



Free City College Oversight Committee

Organizations and Procedures

July 2020

CONTENTS

ABOUT THE FREE CITY COLLEGE OVERSIGHT COMMITTEE	2
OC BYLAWS	3
OC MEMBERS.....	8
CURRENT OC ROSTER.....	9
ROBERT’S RULES OF ORDER	10
GOOD GOVERNMENT GUIDE	11
QUICK CONTACTS & LINKS	11

ABOUT THE FREE CITY COLLEGE OVERSIGHT COMMITTEE

The Free City College Oversight Committee, (the “Oversight Committee” or “OC”) was established by the Board of Supervisors in 2019 by Ordinance No. 175-19. The OC is an advisory body to provide guidance to the Board of Supervisors; the Mayor; the Department of Children, Youth and Their Families; all other relevant City departments; and City College regarding implementation of the Free City College Memorandum of Understanding (the “Free City College MOU”) between the City of San Francisco and City College authorized by Resolution 335-19. The OC’s advice may include, but is not limited to, recommendations regarding uses of funds disbursed under the Free City College MOU, proposed changes in uses of funds, and potential expansions of the Free City College Program. Their recommendations may also include strategies to support historically underrepresented student populations that are Free City College Participants and how the City of San Francisco can support City College in meeting the needs of this student population.

The Free City College Oversight Committee is comprised of 15 voting members, with appointing bodies consisting of the Mayor’s office, the Board of Supervisors, San Francisco Unified School District, City College of San Francisco, and City departments.

All OC Meeting agendas, minutes, and other materials are posted on the DCYF Website at <https://www.dcyf.org/free-city-2019current>

Mission Statement: *The mission of the Free City College Oversight Committee is to support efforts in ensuring successful implementation of the Free City College Program through fostering transparent conversations, providing advice, and by working collaboratively to best serve students in the Free City College Program.*

OC BYLAWS

July 2020

ARTICLE I: PROGRAM OVERSIGHT

Section 1. Oversight Committee

The name of the Committee shall be "Free City College Oversight Committee" ("Oversight Committee") and shall be referred to in the bylaws as the "OC."

Section 2. Membership and Appointing Bodies

The Oversight Committee shall consist of 15 voting members:

Seat 1: Shall be held by the Mayor or the Mayor's designee.

Seat 2: Shall be held by the president of the City College Board of Trustees or the president's designee.

Seat 3: Shall be held by a student at City College, appointed by the Mayor.

Seat 4: Shall be held by a student at City College, appointed by the Board of Supervisors.

Seat 5: Shall be held by a student at City College, appointed by the City College Associated Students.

Seat 6: Shall be held by a member of the Board of Supervisors, appointed by the Board of Supervisors or that member's designee.

Seat 7: Shall be held by an employee or officer of the San Francisco Unified School District, appointed by the Board of Education of the San Francisco Unified School District.

Seat 8: Shall be held by the Controller or the Controller's designee.

Seat 9: Shall be held by an employee of the Department of Children, Youth and Their Families, appointed by the director of the Department.

Seat 10: Shall be held by a City College employee who is involved in the administration of the Free City College program, appointed by the City College Board of Trustees.

Seat 11: Shall be held by a City College faculty member, appointed by the City College Academic Senate.

Seat 12: Shall be held by a classified staff member of City College, appointed by labor organization that represents the largest number of classified City College employees.

Seat 13: Shall be held by a member of the public, appointed by the Mayor.

Seat 14: Shall be held by a member of the public, appointed by the Board of Supervisors.

Seat 15: Shall be held by the student trustee member of the City College Board of Trustees.

Section 2a. Appointments to Vacancies

For members representing City College, if an appointing authority associated with City College declines to appoint a member for which it has appointing authority and leaves that seat vacant for more than thirty (30) days, the President of the Board of Trustees of City College may make an appointment until the appointing authority appoints a person to the seat.

If, at any point, the City College Board of Trustees, City College Associated Students, City College Academic Senate, the labor organization that represents the largest number of classified City College employees or the Board of Education of the San Francisco Unified School District declines to appoint a member to a seat for which it has appointing authority and leaves that seat vacant for more than 90 days, the Board of Supervisors may appoint a member of the public to fill the seat until the appointing authority appoints a person to the seat.

A seat shall be considered vacant at the time a meeting is held and there is no member holding the seat due to resignation, non-appointment or otherwise.

For Seat 11, the City College Academic Senate *may appoint* alternates. Noticing for alternates shall be provided to the Co-Chairs at least 24 hours in advance of a meeting when an alternate will attend in place of the appointed Member. The presence of an alternate will not be considered an absence for the Member that is appointed to the body.

