



## SAN FRANCISCO CANNABIS OVERSIGHT COMMITTEE

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### Presentation Objectives & Agenda

- Introductions
- Roles and Responsibilities
  - RDA
  - Office of Cannabis
- Electing Chair and Vice-Chair
- Amending and Adopting Committee Bylaws



## RDA Role

Assist Cannabis Oversight Committee to realize a set of common priorities, operational efficiency, and overall effectiveness

Meeting Logistics  
and  
Coordination

Report  
Development

Project  
Management and  
Communication



## RDA Role (cont'd)

Contracted through Office of Cannabis to:

- ❑ Facilitate Oversight Committee Meetings\*
- ❑ Work with Office of Cannabis and Committee to prepare agendas and materials
- ❑ Assist Committee Members to correspond with other City Departments and Offices

❖ Contract includes services for approximately 7-8 Committee meetings as resources allow



## Office of Cannabis: Role

- Provide data and process updates and presentations regarding the permitting process
- Help facilitate discussions regarding recommendations
- Assist the Committee with request for data from other City depts.
- Assist with coordination efforts with other City depts.
- Work with Chair and Vice-Chair to prepare agendas and meeting materials



## What's Next

### Electing Chairs

- Serve two-year terms; elected (and removed) by Committee vote

### Responsibilities

#### □ Chair

- Calling meetings to order and overseeing the operation of meetings
- Making formal requests on behalf of the Committee
- Working with RDA and the OOC outside of meetings to set agendas, secure presenters/organize outreach, and disseminate materials when necessary
- Drafting statements, letters, and position pieces on behalf of the Committee
- Enforcing bylaws when applicable

#### □ Vice-Chair

- Supporting the Chair to carry out his/her responsibilities, and assuming the same responsibilities in the Chair's absence



## What's Next

### Committee Bylaws

- Developed a working document to elicit your feedback
- Combination of mandates from Ordinance and commonly held bylaws from other SF bodies
- Incorporation of additional racial equity requirements per the Office of the City Administrator's Racial Equity Action Plan
- Bylaws will be voted upon, at the earliest, during Meeting #2
- Bylaws and amendments have to be reviewed by City Attorney and posted 10 days before a formal vote



THANK YOU!

