

Leung, Dan (SDA)

From: Palmer II, William (SDA)
Sent: Tuesday, June 30, 2026 6:44 PM
To: Leung, Dan (SDA)
Cc: Nataly Ortiz, Estela (SDA)
Subject: Transition Manual Draft Structure

Dan

Could you share this with the Board Members and present it as an agenda item, please?

This is a draft of the Transition Manual. I'd like to propose this before the Board to vote on and receive input. One thing I found challenging was creating quarterly reports and what all should be included. Within the manual there could be a list of what the Charter require and what the Mayor and BOS would like reported. Can we do this as a Word document with Spreadsheets to organize committees and its data?

Title: SDOB President and Vice President Transition Manual

1. Purpose

This manual preserves institutional knowledge, supports orderly transitions, strengthens transparency, and helps future Presidents and Vice Presidents lead the Board in compliance with the Charter, Brown Act, Sunshine Ordinance, and SDOB Rules of Order.

2. Leadership Roles

President:

- Consults with the Vice President on agenda planning.
- Serves as presiding officer at Board meetings.
- Performs duties necessary or incidental to the office.
- May create committees and appoint or remove committee members, consistent with the Rules of Order.
- Works with the Secretary to ensure meeting materials are prepared and posted.

Vice President:

- Consults with the President on agenda planning.
- Acts when the President is absent or unable to act.
- Supports continuity of Board priorities.

Secretary:

- Prepares and posts agendas.
- Attends meetings, calls roll and agenda items, and records votes.

- Maintains Board proceedings, draft minutes, written communications, and other assigned duties.

3. Agenda Planning

- Maintain a rolling 90-day agenda calendar.
- Track pending Board member requests, OSIG requests, Sheriff or designee requests, public correspondence, and required reports.
- Clearly identify whether each item is for discussion, action, report, or future planning.

4. Board-Related External Meetings

Recommended reporting practice:

When a Board member participates in a meeting connected to SDOB business, the member should notify the President and Secretary of:

- Date of meeting.
- Participants or organizations present.
- General topic.
- Whether the member spoke in an individual capacity or on behalf of an authorized Board position.
- Any requested follow-up.

This practice is for transparency and continuity. It does not prevent members from meeting with the public, City officials, or stakeholders as individuals.

5. Communications And Letterhead

- Official Board communications should be routed through the Secretary for formatting, recordkeeping, and legal/compliance review.
- Personal statements should not use official Board letterhead.
- Board positions should be authorized by Board action unless the President has clear authority to speak on a specific matter.

6. Meeting Attendance And Quorum

- Four members are required for quorum.
- Without quorum, no information may be presented and no official action may be taken, except limited procedural steps allowed by the Rules of Order.
- Members should notify the President and Secretary as early as possible when they cannot attend.

7. Committees

- List active committees, membership, purpose, deliverables, and deadlines.
- Committee work should be reported back to the full Board as appropriate.

8. Annual Priorities

- Student outreach and advocacy education.
- Complaint process visibility.
- Jail signage and public-facing materials.
- Public service announcements.
- Community meetings.
- OSIG support and evaluation.

- Budget planning and use.
- 9. Transition Checklist
 - Review Rules of Order.
 - Meet with Secretary.
 - Meet with Vice President.
 - Review pending agenda items.
 - Review budget status.
 - Review committee assignments.
 - Review public correspondence process.
 - Review media and public communications protocol.
 - Review OSIG priorities and pending reports.

Sources To Cite

- SDOB official page: <https://sf.gov/departments--sheriffs-department-oversight-board>
- SDOB amended Rules of Order, March 7, 2025: <https://www.sf.gov/sheriffs-department-oversight-board-rules-of-order-amended/>
- About SDOB and mission/history: <https://www.sf.gov/about-sheriffs-department-oversight-board/>
- AB 1185, California sheriff oversight authority: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB1185
- San Francisco Charter section 4.137 link from SDOB page: https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_charter/0-0-0-52923
- [find a copy of Robert's Rules of Order for Board Members to read and use.]