

# San Francisco Veterans Affairs Commission

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## Compliance and Meeting Procedure Guide

Reviewed at Veterans Affairs Commission Meeting of January 13, 2026

(References: SF City Attorney Good Government Guide, VAC Bylaws)

### Meeting Requirements

- All meetings must be open to the public and held in San Francisco.
- A meeting occurs whenever a majority of members discuss matters within the body's jurisdiction.
- All deliberations and decisions must occur during properly noticed public meetings.
- Only items listed on a properly posted public agenda may be discussed during meetings. If a commissioner has a topic idea, they must follow the process to have the topic placed on an agenda; otherwise, the commission cannot discuss it.

### Notice and Agenda

- An agenda must be posted 72 hours in advance of a meeting.
- Agenda must clearly describe each item and include date, time, and location.
- Post agenda on the commission's website and send it to SF Public Library.

### Public Participation

- Allow public comment on each actionable agenda item and include a general public comment period.
- Members of the public have a right to attend and speak.

### Quorum and Voting

- The Commission has 13 members: quorum = 7 members.
- If quorum is not achieved, the meeting cannot be held – no discussion or action may occur.
- Votes must be public, no secret ballots.
- Per 2023 update to SFVAC bylaws – voting outcomes at meetings are based on majority of commissioners present at a meeting, not majority of the commission. (Example: if seven (7) members are present at a meeting, four (4) is majority to approve an action.)

## Attendance

- Commissioners must attend in person to count toward a quorum and vote.
- Remote attendance for commissioners is only allowed if an exemption is obtained through the SF City & County Human Resources process.

## Ethical Standards (Advisory Commissions)

- Transparency in advocacy: If commissioners advocate for a policy or program, they should disclose any direct personal benefit or connection to the issue.
- Avoid misrepresentation: Commissioners must not present personal opinions as the official position of the Commission unless the Commission has formally taken that position in a public meeting.
- Impartiality: Recommendations should be based on the best interests of veterans in the San Francisco Bay Area, not solely on individual circumstances.
- Public Trust: Act in a manner that promotes integrity and confidence in the advisory process.
- Fairness and Respect: Treat all participants and members of the public with courtesy and fairness.

## Representing the Commission

- Commissioners must not state or imply that the Commission supports or opposes a program, policy, legislation, etc., unless the Commission has formally voted to take that position during a regular public meeting.
- When an individual commissioner is expressing their own personal views, they should clearly state that they are speaking as an individual and not on behalf of the Veterans Affairs Commission.

## Transparency Laws

- Comply with Sunshine Ordinance and Brown Act.
- Avoid serial meetings (e.g., email chains among a majority of commissioners).
- Provide public access to meeting documents through posting on commission website.