

**SAN FRANCISCO HOMELESSNESS OVERSIGHT COMMISSION  
NOMINATION COMMITTEE BYLAWS  
DRAFT FOR REVIEW [3/28/24](#)**

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**Article I – Identification**

Section 1. Name

The San Francisco Homeless Oversight Commission – Nomination Committee (the “Committee”)

Section 2. Compliance with Applicable Laws

The Committee 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 Committee shall use the San Francisco Department of Homelessness and Supportive Housing website or another website designated by the San Francisco Department of Homelessness and Supportive Housing (the “Department”).

**Article II – Establishment and Mission of the Committee**

The San Francisco Homeless Oversight Commission (the “Commission”) established the Committee. The Committee’s purpose and responsibilities are codified in the San Francisco Homeless Oversight Commission Bylaws/Rules of Order.

The Advisory Body is responsible for advising the Commission regarding candidates for appointment to the Local Homelessness Coordinating Board (LHCB), Shelter Grievance Advisory Committee (SGAC), and Shelter Monitoring Committee (SMC) members and to report their findings and recommendations to the Commission.

**Article III – San Francisco Homeless Oversight Commission – Nomination Committee**

Section 1. Membership

The Committee has three members. Committee members are appointed by the Chair of the Commission, and they shall serve on the committee at the pleasure of the Chair and may be removed at any time.

Section 2. Terms

All members of the Commission are eligible to serve on the Committee during their term of service on the Commission.

Section 3. Removal and Absences

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Members of the Committee may be removed by the Chair of the Commission at any time.

Additionally, any member who misses three regular meetings of the Committee within a 12-month period without the express approval of the Committee at or before each missed meeting will be deemed to have resigned from the Committee ten days after the third unapproved absence. Commission Secretary shall inform the Chair of the Commission of any such resignation.

The Committee may vote to excuse an absent member from a Committee meeting. If the Committee 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 Committee meetings is critical to the Committee's ongoing success.

#### Section 4. Compensation

Committee members shall serve without compensation from the City.

#### Section 5. Purpose and Responsibilities

The Committee has the following responsibilities:

- The Committee may create applications and establish procedures for reviewing and interviewing individuals interested in being appointed by the Commission to the LHCB, SMC, and SGAC.
- The Committee may review applications and interview individuals.
- The Committee may take a position on whether an individual should be appointed by the Commission.

### **Article IV – Officers**

#### Section 1. Officers

The Committee shall have two officers: a Chair and a Vice Chair. All members of the Committee are eligible.

#### Section 2. Term of Office

The Chair and Vice Chair shall be appointed by the Committee at its meeting on August 31, 2023. Thereafter, the term of each office shall be for a period of one year. Officers may serve consecutive terms without limit, subject to election of the Committee. Officers serve at the pleasure of the Committee and may be removed from office before expiration of their term by a vote of two members of the Committee.

#### Section 3. Nomination and Election of Officers

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A. The Committee shall elect its own officers. During an election, any Committee member may nominate themselves or another Committee member for the office of Chair or Vice Chair. A Committee member nominated for an office may decline the nomination. Unless the Committee member declines, all Committee members nominated at that meeting shall be considered candidates for office.

B. The Committee shall vote on the office of Chair, with each member voting for one of the candidates. If one candidate receives 2 (equivalent to a majority of total seats) votes, that candidate shall be elected as Chair. If no candidate receives 2 (equivalent to a majority of total seats) votes, the Committee may have additional discussion and votes, the Committee may reopen nominations, and candidates may withdraw their candidacy. After the Committee selects a Chair, the Committee shall vote on the office of Vice Chair following the same procedure.

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

#### Section 4. General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Committee. The Chair, working with the Commission Secretary, shall oversee the preparation and distribution of the agenda and materials for all Committee meetings. The Chair shall also perform such other duties as may be assigned by the Committee. Unless the Committee assigns a different member, the Chair (or the Chair's designee) shall submit a report to the Commission during the Commission's monthly meetings.

#### 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 Department will provide clerical and administrative support for the Committee, including posting agendas and minutes online, circulating agenda materials to Committee members, and assisting with the administration of meetings. The Department will select and supervise the staff that supports the Committee.

### **Article VI – Meetings**

#### Section 1. Quorum

At all meetings of the Committee, the presence of 2 (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 2 (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 Committee 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 Committee on items of interest to the public that are within the Committee's jurisdiction but not on the Committee's agenda.

### Section 3. Meeting Minutes

The Department shall record the minutes of every meeting. The minutes shall be approved by the Committee at a subsequent meeting.

### Section 4. Record Retention

The Committee shall utilize the Department's record retention and destruction policy.

### Section 5. Meetings

The Committee's regular meetings will occur on the [fourth Thursday of the month at 10:00AM at 440 Turk Street, Tenderloin Conference Room](#). The Committee will meet in person. The Chair may schedule a special meeting at any time, subject to applicable noticing requirements. Additionally, the Committee by vote of at least 2 (equivalent to a majority of total seats) members may schedule a special meeting at any time, subject to applicable noticing requirements.

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### Section 6. Future Agenda Items

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

### Section 7. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of Committee 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 Department shall provide a copy of Section 67B.1 to each member of the Committee. Any member who intends to take parental leave under this policy must inform the Department and the Chair of the Commission 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 Commission or Committee 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

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intended to aid Department and the Chair of Commission in planning the work and the meetings of the Commission or Committee while the member is on parental leave.

#### **Article VII – Voting and Abstention**

The Committee will act by motion. Any Committee 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 Committee votes.

Each member present at a Committee 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 Committee’s parliamentary procedure shall be governed by Robert’s Rules of Order.

#### **Article IX – Amendment of Bylaws**

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