



San Francisco Ethics Commission

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December 6, 2021

To: Members of the Ethics Commission
From: LeeAnn Pelham, Executive Director
Subject: Agenda Item 5 - Adoption of Ethics Commission Regular Meeting Schedule for Calendar Year 2022

Summary and Action Requested

This memo proposes a Regular Meeting schedule for the coming calendar year for adoption at the Commission's December meeting consistent with prior Ethics Commission practice. The adopted calendar may be subject to revision in 2022 based on future City Administrative Office guidance yet to be determined regarding the City's resumption of in-person meetings at City Hall.

Commission Meeting Schedule

The San Francisco City Charter provides that a board or commission may adopt rules and regulations, including bylaws 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.

Effective May 2020, Section 4 of the Commission's Bylaws provides that "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."

Following the emergence of the COVID-19 pandemic and pursuant to County Public Health Orders issued beginning in March 2020 that have restricted or limit in-person gatherings, including in City Hall, the Commission resumed its monthly public meetings in August 2020 by holding its meetings remotely. The Commission is continuing to follow all public health and safety requirements and guidance by the Office of the City Administrator regarding the use of City Hall meeting rooms and is continuing to conduct its meetings remotely until otherwise noticed.

Based on the Commission's meeting schedule, Regular meetings held on the second Friday of each month during 2022 are shown in the table below. A January 21 Special Meeting for a public hearing on Fiscal Year 2023 budget priorities is also noted for reference. Action to adopt the proposed meeting

calendar in December is recommended to assist with the Commission’s public engagement and planning purposes in 2022.

| Meeting Date | Meeting Start Time | Meeting Location** |
|--|---------------------------|---------------------------|
| Friday, January 14, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, January 21, 2022 <i>Special Meeting for public hearing on FY23 budget priorities</i> | 9:30 a.m. | Online remote meeting |
| Friday, February 11, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, March 11, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, April 8, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, May 13, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, June 10, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, July 8, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, August 12, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, September 9, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, October 7, 2022 | 9:30 a.m. | Online remote meeting |
| Friday, November 18, 2022 <i>Note special date due to Veterans Day Holiday observed November 11</i> | 9:30 a.m. | Online remote meeting |
| Friday, December 9, 2022 | 9:30 a.m. | Online remote meeting |

** Please note that the adopted calendar may be subject to revision in 2022 based on future City Administrative Office guidance yet to be determined regarding the City’s resumption of in-person meetings at City Hall.

Following the adoption of its Regular Meeting Schedule for 2022, Staff will update the Commission’s website and other communications accordingly. In addition, Staff will provide the Commission with additional information as it becomes available regarding the resumption of on-site in person meetings in City Hall as the Commission may wish to update its 2022 calendar at that time.