Section 3. ORGANIZATION AND TERMS OF OFFICE

(a) Each member of the Oversight Committee shall serve at the pleasure of the member's appointing authority, and shall serve for the life of the Oversight Committee unless removed by the appointing authority.

(b) Members of the Oversight Committee shall receive no compensation from the City, except that City employees serving in seats 1, 6, 8, and 9 may receive their regular salaries for time spent on the Oversight Committee because they are serving in an official capacity.

(c) Any member who misses three regular meetings of the Oversight Committee in a nine-month period without the express approval of the Oversight Committee at or before each missed meeting shall be deemed by operation of law to have resigned from the Oversight Committee ten days after the third unapproved absence. The Oversight Committee shall inform the Clerk of the Board of Supervisors, the Clerk of the Board of Trustees, and the member's appointing authority of the resignation. This subsection (c) shall not apply to Seats 1, 2, 6, 8, and 15. A member who knows in advance that they will miss a meeting must seek the approval by motion at the preceding meeting. Otherwise, an absent Member may seek express approval via the Co-Chairs, who may make a motion on the absent Member's behalf at the Oversight Committee meeting.

(d) The Department of Children, Youth and Their Families shall provide clerical and administrative support and staffing for the Oversight Committee.

ARTICLE II: DUTIES, RESPONSIBILITIES, MEETINGS, AND PROCEDURES

Section 1. DUTIES AND RESPONSIBILITIES OF OVERSIGHT COMMITTEE

(a) The Oversight Committee shall provide advice to the Board of Supervisors, the Mayor, the Department of Children, Youth and Their Families, all other relevant City departments, and City College regarding implementation of the Memorandum of Understanding between the City and City College, authorized by the Board of Supervisors by Resolution by Resolution 335-19, as it may be amended by the City and City College from time to time (the "Free City College MOU"). The Oversight Committee's advice may include recommendations regarding the uses of funds disbursed under the Free City College MOU, proposed changes in uses of the funds, and potential expansions of the Free City College program. In providing its advice and recommendations, the Oversight Committee shall consider the audit reports provided by the Controller under Section 10.100-288 of this Code, as well as reports that the Chancellor of City College or the Chancellor's designee has provided to the Oversight Committee under the Free City College MOU.

(b) The OC shall convene regular discussion to: support in monitoring implementation and requirements in the MOU and to also provide their expertise in shaping discussions for the Program.

(c) Presentations to the OC shall include, but are not limited to: annual progress report on student success and equity outcomes, annual financial audit, ongoing program reporting, policies and procedures pertaining to Free City implementation, changes in state or federal policy that impact Free City College, CCSF efforts to improve FAFSA uptake, strategies to leverage the Free City College program to reduce and eliminate achievement gaps for historically underrepresented student populations.

(d) All City departments, commissions, boards, and agencies shall cooperate with the Oversight Committee in conducting its business.

Role of Co-Chairs

(a) The Co-Chairs shall preside at all meetings of the OC. The co-chairs shall preserve order and decorum and shall decide all questions of order consistent with Robert’s Rules of Order.

(b) The Co-Chairs shall cause to be placed on the agenda any item requested by a member of the Committee provided that it is received not less than five days prior to a regularly scheduled meeting.

Role of DCYF

DCYF holds the responsibility to ensure compliance to the MOU by overseeing the day-to-day operations of the Free City College Program and also monitor that the requirements in the MOU are met. DCYF also will provide guidance to CCSF on required deliverables in the MOU, prepare the agenda for OC meetings in concurrence with Co-Chairs, and collaborate with CCSF in preparing for OC meetings.

Role of CCSF

CCSF shall present on progress towards required deliverables in the MOU to the OC, which include an annual progress report on student success and equity outcomes, efforts for FAFSA outreach, ongoing program reporting, and any other state, federal, or local policies that may impact the Free City College Program.

Section 2. MEETINGS AND PROCEDURES

(a) The Oversight Committee shall hold a regular meeting no less than once every three months.

(b) To the extent possible, meeting locations shall alternate between City Hall and City College San Francisco and the rooms shall be ADA accessible.

(c) Seven voting members of the Oversight Committee shall constitute a quorum for the purpose of meetings, and the affirmative votes of at least seven members of the Oversight Committee are necessary to constitute approval of any non-parliamentary matter by the Oversight Committee.

(d) The members in seats 1 and 2 shall be the co-chairs of the Oversight Committee.

