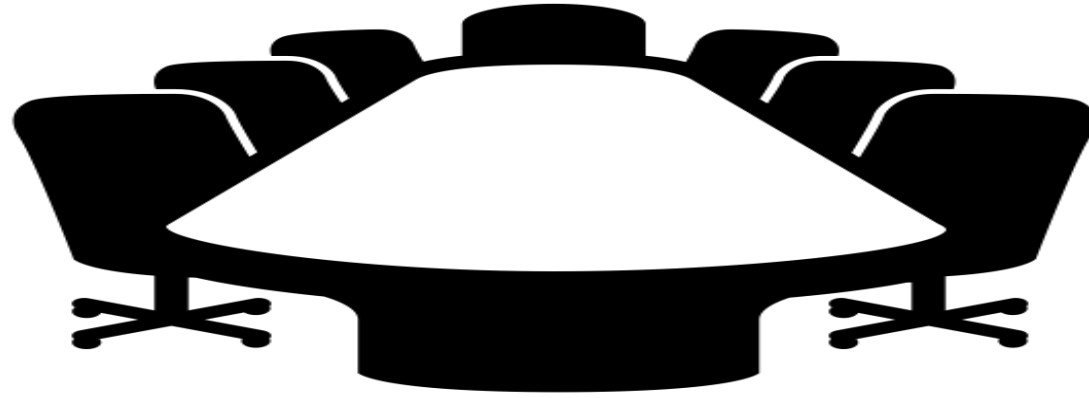
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- Conflicts of interest
- Not allowed to take positions on policies

# Read more...

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- Link to Sunshine Ordinance: <https://sfgov.org/sunshine/provisions-sunshine-ordinance-section-67>
  
- City Attorney's Good Government Guide: <https://www.sfcityattorney.org/good-government/good-government-guide/>



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# FSTF Bylaws - draft

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# Overview

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## Process to develop bylaws

- 2015 drafted; reviewed and edited by City Attorney 2019
- Review and discuss at 4-3-19 FSTF meeting; Finalize at 5-1-19 FSTF meeting

## Review each section (7 sections)

- Requirements
- Changes from 2015 version

# Article 1 – Sections 1-3

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Section 1 – Name

Section 2 – Purpose of the Task Force

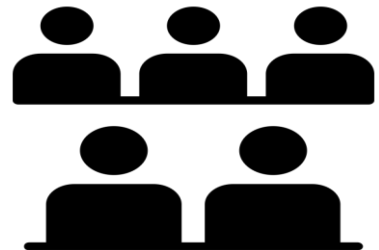
- Taken from the Ordinance

Section 3 – Compliance with Applicable Laws

# Article II – Membership and Attendance

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- Membership and appointing authority
  - Alternates are not allowed
- Attendance Policy:
  - Attendance required; notice to the Chair of absences is required
  - In accordance with Ordinance 173-18, “if a member representing a community-based organization fails to attend at least three meetings in a six-month period without the 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. The Task Force shall promptly inform the Clerk of the Board of Supervisors of the resignation.”
  - Members are encouraged to participate in committees.

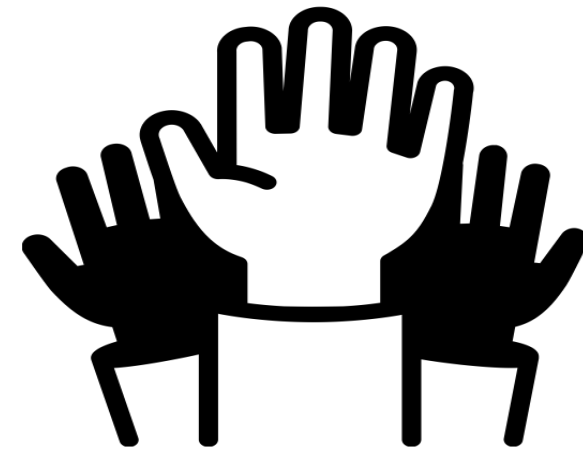


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# Article III - Voting

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- Quorum is needed to take action.
- Quorum is a majority of the full task force.

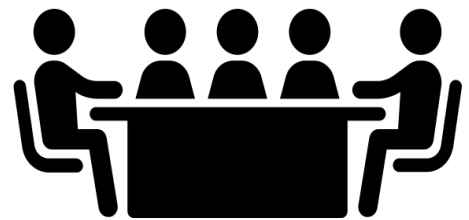


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# Article IV - Meetings

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- Quorum
- Public Participation
- Minutes
- Parliamentary Procedure
- Meeting Notice
- Special Meetings
- Advisory/Subcommittees





# Article V - Committees

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- Creation and Dissolution of Subcommittees
- Advisory/Subcommittee membership
- Subcommittee Chairs

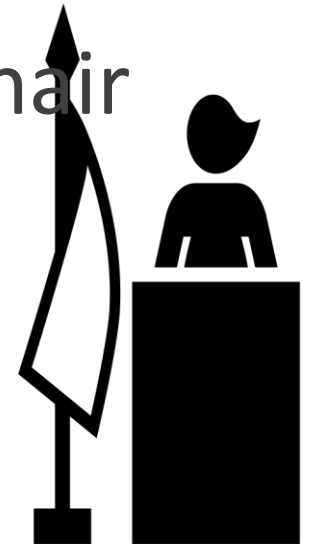


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# Article VI - Officers

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- Election of Officers
- General Duties and Responsibilities of the Chair
- General Duties and Responsibilities of the Vice Chair
- Removal of Officers
- ?duties of staff?



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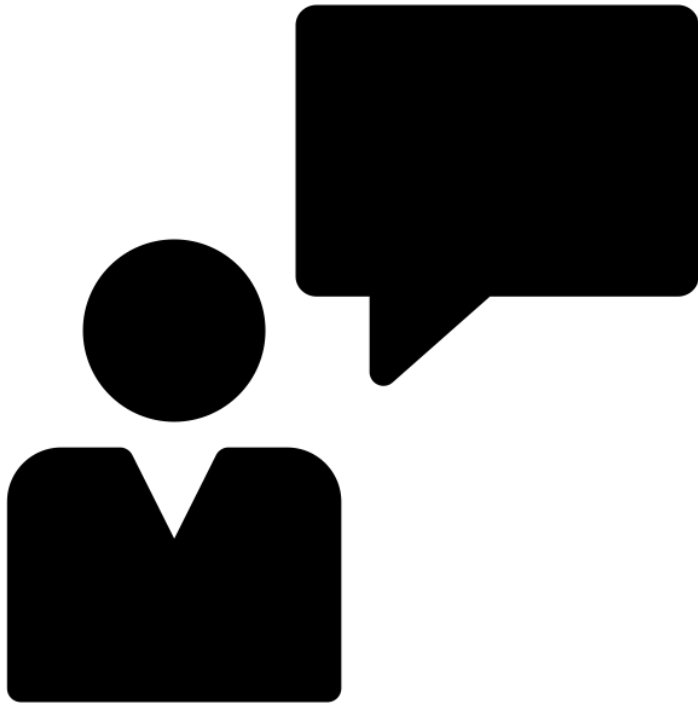
# Article VII - Amendments

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## ➤ Amendments to the Bylaws

# Other comments?

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