

# Rules and Regulations

2017-2018

## Table of Substantive Changes

Sections	Page	Current Language	Change
Health Commission Authority and Governance	2	The Commission	<p>Add: The Health Commission</p> <p>Add: "Commission"</p> <p>Add: "Department"</p> <p>Add: Zuckerberg</p> <p>Add: and Trauma Center</p> <p>Add: and Rehabilitation Center</p> <p>Add: and 4.110.</p> <p>Add: The Commission shall address administrative matters solely through the Director of Health or her or his designee. Individual Commission members shall not dictate, suggest or interfere with administrative recommendations or actions of the Director of Health or her or his designees or subordinates. The full Commission may address administrative matters of the Department in accordance with the Commission's power of hearing and inquiry under City Carter Section 4.102. The Commission may act on administrative matters only at a noticed meeting attended by a quorum, and only by means of a vote of the Commission or its committees.</p>
Management	2	<p>The Director of Health shall be the Chief Executive Officer of the Commission and shall</p> <p>The Health Commission shall annually evaluate the Health Director.</p>	<p>Delete: be the Chief Executive Officer of the Commission and shall</p> <p>Delete: Health</p> <p>Add: of Health</p>

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Membership Appointments	2	By the Mayor pursuant to the City Charter Section 3.100	Add: and 4.110
Meetings – Regular Meetings	3	Meetings of the Commission will be held in the meeting room of the Public Health Department at 101 Grove Street, Room #300 or Room 302, in San Francisco, on every first and third Tuesday of each month at 4:00 p.m. subject to change due to unusual circumstances, with proper notification to all interested parties. If the regularly-scheduled meeting is on a holiday, the meeting date shall be designated by a motion of the Commission.	<p>Add: Regular Meetings: Meetings of the Commission will be held at the Department of Public Health at 101 Gove Street, Room #300 or Room 302, in San Francisco, on every first and third Tuesday of each month at 4:00 p.m., except that the Commission may designate a different location by motion or resolution or designate a different time, provided that the Commission give advance and proper notification to all interested parties. If the regularly-scheduled meeting is on a holiday, the meeting date shall be designated by a motion of the Commission.</p> <p>Add: In the event that a quorum is not present, Commissioners may discuss the topics that were noticed, or other topics, with the individuals present, as the gathering is not a meeting of the body, provided that Commissioners comply with the obligations and requirements of their membership on the Commission.</p>
Meetings – Special Meetings	3	Special meetings of the Commission may be called at any time by the President or by a majority of the members of the Commission. Notice of the meeting must be given at least 24 hours prior to the special meeting. The Commission may also hold informational meetings for the purpose of conveying information to the public and to receive information from the public.	Add: Special Meetings: Special meetings of the Commission may be called at any time by the President or by a majority of the members of the Commission. Notice of the meeting must be given at least 72 hours prior to the special meeting. If the Commission holds a special meeting in a building other than its regular meeting place, it must give public notice of the meeting at least 15 days in advance. The 15-day notice does not have to include a formal agenda, but should specify the time, place, and

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		<p>Informational meetings may be held at any convenient location and date as designated by the Commission. No official business shall be transacted at informational meetings.</p>	<p>generally identify the nature and purpose of the special meeting. A formal agenda must be posted 72 hours in advance of the special meeting. A special meeting may be strictly informational, for the purpose of conveying information to or receiving information from the public. Special meetings that are strictly informational, must conform to all of the same requirements as any other special meeting, including proper notice and agenda requirements.</p> <p>Added. In the event that a quorum is not present, Commissioners may discuss the topics, with the individuals present, as the gathering is not a meeting of the body, provided that Commissioners comply with the obligations and requirements of their membership on the Commission.</p>
Temporary Meeting Place	4		Deleted.
Meetings – Minutes of the Proceedings	4	Added. Recordings and	<p>Added: Minutes of the Proceedings: The Executive Secretary of the Commission shall ensure that every Commission meeting is recorded via audio device or audio/video device. All recordings of regular or special meetings must be kept indefinitely. All recordings of closed sessions must be kept for at least ten years, or permanently if feasible. The Executive Secretary shall also record the proceedings of each Commission meeting in the minutes of the Commission and shall forward a copy of the minutes to the Mayor, the Board of Supervisors and to</p>

