

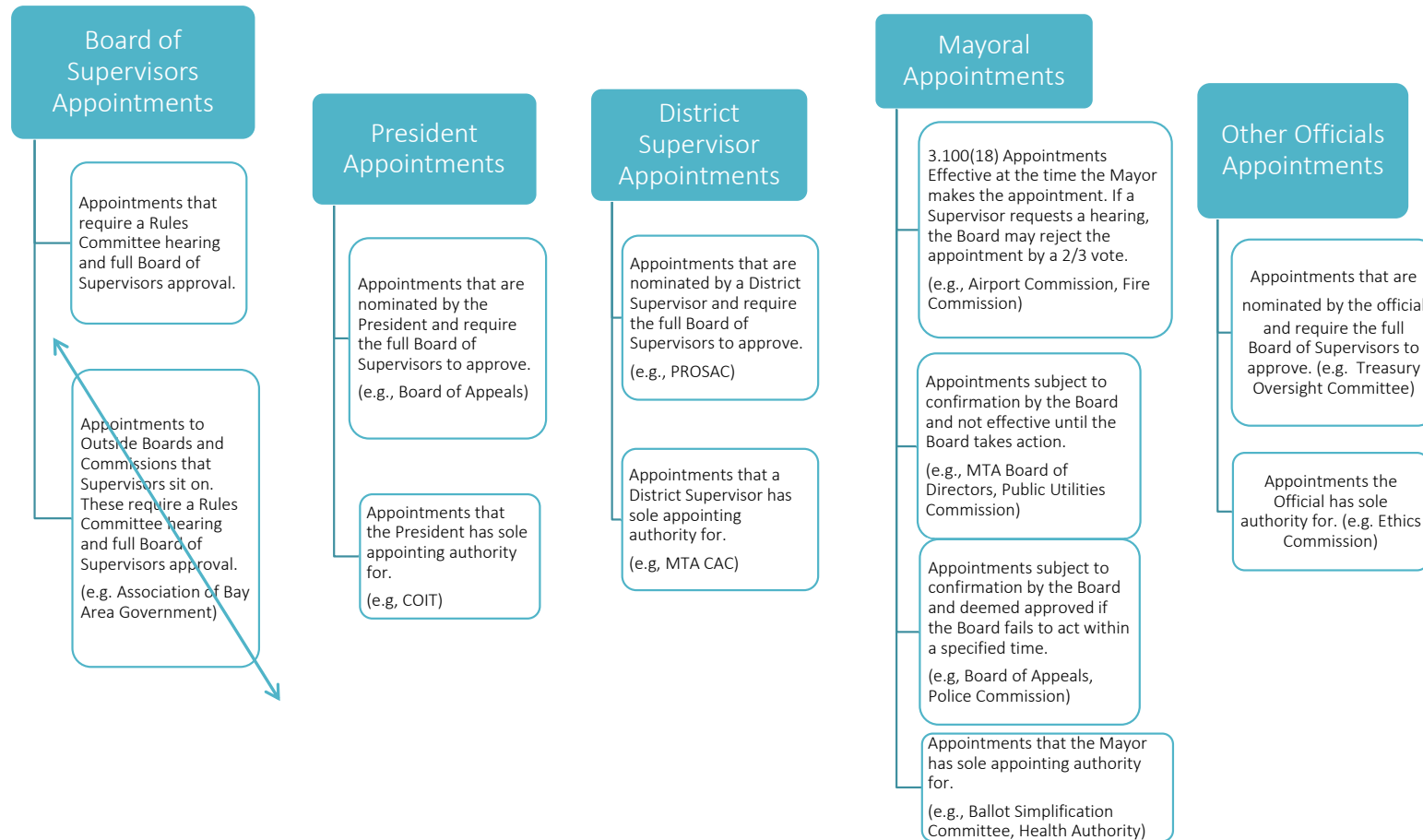


Board of Supervisors Clerk of the Board

Boards and Commissions
Appointments & Processes

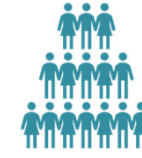
(May 7, 2025, Commission Streamlining Task Force Meeting)

BOARD APPOINTMENT CATEGORIES





Board-Appointed



Rules Committee Recommended ~ Board Approved
(47 Bodies ~ 272 Seats)



