

ADVISORY BODY'S NAME BYLAWS

Article I – Identification

Section 1. Name

Advisory Body's Name (the "Commission/Committee/Advisory Body/Task Force")

Section 2. Compliance with Applicable Laws

The Advisory Body 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 Advisory Body shall use the Supporting Department's website or another website designated by the Supporting Department.

Article II – Establishment and Mission of the Advisory Body

The Board of Supervisors established the Advisory Body in Date in Board Ordinance No. [redacted]. The Advisory Body's powers and duties are codified in San Francisco Administrative Code Chapter 5, Article [redacted], sections [redacted] through [redacted].

The Advisory Body is responsible for advising [redacted] regarding [redacted]. [Add high-level description of the Body's duties as appropriate here.]

Article III – Advisory Body's Name

Section 1. Membership

The Advisory Body has [redacted] members. Describe appointment process (eg, "The Mayor appoints three members and the Board of Supervisors appoints four members.") (Administrative Code § [redacted])

Section 2. Terms

The initial terms of all members of the Advisory Body began on Date. The initial terms of members in Seats [redacted] will end on Date, and the initial terms of members in the remaining seats will end on Date. After the expiration of those initial terms, all terms will be [redacted] years commencing on Date. (Administrative Code § [redacted])

Section 3. Removal and Absences

Members may be removed by their appointing authorities at any time.

Additionally, any member who misses three regular meetings of the **Advisory Body** within a 12-month period without the express approval of the **Advisory Body** at or before each missed meeting will be deemed to have resigned from the **Advisory Body** ten days after the third unapproved absence. The **Advisory Body** will ask the **Supporting Department** to inform the member's appointing authority of any such resignation. (Administrative Code § _____)

The **Advisory Body** may vote to excuse an absent member from a **Advisory Body** meeting. If the **Advisory Body** does not take such a vote at the meeting or at a previous meeting, then the minutes shall note that the absence is unexcused. Regular attendance at the **Advisory Body** meetings is critical to the **Advisory Body's** ongoing success.

Section 4. Compensation

Advisory Body members shall serve without compensation from the City *[add if appropriate:]* except that a City employee appointed to Seats _____ will receive compensation as an employee, because service on the **Advisory Body** is part of that employee's work for the City. *[Alternatively, if the authorizing ordinance provides for compensation, describe that here.]* (Administrative Code § _____)

Section 5. Purpose and Responsibilities

The **Advisory Body** has the following responsibilities:

Add Responsibilities Here.

Article IV – Officers

Section 1. Officers

The **Advisory Body** 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 **Advisory Body** at its meeting on **Date** shall expire at the start of the **Advisory Body's** first regular meeting of **Date**. Thereafter, the term of each officer shall expire at the start of the **Advisory Body's** first regular meeting each **Month**.

Section 3. Nomination and Election of Officers

A. The **Advisory Body** shall elect officers at the first regular **Advisory Body** meeting in **Month** of each year. At that **Advisory Body** meeting, any **Advisory Body** member may nominate themselves or another **Advisory Body** member for the office of Chair or Vice Chair. An **Advisory Body** member nominated for an office may decline the nomination. Unless the **Advisory Body** member declines, all **Advisory Body** members nominated at that meeting shall be considered candidates for office.

B. The **Advisory Body** shall vote on the office of Chair, with each member voting for one of the candidates. If one candidate receives **# (equivalent to a majority of total seats)** votes, that candidate shall be elected as Chair. If no candidate receives **# (equivalent to a majority of total seats)** votes, the **Advisory Body** may have additional discussion and votes, the **Advisory Body** may reopen nominations, and candidates may withdraw their candidacy. After the **Advisory Body** selects a Chair, the **Advisory Body** shall vote on the office of Vice Chair following the same procedure.

C. If the office of the Chair is vacated before the expiration of a term, the Vice Chair shall serve as Chair until the next regular meeting. The **Advisory Body** shall elect a Chair at that meeting to fill the vacancy. If the Vice Chair is elected as Chair, the **Advisory Body** shall elect a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, the office shall remain vacant until the next regular meeting, at which time the **Advisory Body** shall elect a new Vice Chair.

Section 4. General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the **Advisory Body**. The Chair, working with the **Advisory Body** staff, shall oversee the preparation and distribution of the agenda for all **Advisory Body** meetings. The Chair shall also perform such other duties as may be assigned by the **Advisory Body**. Unless the **Advisory Body** assigns a different member, the Chair (or the Chair's designee) shall serve as the **Advisory Body'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 **Supporting Department** will provide clerical and administrative support for the **Advisory Body**, including posting agendas and minutes online, circulating agenda materials to **Advisory Body** members, and assisting with the administration of meetings. The **Supporting Department** will select and supervise the staff that supports the **Advisory Body**.

Article VI – Meetings

Section 1. Quorum

At all meetings of the **Advisory Body**, the presence of **# (equivalent to a majority of total seats)** members shall constitute a quorum. Regardless of the number of members present, the affirmative vote of at least **# (equivalent to a majority of total seats)** 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 **Advisory Body** 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 **Advisory Body** on items of interest to the public that are within the **Advisory Body's** jurisdiction but not on the **Advisory Body's** agenda.

Section 3. Meeting Minutes

The **Supporting Department** shall record the minutes of every meeting. The minutes shall be approved by the **Advisory Body** at a subsequent meeting.

Section 4. Record Retention

The **Advisory Body** shall utilize the **Supporting Department's** record retention and destruction policy.

Section 5. Meetings

The **Advisory Body's** regular meetings will occur on the **Date and Time**. The **Advisory Body** will meet remotely until it is authorized to meet in person under the Mayor's COVID-19-related emergency orders or other City law. Thereafter, the **Advisory Body** will establish a physical room location for its regular meetings, and will modify these Bylaws accordingly. The Chair may schedule a special meeting at any time, subject to applicable noticing requirements. Additionally, the **Advisory Body** by vote of at least # (equivalent to a majority of total seats) members may schedule a special meeting at any time, subject to applicable noticing requirements.

Section 6. Future Agenda Items

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

Section 7. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of **Advisory Body** 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. The **Supporting Department** shall provide a copy of Section 67B.1 to each member of the **Advisory Body** when the member assumes office. Any member who intends to take parental leave under this policy must inform the **Supporting Department** and the Chair of the **Advisory Body** 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 **Advisory Body** 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 **Supporting**

Department and the Chair in planning the work and the meetings of the Advisory Body while the member is on parental leave.

Article VII – Voting and Abstention

The Advisory Body will act by motion. Any Advisory Body 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 Advisory Body votes.

Each member present at an Advisory Body 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 Advisory Body’s parliamentary procedure shall be governed by Robert’s Rules of Order.

Article IX – Amendment of Bylaws

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