

# **COMMISSION STREAMLINING TASK FORCE BYLAWS**

## **Article I – Identification**

### Section 1. Name

Commission Streamlining Task Force (the “Task Force”)

### Section 2. Compliance with Applicable Laws

The Task Force shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Task Force shall use the City Administrator’s website or another website designated by the City Administrator.

## **Article II – Establishment and Mission of the Task Force**

The voters established the Task Force in Proposition E at the November 5, 2024 general municipal election. The Task Force’s powers and duties are codified in Charter Section 4.100.1.

The Task Force is responsible for advising the Mayor and the Board of Supervisors on ways to eliminate, consolidate, or limit the powers and duties of appointive boards and commissions for the more effective, efficient, and economical administration of City and County government, and introducing one or more ordinances to effectuate its recommendations. The Task Force must submit a report and recommendations to the Mayor and the Board of Supervisors by no later than February 1, 2026.

## **Article III – Commission Streamlining Task Force**

### Section 1. Membership

The Task Force has five members, with qualifications and appointing authorities set forth in Charter Section 4.100.1.

### Section 2. Terms

Members of the Task Force serve at the pleasure of their appointing authorities, but they do not serve a fixed term. Unless removed by their appointing authority, members may continue to serve until the Task Force expires on January 31, 2027.

## **Article IV – Officers**

### Section 1. Officers

The Task Force shall have two officers: a Chair and a Vice Chair.

## Section 2. Term of Office

The terms of the Chair and Vice Chair appointed by the Task Force at its meeting on January 31, 2025 shall continue until the expiration of the Task Force on January 31, 2027, unless the Task Force chooses to hold another election for those offices.

## Section 3. Nomination and Election of Officers

A. When the Task Force holds an election for either the offices of Chair and Vice Chair, any Task Force member may nominate themselves or another Task Force member for the office of Chair or Vice Chair. A Task Force member nominated for an office may decline the nomination. Unless the Task Force member declines, all Task Force members nominated at that meeting shall be considered candidates for office.

B. The Task Force shall vote on the office of Chair, with each member voting for one of the candidates. If one candidate receives three votes, that candidate shall be elected as Chair. If no candidate receives three votes, the Task Force may have additional discussion and votes, the Task Force may reopen nominations, and candidates may withdraw their candidacy. After the Task Force selects a Chair, the Task Force shall vote on the office of Vice Chair following the same procedure.

C. If the office of the Chair is vacated at any point, the Vice Chair shall serve as Chair until the next regular meeting. The Task Force shall elect a Chair at that meeting to fill the vacancy. If the Vice Chair is elected as Chair, the Task Force shall elect a new Vice Chair at that meeting. If the office of Vice Chair is vacated at any point, the office shall remain vacant until the next regular meeting, at which time the Task Force shall elect a new Vice Chair.

## Section 4. General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Task Force. The Chair, working with the Task Force staff, shall oversee the preparation and distribution of the agenda for all Task Force meetings. The Chair shall also perform such other duties as may be assigned by the Task Force. Unless the Task Force assigns a different member, the Chair (or the Chair's designee) shall serve as the Task Force's spokesperson and liaison to the media and City departments, agencies and commissions, as necessary.

## Section 5. General Duties and Responsibilities of the Vice Chair

The Vice Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair as described above.

## **Article V – Administrative and Clerical Support**

The City Administrator will provide clerical and administrative support for the Task Force, including posting agendas and minutes online, circulating agenda materials to Task Force

members, and assisting with the administration of meetings. The Controller and the City Administrator will provide professional and technical assistance to the Task Force.

## **Article VI – Meetings**

### **Section 1. Quorum**

At all meetings of the Task Force, the presence of three members shall constitute a quorum. Regardless of the number of members present, the affirmative vote of at least three members shall be required for the approval of any matter unless otherwise provided in these Bylaws.

### **Section 2. Public Participation**

Consistent with its mission and as required by law, the Task Force shall hold meetings open to the public and encourage the participation of interested persons. Each meeting agenda shall provide an opportunity for members of the public to directly address the Task Force on items of interest to the public that are within the Task Force’s jurisdiction but not on the Task Force’s agenda.

### **Section 3. Meeting Minutes**

The City Administrator’s Office shall record the minutes of every meeting. The minutes shall be approved by the Task Force at a subsequent meeting.

### **Section 4. Record Retention**

The Task Force shall utilize the City Administrator’s Office record retention and destruction policy.

### **Section 5. Meetings**

The Task Force’s regular meetings will occur at 1:00 p.m. on the first and third Wednesday of the month in City Hall through February 2026. After February 2026 and until the Task Force dissolves by January 31, 2027, the Task Force’s regular meetings will occur every four months beginning June 2026 on the first Wednesday of the month, with additional special meetings scheduled on an as-needed basis. The specific meeting room will be listed on the agenda for each meeting. The Chair may schedule a special meeting at any time, subject to applicable noticing requirements. Additionally, the Task Force by vote of at least 3 members may schedule a special meeting at any time, subject to applicable noticing requirements.

### **Section 6. Future Agenda Items**

The agenda of each regular Task Force meeting shall include an item for the Task Force to discuss and approve items for future meeting agendas.

## Section 7. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of Task Force to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these bylaws. Any member who intends to take parental leave under this policy must inform the City Administrator and the Chair of the Task Force in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Task Force meetings remotely during the leave. But the notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid the City Administrator's Office and the Chair in planning the work and the meetings of the Task Force while the member is on parental leave.

### **Article VII – Voting and Abstention**

The Task Force will act by motion. Any Task Force member may make a motion orally during a meeting, and any other member may second that motion. All motions must receive a second before the Task Force votes.

Each member present at a Task Force meeting shall vote “yes” or “no” on all motions, unless the either (1) the member is excused from voting by a motion adopted by a majority of the members present, or (2) the member has a legal conflict of interest that prohibits the member's participation in the vote. To determine whether a member has a legal conflict of interest in a particular matter, the member should consult with the City Attorney's Office.

### **Article VIII – Parliamentary Procedures**

Unless the Charter, City law, or these Bylaws provide to the contrary, the Task Force's parliamentary procedure shall be governed by Robert's Rules of Order.

### **Article IX – Amendment of Bylaws**

The Task Force may amend these Bylaws by a majority vote of the Task Force, provided that a description or copy of any substantive proposed amendments are circulated in writing to all Task Force members and noticed to the public at least ten days prior to such meeting.