



SUNSHINE ORDINANCE TASK FORCE
Rules Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES DRAFT

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

July 21, 2015 – 5:00 PM

Rescheduled Meeting

Members: Louise Fischer (Chair), Fiona Hinze, David Pilpel

1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 7:02 p.m.

Member Pilpel was appointed by SOTF Chair Washburn to the Rules Committee for the meeting of July 21, 2015. At the call of the roll Members Hinze, Pilpel and Fischer were noted present. There was a quorum.

2. File No. 14030: Sunshine Ordinance Task Force By-laws and Complaint Procedures – Review and Possible Amendments. (*Discussion and Action*) (*attachment*)

The hearing regarding the Sunshine Ordinance Task Force By-laws and Complaint Procedures will include but not be limited to the following topics/proposals:

- a. Policy for telephone testimony
- b. Policy for Americans with Disabilities (ADA) accommodations
- c. Time limits for hearings
- d. Review and evaluation of Complaint Committee Procedure
- e. Communications Policy

Victor Young, SOTF Administrator, provided a summary of proposed amendments to the Complaint Procedures. It was determined that every contingency could not be covered in the procedures and the general policy should be to provide the Chair and his/her designee discretion in all matters not listed in the By-Laws or Complaint Procedure.

Member Hinze, seconded by Member Pilpel, moved to forward the recommended amendments to the Complaint Procedures to the Sunshine Ordinance Task Force for review and approve.

Public Comment:
None.

The motion PASSED by the following vote:

Ayes: 3 - Pilpel, Hinze, Fischer
Noes: 0 – None

- 3. **Public Comment:** Members of the public may address the Rules Committee on matters that are within the Committee’s jurisdiction but not on today’s agenda.

Speakers:
None.

- 4. **Announcements, Comments, Questions, and Future Agenda Items.**

There were no announcements.

- 5. **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:22 p.m.

APPROVED: Draft



**Victor Young
Administrator
Sunshine Ordinance Task Force**

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.