President Nominated ~ Rules Committee Recommended ~ Board Approved
(5 Bodies ~ 11 Seats)



President Appointed
(3 Bodies ~ 4 Seats)



District Supervisor Nominated ~ Board Approved
(6 Bodies ~ 74 seats, per Board Rule 2.21.1)



District Supervisor Appointed
(6 Bodies ~ 50 Seats, per Board Rule 2.21.2)



Mayor-Nominated or Appointed



Mayor Appointed

(26 Bodies: 3.100(18) Bodies ~ 46 Sole Authority (that COB knows of))



Mayor Nominated ~ Rules Committee Recommended ~ Board Approved
(18 Bodies, mostly Charter-established)



Mayor Nominated ~ Board Approved
(only occurs when a Supervisor calls a Committee of the Whole)



101 Bodies the Clerk of the Board tracks

- 64 Bodies the Clerk of the Board posts Vacancy Notices for (*Board-appointed seats that the public can apply for*), including:
 - 49 Bodies established by local authority only
 - 17 created by Charter or Proposition
 - 14 Bodies established by State authority
 - 1 Body established by Federal authority
- 37 Other Bodies include:
 - 19 Outside Bodies the Supervisors are appointed to
 - 18 Bodies with Mayor-nominated seats that the Board approves



Charter Authority

CHARTER

2.108

PUBLIC'S RIGHT TO KNOW

"The Board of Supervisors shall adopt and maintain a Sunshine Ordinance to liberally provide for the public's access to their government meetings, documents and records."

3.100(18)

The Mayor shall have responsibility for... "Unless otherwise specifically provided, make appointments to boards and commissions which shall be effective immediately and remain so, unless rejected by a two-thirds vote of the Board of Supervisors within 30 days following transmittal of Notice of Appointment..."

4.101 et
seq.

Executive Branch - Boards, Commissions, Departments

4.101: Boards and Commissions - Compositions ("...composition...shall be broadly representative...")

4.102: Boards and Commissions - Powers and Duties

4.103: Boards and Commissions - Annual Reports

4.104: Boards and Commissions - Rules and Regulations



Municipal Code Authority

ADMINISTRATIVE CODE

Chapter 5	COMMITTEES <i>The effecting authority for most non-Charter Bodies are contained in this Chapter.</i>
Chapter 67	THE SUNSHINE ORDINANCE <i>Section 67.1(d): "The right of the people to know what their government and those acting on behalf of their government are doing is fundamental to democracy..."</i>

CAMPAIGN AND GOVERNMENTAL CONDUCT CODE

Article I	<i>Election Campaigns</i>
Article II	<i>Lobbying</i>
Article III	<i>Conduct of Governmental Officials and Employees</i>



Seat Holdover Authority

SAN FRANCISCO CHARTER

4.101.5(b) *Hold-over Service by Board and Commission Members (Charter Bodies)*

Limitations on Hold-Over-Service. Except as otherwise provided in this Charter, the tenure of a member of any Charter Commission shall terminate no later than 60 days after the expiration of the member's term, unless the member is re-appointed. A member may not serve as a hold-over member of a Charter Commission for more than 60 days after the expiration of his or her term. The tenure of any person sitting as a hold-over member on the effective date of this amendment shall terminate no later than 60 days after the effective date of this amendment.

(This provision does not apply to the Police Commission.)

CALIFORNIA GOVERNMENT CODE

1302 *(All other non-Charter Bodies)*

Every officer whose term has expired shall continue to discharge the duties of his office until his successor has qualified.

Rules of Order ~ Rule 2.21

Regular Meetings of Subordinate Bodies. Whenever the Board creates or reauthorizes, by ordinance or resolution, a board, committee, task force, or other multi-member body, the Board shall include language requiring the subordinate body to **meet at least once every four months**. The enabling legislation shall also include a **description of the qualifications for each member**, the **date on which appointments commence**, the **length of terms** of appointments, and a **sunset clause not to exceed three years**, and shall **identify the City Department that will provide administrative services** to the subordinate body. The Clerk of the Board shall advise the Board **if there is a current body that addresses the same or a similar subject matter**. The requirement shall not apply to committees consisting solely of members of the Board. The Board may modify or waive the requirement where state or federal laws, or the terms of a grant or a contract, require the City to maintain the subordinate body. The Clerk of the Board shall maintain a list of every subordinate body to which the Board has the appointing authority. The Clerk of the Board shall contact these bodies at the end of each year to determine if they have met at least once every four months. If more than four months pass without the body meeting, the Clerk shall ask the City Attorney to prepare legislation repealing the ordinance or resolution that created the body.

