

Rules of Order

City and County of San Francisco

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San Francisco Municipal Transportation Agency

Balboa Park Station Area Community Advisory Committee

ARTICLE I - NAME

Section 1. The Committee is composed of nine members appointed by the Mayor and the Board of Supervisors in accordance with the City and County of San Francisco Charter Section 8A.111.

ARTICLE 11 - MEMBERSHIP

Section 1. The Committee is composed of nine members appointed by the Mayor and the Board of Supervisors in accordance with the City and County of San Francisco Charter Section 8A.111.

Section 2. Committee members shall not miss more than three Regular Meetings within a calendar year. In the event that a member's attendance falls below this level the Committee Liaison/Secretary shall provide notice to the Committee Chair and the affected committee member two weeks before a notice is distributed to the member's appointing authority.

This provision applies only to Regular Meetings of the Committee held on the scheduled meeting dates and does not apply to rescheduled or Special Meetings, meetings of sub-committees, field trips, tours, or meetings held at locations other than the designated location for Regular Meetings.

Section 3. Members may continue to serve past the expiration of their terms, until they are removed or replaced by their appointing authority, until and unless the Charter of the City and County of San Francisco otherwise provides.

Section 4. When a vacancy occurs, the Committee Liaison/Secretary shall notify the appropriate appointing authority.

ARTICLE III - OFFICERS AND STAFF

Section 1. Chair and Vice Chair. The officers of this Committee shall be a Chair and a Vice Chair. At the first Regular Meeting of the Committee after the 30th day of September each year, the members of the Committee shall elect officers from among their number and they shall take office immediately upon their election. The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, shall decide all questions of order subject to appeal to the Committee, shall determine the agenda for each meeting, and shall appoint any and all subcommittees of the Committee. The Chair shall have the right to participate in the proceedings of the Committee, including the right to make or second any resolution or other motion. The Chair or his/her designee shall represent the Committee before the San Francisco Municipal Transportation Agency Board of Directors. In the absence of the Chair, the Vice Chair shall preside until such time as the Chair returns or until the next scheduled election. In the absence of both the Chair and Vice Chair, the members shall select by motion a member to preside over that meeting.

Section 2. Vacancy in the Office of Chair or Vice Chair. In the event of a vacancy in the office of Chair, the Vice Chair shall become Chair for the remainder of the Chair's term. In the event the Chair or Vice Chair is removed from the Committee by their appointing authority, they shall resume office if they are reappointed to the Committee by any appointing authority within 30 days of being removed or replaced unless such removal or replacement occurs within the month of September. If the Chair is removed from the Committee by an appointing authority, and the Vice Chair has succeeded as Chair, and the Chair is then reappointed with the time frame set forth in this section, the former Vice Chair shall resume the post of Vice Chair upon the Chair's reinstatement. In the event of a vacancy in the Vice Chair, the Committee shall elect one of its number to serve out the remainder of the Vice Chair's term at the first Regular Meeting occurring more than 45 days after the vacancy, or at the first Regular Meeting of the

Committee after the 30th of September, whichever comes first. In the event of a vacancy in both the offices of Chair and Vice Chair, the Committee shall elect one of its number as Chair and one of its number as Vice Chair at the first Regular Meeting of the Committee occurring more than 45 days after the vacancy of each office, or at the first Regular Meeting of the Committee after the 30th day of September, whichever comes first.

Section 3. Inability to Elect a Chair in the Event that the Position of Chair is Vacant. If the Committee is unable to elect a Chair at a meeting where the Rules of Order indicate they shall do so, the Vice Chair shall serve in an acting capacity as Chair until the next regular meeting at which a vote for the position Chair shall be scheduled. If the position of Chair is not vacant, the current Chair would continue to serve as Chair until the next regular meeting at which a vote for the position of Chair shall be scheduled.

Section 4. Committee Liaison/Secretary. The SFMTA shall appoint a staff person to serve as Liaison/Secretary to the Committee. The Liaison/Secretary is not a member of the Committee and has no vote. The Liaison/Secretary will attend the Committee's regular meetings. The Liaison/Secretary will interface with members of the SFMTA staff, coordinate meeting presenters and act as a resource person in questions of policy, practices and organizational history. The Liaison/Secretary will provide administrative support in the form of maintaining the Committee's publicly accessible SFMTA webpage by uploading meeting notices, meeting minutes and meeting materials. Additional duties of the Liaison/Secretary are to act as custodian of Committee motions and minutes

If presenters for agenda items notify the BPSCAC that they will not be able to attend a meeting, the Liaison/Secretary will immediately notify all BPSCAC members of that change. Notification will also be sent in the event that a presenter intends to send a substitute.

ARTICLE IV - MEETINGS

Section 1. Open and Public Meetings. All meetings of the Committee shall be

open and public, and all persons shall be permitted to attend any meeting of the Committee.

Section 2. Regular Meetings. The Committee shall hold its regular meetings on the fourth Tuesday of every month from 6:00 p.m. to 8:00 p.m. When possible the committee shall host these meetings at City College Multi-Use Building located at 55 Phelan Avenue, first floor Room 140.