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			<p>the Main Public Library within ten (10) days of the completion of the meeting.</p> <p>All motions/resolutions will be noted with an indication of who will implement the motion/resolution, what will be implemented, and the date for any requested follow-up report. The Executive Secretary will include any follow-up reports as an agenda item on the date specified in the original action. Such follow-up reports may be removed from the agenda only by action of the Commission.</p>
Meetings – Cancellation of Meetings	5		<p>Added: The Commission shall provide notice of the cancellation of a meeting to the public as soon as reasonably possible. The Commission shall post the cancellation notice at the meeting site and at the Department office. To the extent time permits, the Commission will post the cancellation notice on its website, at the San Francisco Main Library Government Information Center, and mail notice of the cancellation to those members of the public who have requested in writing to receive meeting agendas. The Commission will make every effort to give notice of the cancellation to parties with a matter on the agenda and to persons who normally receive agendas by e-mail.</p>
Meetings – Items to be Heard by the Commission	5	<p>The Executive Secretary shall call each item prior to consideration by the Commission. Discussions by the Commission shall be limited to the items called from the agenda. Each Commission agenda shall have a general</p>	<p>Replaced. The Executive Secretary shall call each item prior to consideration by the Commission. Discussions by the Commission shall be limited to the items called from the agenda. Each Commission agenda shall have an Other Business item, during which Commissioners, the Director,</p>

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		discussion item. Other Business, during which Commissioners, the Director, and the public may bring up topics for discussion, providing that any action on a topic is taken after public notice is provided as well as an agenda for Announcements/Reports from Commissioners.	and the public may bring up topics for consideration at future meetings, providing that any discussion or action on a topic is taken after proper public notice is provided.
Reports.	7		<p>Added: For each Commission meeting, the Executive Secretary shall provide the Commission with written reports prepared by the Department providing background information on the items under consideration. The Executive Secretary shall provide all resolutions recommended by Department of Public Health staff for consideration by the Commission, and shall amend the resolutions as directed by the Commission. The Executive Secretary shall make available to the public copies of resolutions under consideration at the Commission meeting.</p> <p>For each Commission meeting, the Director of Health shall provide the Commission with a summary of pertinent information on the operations of the Department. The Director's Report shall be summarized in the Commission's minutes.</p>
Rules of Order	7		Added: Unless provided otherwise herein, Robert's Rules of Order shall guide the Commission in its proceedings.
Committees	8	The Commission shall have committees to review the policies, operations and directions of the	The Commission shall have committees to review the policies, operations and directions of the Department. Committees

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		<p>Department. Committees may be created by the President as necessary. Committee members are appointed by the President. Policies shall be considered and established by the whole Commission. The President of the Commission will appoint one Commissioner to be a liaison to any other appropriate body needing Commission representation.</p> <p>The Commission President is an “ex officio” member of every Committee of the Commission and has the right to vote on the Committee. A majority of the members of the Health Commission may be in attendance and vote at committee meetings. However there will be no discussion of or deliberations on any matter not on the committee agenda. Committees will be noticed as a meeting of the Full Commission in the event that a quorum is present under Sec. 67.3(b)(1) of the San Francisco Administrative Code.</p> <p>If a quorum of the Health Commission is present at a Health Commission committee meeting, the additional Commissioners attending the meeting may participate in the discussion on an item on the agenda but may not be with the members of the committee. The committee’s</p>	<p>may be created by the President as necessary. Committee members are appointed by the President. Policies shall be considered and established by the whole Commission. The President of the Commission will appoint one Commissioner to be a liaison to any other appropriate body needing Commission representation.</p> <p>Added: B. A committee may notice a meeting as a committee meeting and simultaneously, as a Special Meeting of the Commission. If a quorum of the Health Commission is present at a committee meeting, the meeting shall be a Special Meeting of the Health Commission and all Commissioners present may participate in the discussion and vote on items on the agenda. The meeting may take place as a community meeting for operational purposes, i.e. the chair of the committee presides over the meeting and the minutes are prepared and approved at the subsequent committee meeting. Action taken at these Special Meetings shall be treated as recommendations or tentative decisions with no legal effect and shall be reviewed and approved at a regular Meeting of the Commission. The Health Commission Executive Secretary shall make a note of the presence of the additional Commissioners in the minutes, and discussion shall be limited to items properly noticed on the agenda.</p> <p>If a committee meeting is not properly noticed as a Special Meeting of the Health Commission and a quorum of the Health Commission is present at a committee meeting, the additional Commissioners attending the meeting may only observe and</p>