California Government Code, Section 54972

On or before December 31st each year, the legislative body (Board of Supervisors) must publish a list of all boards/commissions it appoints to.

The Clerk of the Board also circulates a survey to meet the requirements of BOS Rule 2.21 to determine:

- If all Board information is correct and up-to-date
- If the body has met at least once every four months
- If the information on the 311 website is correct and up-to-date

THE MADDY ACT

THE MADDY ACT

California Government Code, Section 54970

The Legislature finds and declares that a vast and largely untapped reservoir of talent exists among the citizenry of the State of California, and that rich and varied segments of this great human resource are, all too frequently, not aware of the many opportunities which exist to participate in and serve on local regulatory and advisory boards, commissions, and committees.

(b) The Legislature further finds and declares that the general public of this state has traditionally been denied access to information regarding vacancies which occur on such boards, commissions, and committees, thereby denying most citizens and interest groups the opportunity to nominate for consideration by the respective appointive powers persons whose particular strengths, backgrounds, experience, perspective, and talents might contribute significantly to efficient and representative policy development and administration in local government.

(c) The Legislature further finds and declares that the respective local appointive powers have been denied access to a talent resource hitherto untapped.

(d) The Legislature further finds and declares that all citizens of the state, regardless of their place of residence should have equal access to specific and current information about the many local regulating and advisory boards, commissions, and committees and equal opportunity to be informed of vacancies which shall occur thereon, so that they may pursue the opportunity to participate in and contribute to the operations of local government by serving on such boards, commissions, and committees.

(e) It is therefore the intent of the Legislature that this chapter shall apply to all cities and all counties throughout California, including charter cities and charter counties.

Job Class	Responsibilities	Hours Worked Each Fiscal Year	FTE	Salary & Benefit Costs
1492 Assistant Clerk	<ul style="list-style-type: none"> Track daily changes due to term expirations, resignations, and appointments by the Rules Committee Update Vacancy Notices, which are incorporated into the Maddy Act 	832	0.40	81,230
8118 Legislative Clerk	<ul style="list-style-type: none"> Contacting departments to validate correctness of appointment information Processing and verifying responses Draft & distribute report 	520	0.25	42,028
1822 Compliance Officer	<ul style="list-style-type: none"> Proof, validate, and verify information on the Local Appointments List Ensure compliance with State Maddy Act & City and Local Law 	100	0.05	8,578
0922 Office Manager	<ul style="list-style-type: none"> Track Mayoral Appointments and prepare notices Review information on the Local Appointments List 	50	0.02	5,790
0952 Legislative Deputy	<ul style="list-style-type: none"> Supervisor the overall process Track and process appointments through the Board approval Review, edit, & Sign paperwork for appointments & the Maddy Act 	208	0.10	27,318
Total:		1,710	0.82	164,944

The Maddy Act

TIME STUDY

Office of the Clerk of the Board

When legislation is introduced that establishes or extends a Body, the Clerk of the Board includes a Memo to the file that answers and/or identifies:

- Does a current body address the same or similar subject matter?
- Language requiring the body to meet at least once every four months
- Language indicating members serve at the pleasure of the appointing authority
- Language establishing attendance requirements
- Number of seats and qualifications
- Term limits
- Administering department
- Reporting requirements
- Sunset date

New or Extended Bodies

Vacancy Notices

Membership and Seat Qualifications

(all current members, vacancies, term dates, and requirements for each seat)

Summary of the Code Authority

Scope and Duties

Reporting Requirements

Sunset Date

Department Staff Contact

Recommendations

- ❑ Dissolve bodies that had high percentage of vacant seats during the previous year.
- ❑ Dissolve bodies that have low engagement (e.g., scarce meetings, non-productive agenda items); consult staff liaisons.
- ❑ Assess each body's performance based on codified scope of responsibilities. Reiterate those limitations for those acting outside of their scope.
- ❑ Funding and/or guidelines for departments to advertise and solicit applicants for their bodies.
- ❑ The appointing Officers should send a notice of appointment to the Clerk of the Board so we can add it into our Communication Pages for public knowledge and review.

Questions?