Section 3. Special Meetings of the Committee. Special meetings of the Committee may be called at any time by the Chair by delivering written notice to each member of the Committee and to the local media who have requested such notice in writing. Such notice must be delivered at least 72 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. The Committee shall consider no other business at such meetings. Each Special meeting shall be held at the regular meeting place of the Committee except that the Chair may designate an alternate meeting place provided that such alternate location is specified in the notice of the special meeting; further provided that the notice of the special meeting shall be given at least 15 days prior to said special meeting being held at an alternate location. This provision shall not apply where alternative meeting location is located within the same building as the regular meeting place.

Section 4. Quorum. Five members constitute a quorum of the Committee. In the absence of a quorum the Committee may adjourn or may reschedule the meeting to a specific date and time. A majority of sub-committee members shall constitute a quorum of the sub-committee.

Section 5. Cancellation of Meetings. The Chair, or a resolution adopted by a majority of the Committee may cancel a meeting. The chair of a sub-committee may cancel a meeting of their sub-committee. In the event of a meeting cancellation, the Liaison/Secretary shall provide notice in accordance with applicable law.

Section 6. Public Comment. Every agenda for Regular meetings shall provide an

opportunity for members of the public to address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee.

Section 7. Agenda. The Chair or a sub-committee chair shall provide agenda topics to the Liaison/Secretary not less than seven business days prior to the meeting. Recommendations made by sub-committees shall be considered by the full Committee at the first possible meeting. At least 72 hours prior to the meeting the Liaison/Secretary shall send a copy of the agenda of the meeting to each Committee member and member of the public who has requested in writing to receive the agendas of such meetings. Committee members shall also receive the printed materials referenced in the agenda, and these materials shall be available for public review at the offices of the Committee and at the meeting. In the event that the Chair or a sub-committee chair does not provide agenda topics seven business days prior to the meeting, the Liaison/Secretary shall post a notice of cancellation.

Section 8. Vote Required. Except as otherwise herein provided, an affirmative vote of at least five members of the Committee shall be required for the passage of any resolution, or for the passage of any other motion. Procedural motions shall require an affirmative vote of a majority of members present. All members of the Committee present at a meeting shall vote yes or no on all questions put before the Committee for a vote. Members of the Committee may not abstain, vote "present", nor decline to vote.

Section 9. Adjournment of Meetings. The Committee may adjourn any regular or special meeting to a time and place specified in the order of adjournment.

Section 10. Minutes of Proceedings. The Liaison/Secretary shall record the resolutions and vote on all resolutions. A draft of the minutes shall be available for inspection and copying no later than fourteen working days after each meeting. The officially adopted minutes shall be available for inspection and copying no later than two working days after the meeting at which the minutes are adopted.

Section 11. Pro Tem Sub-Committee Appointments. If, at the scheduled time and place for a duly noticed meeting of a sub-committee of the Committee, a quorum of the sub-committee is not present, pro-tem sub-committee members may be appointed by the sub-committee chair to serve in the place of specific absent members. Such appointments shall expire at the adjournment of the meeting or upon arrival of the replaced member whichever comes first. In the absence of the sub-committee chair, the Committee Chair may make such pro-tem appointments. If the Committee Chair is not present or cannot be reached, the Committee Vice-Chair may make such pro-tem appointments. An appointment letter signed by the presiding officer making the appointment shall be appended to the minutes before approval. (Such pro-tem appointments shall be noted in the sub-committee minutes.) Only current members of the Committee present at the meeting may be appointed as a pro tem member of the sub-committee. In the absence of a sub-committee chair, a quorum of the sub-committee may appoint a pro-tem chair from one of their number to serve until such time as the sub-committee chair arrives.

ARTICLE V - PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority: The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all meetings of the Committee except as provided for in these rules.

Section 2. Rules of Debate. When a member desires to address the Committee, the member shall seek recognition by addressing the presiding officer and, when recognized, shall proceed to speak, confining comments to the question before the Committee. No discussion shall take place until a resolution or a calendared item has been introduced.

Section 3. Privilege of Floor and Public Participation. The privilege of the floor shall be granted to any member of the public or officers of the City and County of San Francisco, or their duly authorized representatives for the purpose of commenting on any question before the Committee. Each person wishing to speak on an item at a regular or special meeting shall be permitted to be heard once per item for up to three minutes. The presiding officer shall be the judge of

the pertinence of such comments, and have the power to limit this privilege if in the presiding officer's opinion the comments are not pertinent to the question before the Committee or the comments are merely reiterative of points made by previous speakers.

Section 4. Agenda Changes or Continuances. Any agenda change of continuance shall be announced at the beginning of the Committee meeting, or as soon thereafter as the change or continuance becomes known to the presiding officer.

ARTICLE VI - ADOPTION AND AMMENDMENT

Section 1. Adoption of Rules of Order. The adoption of the Rules of Order shall be by motion and shall require an affirmative vote of a majority of the members of the Committee. When adopted, such Rules of Order shall remain in effect unless suspended or amended as provided herein.

Section 2. Amendments to Rules of Order. An amendment to the Rules of Order may, after 30 days' notice, be adopted by the affirmative vote of a majority of the members of the Committee.