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		<p>recommendations shall be reported to the full Commission for discussion and possible action. The Health Commission Executive Secretary shall make a note of the presence of the additional commissioners in the minutes, and discussion shall be limited to items noticed on the agenda.</p>	<p>may not participate in the discussion or vote on an item on the agenda. The committee's recommendations shall be reported to the Health Commission for discussion and possible action. The Health Commission Executive Secretary shall make a note of the presence of the additional Commissioners in the minutes, and discussion shall be limited to items properly noticed on the agenda.</p>
<p>Joint Conference Committees for Quality Assurance</p>	9	<p>Title: Joint Conference Committees for</p>	<p>Add: Quality Assurance</p> <p>Add: At least two members of the Health Commission shall serve on the Joint Conference Committee for Quality Assurance ("Joint Conference Committee" or "JCC") at Zuckerberg San Francisco General Hospital and at least two members of the Commission shall serve on the Joint Conference Committee for Quality Assurance at Laguna Honda Hospital as required under federal and state regulations and, in relation to ZSFG, the standards of The Joint Conference Committee.</p> <p>Joint Conference Committee meetings shall be open to the public. However, Joint Conference Committees may, with appropriate notice, meet in Closed Session to consider and act upon matters authorized by Charter Section 4.104(2), the Ralph M. Brown Act, the San Francisco Sunshine Ordinance, California Evidence Code Sections 1157(a) and (b), health and Safety Code Section 1461, The California Constitution, Article I, Section 1, and any either applicable laws. The agendas for the</p>

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			<p>Joint Conference Committees for Quality Assurance shall be set by the Chair of the Committee, in consultation with the CEO of the hospital or her or his designee.</p> <p>Added.</p> <p>D. Health Commission Non-Hospital Committees.</p> <ol style="list-style-type: none"> <li>1. The Finance and Planning Committee reviews items related to the Department's finance, budget, and planning issues including the Department's contracts, financial reports, and financial programs. The Health Commission President will assign three Commissioners to serve on this Committee. The Finance and Planning Committee shall have a quorum of two members in order to transact official business.</li> <li>2. The Community and Public Health Committee reviews the Department's non-hospital programs and projects to ensure quality assurance. The Health Commission President will assign three Commissioners to serve on this Committee. The Community and Public Health Committee shall have a quorum of two members in order to transact official business.</li> </ol> <p>E. The President may appoint a Commissioner to a Health Commission committee temporarily when a committee member is unavailable to attend a committee meeting. The temporarily appointed Commissioner shall have the same voting rights, obligations, and duties of the regular</p>

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			committee members for the period of her/his temporary appointment to such committee.
Role of the Executive Secretary	9		Add: The Executive Secretary is responsible for arranging a thorough orientation for newly appointed Health Commissioners to include information sessions with San Francisco Department of Public Health executive Staff and the City Attorney’s Office in addition to tours of San Francisco Department of Public Health facilities.
Adoption, Amendment, and Suspension of the Rules and Regulations	10		<p>Moved to the end:</p> <p>VI. Adoption, Amendment, and Suspension of the Rules and Regulations</p> <p>A. Adoption and Amending Rules and Regulations: The adoption of the Rules and Regulations shall be by motion and shall require an affirmative recorded vote of a majority of the members of the Commission.</p> <p>When adopted, such Rules and Regulations shall remain in effect, unless suspended or amended as provided herein. An amendment to the Rules and Regulations may, after at least two weeks notice, be adopted by the affirmative vote of a majority of the members of the Commission.</p> <p>B. Suspension of the Rules and Regulations: Except for this rule and such other rules already stated in the Charter, ordinances or resolutions by the Board of Supervisors, or other provisions of the law, any of these Rules and Regulations may be suspended by the affirmative vote of two thirds (2/3's) of the members of the</p>

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			Commission, provided that such suspension is entered in the minutes of the Commission. A motion to suspend the Rules and Regulations is debatable.