(e) The agenda for meetings shall be prepared by DCYF, using the standing agenda items in Section 7 below, and shall be finalized with the concurrence of the co-chairs. Not less than ten days before a meeting, any member may suggest an agenda item to DCYF and DCYF shall propose such item to the co-chairs. Before the close of each meeting, any member may introduce an agenda item for action or discussion at the following meeting, and upon a majority vote of the present members, DCYF shall cause the item to be placed on the next agenda.

(f) Notwithstanding Rule 2.21 of the Board of Supervisors Rules of Order, which provides that advisory bodies created by the Board should sunset within three years, this Article II shall expire by operation of law, and the Oversight Committee shall terminate, on June 30, 2029. After the expiration of the Oversight Committee, the City Attorney shall cause this Article to be removed from the Administrative Code.

Section 3. NOTICE OF MEETINGS

The agendas of all regular meetings, notices and agendas of all special meetings shall be posted on the DCYF website, at the DCYF main office, and at the San Francisco Public Library. Agendas, notices, and meeting materials shall be distributed to each OC member and any person who files a written request for such agendas and notices with the OC. Agendas shall be posted, and notices and/or materials shall be delivered, 72 hours before a meeting.

Section 4. CANCELLATION OF MEETINGS

The co-chairs may cancel a meeting if they are informed that a quorum of the body will not be present, or if the meeting date conflicts with a holiday or other responsibilities of the OC members. Notices of cancellation shall be posted on the DCYF website and at the DCYF main office. If time permits, notices of meeting cancellations shall be sent to all members of the public or media who have requested, in writing, to receive notices and agendas of OC meetings.

Section 5. CONDUCT OF MEETINGS

(a) All OC meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.), and the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67).

(b) Meetings shall be governed by Robert's Rules of Order, 10th edition, unless otherwise stated in these Bylaws.

Section 6. Voting and Abstention

OC members must be present in order to vote and participate. Teleconference participation is not permitted. Each member present at an OC meeting shall vote "Yes" or "No" when a question is put forth, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present, or if the member has a conflict of interest that legally precludes participation in the discussion and vote.

The OC shall take action on items on the agenda by roll call, voice vote or by show of hands. The minutes shall reflect how each member voted.

*******Section 7. Order of Business (ACTION ITEMS)*******

The general order of business at OC meetings shall be:

- 1. Call to order
- 2. Roll call
- 3. Approval of the agenda
- 4. Approval of meeting minutes
- 5. Public comment
- 6. Action Items
- 7. Report of the Co-Chairs
- 8. Future Agenda Items and member comments
- 9. Adjournment

The order of items on the agenda may be changed by action of the co-chairs at any meeting.

Section 8. Public Comments

The OC shall hold meetings open to the public in full compliance with state and local laws. The OC encourages the participation of all interested persons. Members of the public may address the OC on any matter within the jurisdiction of the Oversight Committee during public comment. The co-chairs may limit the time permitted for public comment consistent with state and local laws.

OC MEMBERS

The OC consists of fifteen members, with six appointed by the Mayor and five appointed by the Board of Supervisors.

Appointed by the Mayor	
Seat 1	Held by the Mayor or Mayor's designee
Seat 3	Held by a student at City College of San Francisco
Seat 13	Held by a member of the public

Appointed by the Board of Supervisors	
Seat 4	Held by a student at City College of San Francisco
Seat 6	Held by a member of the Board of Supervisors
Seat 14	Held by a member of the public

Appointed through City College of San Francisco	
Seat 2	Held by City College Board President
Seat 5	Held by a student at City College of San Francisco
Seat 10	Held by a City College employee who is involved in the administration of the Free City College Program
Seat 11	Held by a City College faculty member
Seat 12	Held by a classified staff member of City College
Seat 15	Held by a student trustee member

Appointed through the San Francisco Unified School District	
Seat 7	Held by an employee or officer of the San Francisco Unified School District

Appointed by the Controller's Office	
Seat 8	Held by the Controller or the Controller's designee

Appointed by the Department of Children, Youth, and Their Families	
Seat 9	Held by an employee of the Department of Children, Youth, and Their Families

CURRENT OC ROSTER

Seat	Name
1	Jenny Lam
2	Shanell Williams
3	Nicole Hatfield
4	Win-Mon Kyi
5	Angelica Campos
6	Supervisor Gordon Mar
7	Jennifer Fong
8	Mendy Ma
9	Maria Su
10	Elizabeth Coria
11	Alisa Messer
12	Christopher Brodie
13	Tyler Wu
14	Conny Ford
15	Vick Van Chung

For more information please visit: <https://www.dcyf.org/ccfaf-members>

ROBERT'S RULES OF ORDER¹

All OC meetings are conducted using Robert's Rules of Order to ensure fair and orderly meetings.

