



San Francisco Ethics Commission

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January 10, 2022

To: Members of the Ethics Commission
From: LeeAnn Pelham, Executive Director
Subject: Agenda Item 5 – Discussion and Possible Action to Adopt Ethics Commission Regular Meeting Schedule for Calendar Year 2022

Summary and Action Requested

This memo proposes a Regular Meeting schedule for calendar year 2022 for consideration at the Commission's January 14th meeting. Adoption of a meeting calendar for 2022 is recommended to assist with the Commission's public engagement and other planning purposes. The adopted calendar may be subject to revision based on further City Administrative Office guidance 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. Staff anticipate that further information and details will be provided by the City Administrator's Office this week regarding potential timeframes and logistics for the City's planned resumption of in-person meetings at City Hall.

Proposed 2022 Meeting Calendar

Based on the Commission's meeting schedule, Regular meetings held on the second Friday of each month during 2022 are shown in Table 1. Table 1 also indicates the additional January 21 meeting to enable the Commission to hold a public hearing to receive input on departmental budget priorities for Fiscal Year 2023.

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

Table 1 – Proposed Ethics Commission Meeting Schedule for Calendar Year 2022

Proposed Meeting Date	Meeting Start Time	Meeting Location**
Friday, January 14, 2022	9:30 a.m.	Online remote meeting
Friday, January 21, 2022 <i>Note: Meeting to include public hearing to receive input on departmental budget priorities for FY23</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 14, 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 is subject to future revision by the Commission based on further City Administrative Office guidance regarding specific timeframes and logistics for the City's resumption of in-person meetings at City Hall.