



# ETHICS COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

PAUL A. RENNE  
CHAIRPERSON

Date: March 23, 2016

BRETT ANDREWS  
VICE-CHAIRPERSON

To: Members of the Ethics Commission

BEVERLY HAYON  
COMMISSIONER

From: LeeAnn Pelham, Executive Director

BENEDICT Y. HUR  
COMMISSIONER

Subject: **AGENDA ITEM 3 – Election of Commission Officers**

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PETER KEANE  
COMMISSIONER

**Summary** This memorandum provides information regarding the Commission's annual election of its officers.

LEEANN PELHAM  
EXECUTIVE DIRECTOR

**Action Requested** This memorandum is for informational purposes in connection with the Commission's scheduled discussion and possible action on March 28, 2016, to elect a Commission Chair and Vice-Chair for the coming year. No separate Commission action on this memorandum is required.

### Background

According to the Ethics Commission's Bylaws, Article IV, Section 1, the Officers of the Ethics Commission are Chairperson and Vice-Chairperson. Section 1 of that Article provides that the term of each office is one year, from March 1 to February 28. The Bylaws provide that no office holder shall serve for more than two consecutive one-year terms.

#### *Responsibilities of the Chair and Vice-Chair*

Commission Bylaws further provide that the Chairperson, among other duties, shall preside at all meetings of the Commission and serves as an ex-officio non-voting member of all standing committees except a nomination committee, if one is convened. The Chairperson is accountable to the Commission as a whole in setting policy and shall also perform such other duties as may be assigned by the Commission. The Chairperson (and/or her/his designee) serves as the liaison to the media, the Sunshine Ordinance Task Force and other department/agency committees as necessary.

According to the Commission's Bylaws, the Vice-Chairperson shall perform the duties and responsibilities that may be delegated by the Chairperson, and the assignments traditionally assigned to that office. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the Chairperson's duties.

### Election of Officers

The Commission's Bylaws do not provide for a specific method for the election of its Officers. The Commission has customarily employed the following procedure for the election of its Officers:

The Chair will open nominations for Chair. Any commissioner who wishes to nominate a candidate for Chair will state the name of that person. If that person agrees to run, that person is nominated. When there are no further nominations, and following any public comment, the Chair will close the nominations and take a roll call vote in which each Commissioner shall state the name of the nominee for whom he or she is voting. If a nominee receives three or more votes, that person is elected Chair. If no nominee receives three votes, the Commission may have further discussion, and proceed to another vote. This process shall repeat until one nominee has received three or more votes.

The Chair will open nominations for Vice-Chair. Any commissioner who wishes to nominate a candidate for Vice-Chair will state the name of that person. If that person agrees to run, then that person is nominated. When there are no further nominations and after public comment, the Chair will close the nominations and take a roll call vote in which each Commissioner shall state the name of the nominee for whom he or she is voting. If a nominee receives three or more votes, that person is elected Vice-Chair. If no nominee receives three votes, the Commission may have further discussion, and proceed to another vote. This process shall repeat until one nominee has received three or more votes.