MOTIONS	<p>A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:</p> <ol style="list-style-type: none"> 1. Call to order 2. Move a motion 3. Second a motion 4. Debate a motion 5. Vote on motions
BASIC TYPES OF MOTIONS	<ul style="list-style-type: none"> • Main motions introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions • Subsidiary motions change or affect how a main motion is handled, and are voted on before a main motion • Privileged motions bring up urgent items about special or important matters unrelated to pending business • Incidental motions provide a means of questioning procedure concerning other motions and have priority
PRESENTING MOTIONS	<ol style="list-style-type: none"> 1. Obtaining the floor <ol style="list-style-type: none"> a. Wait until the last speaker has finished b. Rise and address the Chair c. Wait until the Chair recognizes you 2. Make your motion <ol style="list-style-type: none"> a. Speak clearly and concisely b. State motion affirmatively, "I move that we..." c. Stay on subject 3. Wait for someone to second your motion 4. Another member will second your motion or the Chair will call for a second 5. If there is no second to your motion, it is lost 6. If second, the membership debates or moves directly to vote
VOTING ON A MOTION	<ul style="list-style-type: none"> • The Chair asks those in favor to say "aye" or "yes" and those opposed to say "no." A member may abstain. • The membership may also motion to table

For a more comprehensive guide to Robert's Rules of Order, please visit <https://robertsrules.org/rro-00.htm>.

¹ <https://robertsrules.org/rulesintro.htm>

GOOD GOVERNMENT GUIDE

It is recommended that OC members take the time to read the Good Government Guide here: <https://www.sfcityattorney.org/good-government/good-government-guide/>, **OC members should especially read the section beginning on page 126, Public Meeting Laws.**

QUICK CONTACTS & LINKS

CONTACTS			
NAME	TITLE	PHONE	EMAIL
DCYF Front Desk	n/a	415-554-8990	
Maria Su	DCYF Director	415-554-3547	Maria.Su@dcyf.org
Rebecca Corteza	DCYF Executive Assistant; OC Admin; Filing Officer	415-554-3510	Rebecca.Corteza@dcyf.org
Aliya Chisti	Senior Admin Assistant – Free City College	415-355-2918	Aliya.Chisti@dcyf.org
Anthony Tek	Operations Assistant; OC Admin	415-554-8990	Anthony.Tek@dcyf.org
Ethics Commission	n/a	415-252-3100	Ethics.Commission@sfgov.org

IMPORTANT LINKS

- DCYF Free City College Main Page: <https://www.dcyf.org/ccfaf>
- DCYF Free City College Current Year: <https://www.dcyf.org/free-city-2019current>
- DCYF Free City College Meetings, Agendas, and Minutes: <https://www.dcyf.org/ccfaf-meeting-agendas-dates-and-minutes2020>
- San Francisco City College Enrollment Fee Assistance Fund File No. 190730: <https://sfgov.legistar.com/View.ashx?GUID=A26A270C-FFF8-4555-ADC5-3DDACF5C9184&ID=7572511&M=F>
- Free City College MOU Resolution File No. 190735: <https://sfgov.legistar.com/View.ashx?GUID=0ACFC6DB-3CC6-4500-9C63-608734F294DD&ID=7563219&M=F>
- Ten-Year Memorandum of Understanding for Free City: <https://sfgov.legistar.com/View.ashx?M=F&ID=7763648&GUID=20DCD192-EA9B-4BA6-99B6-D18CC9647106>
- DCYF Free City College Members: <https://www.dcyf.org/ccfaf-members>
- Free City Annual Report 17-18: https://static1.squarespace.com/static/5c01d13ab98a788a7a0cfd93/t/5ddd91a5377ff72cee43328b/1574802016419/CCSF+Free+City+Annual+Report+2019+-+November+2019_Distribute.pdf
- DCYF Facebook: <https://www.facebook.com/SFDCYF/>
- DCYF Newsletter: <https://dcyf.org/index.aspx?page=223>

- Good Government Guide: <https://www.sfcityattorney.org/good-government/good-government-guide/>
- Robert's Rules of Order: <https://robertsrules.org/rror--00.htm>
- San Francisco 311 Boards & Commissions Database: <https://www.sf311.org/centralized-commission-database>
- San Francisco Ethics Commission: <https://sfethics.org/compliance/city-officers>
- Sunshine Ordinance of the City and County of San Francisco: <https://bit.ly/2C8g7W9>
- Sunshine Training Video: <https://bit.ly/2TAe2wk>