



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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LEEANN PELHAM
EXECUTIVE DIRECTOR

December 10, 2020

To: Members of the Ethics Commission

From: LeeAnn Pelham, Executive Director

Subject: **Agenda Item 4 - Adoption of Ethics Commission Regular Meeting Schedule for Calendar Year 2021**

Summary

This memo proposes a 2021 Regular Meeting schedule for Ethics Commission monthly meetings.

Action Requested

That the Commission review the proposed Regular Meeting schedule for calendar year 2021 and adopt it at its meeting on December 14, 2020.

The San Francisco City Charter provides that a board or commission may adopt rules and regulations, including bylaw,s governing its activities and operations. Charter § 4.104(a)(1).

Article VII, Section 4 of the Ethics Commission Bylaws provides for the meeting day, location, and time of Commission meetings. In addition, Article VII, Section 8 requires Commission meetings to be televised where technically feasible. On an annual basis the Commission has reviewed its planned meeting dates to determine whether any changes should be made for the coming calendar year.

As last amended in January 2020, Section 4 provides that “[e]ffective in May 2020, regular meetings shall be held on the second Friday of each month, except in the case of a City recognized holiday or the unavailability of a televised meeting room, when the meeting shall be held on the closest practicable day. Unless otherwise noticed, meetings shall be held at City Hall, One Dr. Carlton B. Goodlett Place, Room 400, in the City and County of San Francisco, beginning at 9:30 am.”

In response to the COVID-19 pandemic and pursuant to County Public Health Orders issued beginning in March of this year that restricted or limit in-person gatherings, the Commission resumed its monthly public meeting in August by holding meetings remotely. Given the continuing public health restrictions that limit in-person gatherings, the Commission will continue to follow all public health and safety requirements and will conduct its meetings remotely for the foreseeable future until otherwise noticed.

Based on the Commission’s current schedule, meetings held on the second Friday of each month during 2021 are shown below:

Meeting Date	Meeting Start Time	Location of Meeting
Friday, January 8, 2021	9:30 a.m.	Online remote meeting
Friday, February 12, 2021	9:30 a.m.	Online remote meeting
Friday, March 12, 2021	9:30 a.m.	Online remote meeting
Friday, April 9, 2021	9:30 a.m.	Online remote meeting
Friday, May 14, 2021	9:30 a.m.	Online remote meeting
Friday, June 11, 2021	9:30 a.m.	Online remote meeting
Friday, July 9, 2021	9:30 a.m.	Online remote meeting
Friday, August 13, 2021	9:30 a.m.	Online remote meeting
Friday, September 10, 2021	9:30 a.m.	Online remote meeting
Friday, October 8, 2021	9:30 a.m.	Online remote meeting
Friday, November 12, 2021	9:30 a.m.	Online remote meeting
Friday, December 10, 2021	9:30 a.m.	Online remote meeting

Following the adoption of its Regular Meeting Schedule for 2021, Staff will update the Commission’s website and other communications accordingly.