

SAN FRANCISCO REDISTRICTING TASK FORCE

BYLAWS

ARTICLE I. THE SAN FRANCISCO REDISTRICTING TASK FORCE.

Section 1. Designation.

The Redistricting Task Force is officially designated the "San Francisco Redistricting Task Force" (hereinafter the "Task Force").

Section 2. Contact Information.

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San Francisco, CA 94102-4689
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Section 3. Authority and Legal Requirements.

San Francisco Charter section 13.110(d) governs the creation and operation of the Task Force. On June 13, 2011, pursuant to Ordinance No. 93-11, the Board of Supervisors convened the Task Force.

ARTICLE II. PURPOSE.

The Task Force's purpose is to redraw the City's supervisorial district boundaries in a manner that satisfies all applicable legal requirements, including the San Francisco Charter, the Federal Voting Rights Act, and the United States Constitution.

ARTICLE III. MEMBERSHIP.

Section 1. Number and Appointing Authorities.

The Task Force shall consist of nine members. The Board of Supervisors, the Elections Commission, and the Mayor shall each appoint three members.

Section 2. Residency Requirement.

At all times during their service, Task Force members shall be legal residents of the City and County of San Francisco.

Section 3. Term of Office and Vacancies.

Members of the Task Force shall serve until the Task Force completes its duties in connection with the 2010 decennial census, as set forth in Charter section 13.110(d). Any vacancies occurring in the voting membership of the Task Force shall be filled by the appointing authority for the seat which becomes vacant.

Section 4. Compensation and Benefits.

Task Force members shall serve without compensation or benefits.

ARTICLE IV. OFFICERS.

Section 1. Chairperson and Vice-Chairperson.

The Task Force shall designate two of its members to serve as Chairperson and Vice-Chairperson respectively. If a vacancy occurs in either office, the Task Force shall elect a new officer by majority vote of the Task Force's full membership at its next regular meeting.

Section 2. Chairperson's and Vice-Chairperson's Duties.

The Chairperson shall preside at all Commission meetings when present. The Chairperson, with the advice and input of the other Task Force members, shall prepare the agenda for all meetings. The Chairperson shall also perform the other roles specified in these bylaws.

In the Chairperson's absence, the Vice-Chairperson shall preside at Task Force meetings and carry out the Chairperson's duties. In the absence of both the Chairperson and Vice-Chairperson, the Task Force shall elect a Chairperson pro tem who shall preside at the Task Force meeting.

ARTICLE V. COMMITTEES.

Section 1. Committees.

The Task Force may establish committees, comprised of less than a majority of the members of the Task Force, to perform specific duties within its jurisdiction.

ARTICLE VI. STAFF.

Section 1. Clerk.

The Clerk to the Task Force shall be the person designated by the Clerk of the Board of Supervisors. The Clerk shall attend all Task Force meetings. The Clerk shall be responsible for the proper recording of all Task Force actions, correspondence, agendas, meeting minutes, and other duties assigned by the Task Force's Chairperson. The Clerk shall also be responsible for transmitting communications between the Task Force and members of the public.

Section 2. Redistricting Consultant.

A Redistricting Consultant shall assist the Task Force in redrawing the City's supervisorial district boundaries. At its meetings, the Task Force may direct the Redistricting Consultant to undertake specific tasks.

Section 3. Legal Advisor.

The City Attorney's Office shall be the legal advisor to the Task Force.

ARTICLE VII. MEETINGS.

Section 1. Meeting Times and Locations.

The Task Force shall convene its regular meetings on the first Wednesday of each month at 6 pm in City Hall, Room 406 and the third Friday of each month at 3 pm in City Hall, Room 416. Special meetings may be held at other places, dates or times, subject to notice requirements.

Section 2. Notice of Meetings.

Notices and agendas of all regular and special Task Force meetings shall be posted at the San Francisco Main Library, on the Task Force's webpage, and transmitted by mail or e-mail to each Task Force member and any person who files a written request for such notice with the Clerk.

Notice of regular meetings shall be posted at least 72 hours before the meeting time. Notice of special meetings in the regular meeting locations shall be posted at least 72 hours before the meeting time. In the case of a special meeting held at a location other than the regular Task Force meeting location (City Hall), 15 days notice shall be provided.

Section 3. Meeting Agendas.

Each meeting agenda shall contain a meaningful description of each item to be transacted or discussed at the Task Force meeting so as to alert a person of average intelligence whose interests may be affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

Section 4. Quorum.

A quorum shall consist of a majority of the Task Force.

Section 5. Voting.

For a motion or other action to be adopted by the Task Force, it must receive a majority vote of the Task Force's membership. All motions require a second before a vote by the Task Force. Each member present at a Task Force meeting shall vote yes or no when a question is presented, unless excused from voting because of a conflict of interest or by a motion adopted by the Task Force. No voting by proxy may be allowed.

Section 6. Public Comment.

The Task Force shall encourage public comment. In general, any member of the public may address the Task Force once for up to three minutes on any agenda item. The Chairperson may limit the time to less than three minutes per agenda item based on such factors as the nature of the item, the number of anticipated speakers for the item, and the anticipated duration of other agenda items. In all instances, the Task Force must apply time limits uniformly to members of the public.

The Task Force shall grant additional time for public comment from members of the public who require the use of a translator.

Section 7. Meeting Minutes.

The Task Force shall record minutes of each meeting and post them online after they are approved. Whenever practicable, the Task Force shall approve the minutes for given meeting at the following meeting.

Section 8. Closed Sessions.

Under limited circumstances, the Task Force may hold closed sessions during its public meetings to discuss and act on matters such as pending litigation.

Upon consultation with the City Attorney's Office, and after determination a closed session is both authorized and appropriate, the Chairperson may schedule a closed session. Closed sessions are subject to all applicable notice and posting requirements.

Section 9. Attendance.

Except in the event of a notified absence, each voting member of the Task Force is expected to attend each Task Force meeting. A member's absence shall constitute a notified absence where the member, in advance of the meeting, informs the Chairperson and the Clerk that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Chairperson and the Clerk as soon as reasonably possible.

The Clerk shall maintain a record of attendance and shall report all instances of non-notified absences, as well as any instance of three consecutive absences of a member from regular meetings to the member's appointing authority.

Section 10. Robert's Rules of Order.

On parliamentary matters not addressed in these bylaws, subject to the Chairperson's discretion, the Task Force may follow the procedures set forth in the most recent edition of Robert's Rules of Order (Newly Revised), unless it conflicts with City or State meeting laws.

ARTICLE VIII. AMENDMENTS.

The Task Force may amend these Bylaws by majority vote of the full Task Force after circulating the proposed amendments at least ten (10) days prior to the meeting where a motion to amend is to be made.