



# ETHICS COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

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LEEANN PELHAM  
EXECUTIVE DIRECTOR

Date: December 15, 2016

To: Members of the Ethics Commission

From: LeeAnn Pelham, Executive Director

Subject: **AGENDA ITEM 4 – Action to Approve Ethics Commission Regular Meeting Schedule for Calendar Year 2017**

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### Summary

This item provides the opportunity for the Ethics Commission to adopt a planned calendar for its monthly Regular Meetings for 2017.

### Action Requested

That the Commission adopt its Regular Meeting dates for 2017 at its first meeting of the year to support transparency and help promote effective public engagement with its work.

### Background

Article VII, Section 4 of the Ethics Commission Bylaws provides that the Ethics Commission shall hold Regular Meetings on the fourth Monday of each month at 5:30 p.m., "except in the case of a City recognized holiday, when the meeting shall be held on the closest practicable day." Bylaws also provide that the Commission's Regular Meetings shall be held at City Hall, One Dr. Carlton B. Goodlett Place, Room 400, in the city of San Francisco. Separately, Article VII, Section 7 provides that the Commission Chair may call special meetings to address specific matters as necessary and pursuant to public notice requirements. Ethics Commission Bylaws Section 8 requires the Commission's regular and special meetings to be televised where technically feasible, except for portions of meetings that are held in closed session or otherwise required to be confidential. The Com

In mid-2016, the Ethics Commission adopted the practice of using an Annual Policy Plan to (1) help manage the volume and flow of its policy work over time, and (2) distinguish and sequence its priority policy work. One of the guiding principles the Commission identified as a basis for this approach was the desire to establish processes for its policy work that would broadly engage the public. Adopting a planned Regular Meeting calendar at the outset of the calendar year is an additional measure the Commission could take that also would support that end. Once adopted, the calendar would be posted on the Commission's website and used in outreach to help encourage public engagement in the Commission's work.

## Proposed Regular Meeting Dates

The dates shown in the table below align with the Commission's Bylaw requirement -- including the requirement for televised meetings. In addition, for December the meeting date reflects the "closest practicable day" to the 4<sup>th</sup> Monday of that month, which in 2017 falls on Christmas Day. Therefore, the dates below are proposed for formal adoption by the Commission as its planned Regular Meeting Schedule for Calendar Year 2017.

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Monday	January 23, 2017	5:30 p.m.	City Hall Room 400
Monday	February 27, 2017	5:30 p.m.	City Hall Room 400
Monday	March 27, 2017	5:30 p.m.	City Hall Room 400
Monday	April 24, 2017	5:30 p.m.	City Hall Room 400
Monday	May 22, 2017	5:30 p.m.	City Hall Room 400
Monday	June 26, 2017	5:30 p.m.	City Hall Room 400
Monday	July 24, 2017	5:30 p.m.	City Hall Room 400
Monday	August 28, 2017	5:30 p.m.	City Hall Room 400
Monday	September 25, 2017	5:30 p.m.	City Hall Room 400
Monday	October 23, 2017	5:30 p.m.	City Hall Room 400
Monday	November 27, 2017	5:30 p.m.	City Hall Room 400
Monday	December 18, 2017	1:00 p.m.	Room 416 City Hall