



# ETHICS COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

PAUL A. RENNE  
CHAIRPERSON

BRETT ANDREWS  
VICE-CHAIRPERSON

BEVERLY HAYON  
COMMISSIONER

BENEDICT Y. HUR  
COMMISSIONER

PETER KEANE  
COMMISSIONER

LEEANN PELHAM  
EXECUTIVE DIRECTOR

Date: May 16, 2016

To: Members of the Ethics Commission

From: LeeAnn Pelham, Executive Director

Subject: **AGENDA ITEM 3 – Election of Commission Vice-Chair**

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**Summary** This memorandum provides information regarding the Commission's scheduled discussion and possible action on May 23, 2016, to elect a Vice-Chair for the remainder of the year due to the pending resignation of Commission Vice-chair Brett Andrews.

**Action Requested** This memorandum is to assist the Commission in electing a new Vice-Chair. No separate Commission action on this memorandum is required.

### Background

Ethics Commission Vice-Chair Andrews this week announced that he is resigning from the Ethics Commission, and that his last meeting as a Commissioner will be May 23, 2016.

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.

At its Regular Meeting on March 28, 2016, the Ethics Commission re-elected Commissioner Paul A. Renne as Chair for a second one year term, and re-elected Commissioner Brett Andrews to serve as Vice-Chair. The upcoming vacancy in the office of Vice-Chair necessitates the Commission to hold an election to fill that position.

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

Commission Bylaws 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. As has been the Commission's custom, the following procedure has been used for the election of its Officers:

The Chair will open nominations for the specified office. Any commissioner who wishes to nominate a candidate for that office 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. 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.