



San Francisco Ethics Commission

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November 14, 2022

To: Members of the Ethics Commission
From: LeeAnn Pelham, Executive Director & Gayathri Thaikkendiyil, Deputy Director & COO
Subject: Agenda Item 4 - Ethics Commission Regular Meeting Schedule for Calendar Year 2023

Summary and Action Requested

This memo proposes a Regular Meeting schedule for Calendar Year 2023 for consideration and possible action at the Commission's November 2022 monthly meeting.

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."

Over the course of the COVID-19 pandemic and the issuance of County Public Health Orders that restricted or limited in-person gatherings, including in City Hall, the Commission began meeting fully remotely in August 2020. Beginning in March 2022, the Commission resumed in-person meetings in City Hall using a hybrid meeting model that has enabled the public meeting to be conducted via remote meeting technology. Continued use of this hybrid model is anticipated until such time that the City Attorney's Office provides any revised guidance based on the status of the Governor's state of emergency. That state of emergency, which has enabled local jurisdictions to rely on a special exception to Brown Act open meetings laws to conduct remote public meetings, has been reported to be ending in late February.

Based on the Commission's current Bylaws, Regular meetings held on the second Friday of each month during 2023 are shown in the table below. A special meeting in January is also noted. As was the case in

2022, the Commission held a required public hearing on the department’s upcoming fiscal year priorities for that purpose.

Staff recommends that the Commission adopt its proposed meeting calendar by December 31 to assist with the Commission’s public engagement and planning purposes in 2023. This item has been placed on the November 18th meeting agenda to enable the Commission to adopt it at that time as an item on the Consent Calendar. Alternatively, the Commission may wish to discuss the proposed meeting dates and schedule the item for action at its next meeting on December 9th.

Proposed 2023 Meeting Date	Meeting Start Time	Meeting Location**
Friday, January 13	9:30 a.m.	Hybrid meeting
Friday, January 20 <i>Special Meeting for public hearing on FY24 budget priorities</i>	9:30 a.m.	Hybrid meeting
Friday, February 10	9:30 a.m.	Hybrid meeting
Friday, March 10	9:30 a.m.	Hybrid meeting
Friday, April 14	9:30 a.m.	Hybrid meeting
Friday, May 12	9:30 a.m.	Hybrid meeting
Friday, June 9	9:30 a.m.	Hybrid meeting
Friday, July 14	9:30 a.m.	Hybrid meeting
Friday, August 11	9:30 a.m.	Hybrid meeting
Friday, September 8	9:30 a.m.	Hybrid meeting
Friday, October 13	9:30 a.m.	Hybrid meeting
Friday, November 10	9:30 a.m.	Hybrid meeting
Friday, December 8	9:30 a.m.	Hybrid meeting

** Please note that the reference to a hybrid meeting in the adopted calendar may be subject to revision.

Staff will keep the Commission informed about any required changes to current hybrid meeting policies or practices. Following the adoption of a Regular Meeting Schedule for 2023, Staff will update the Commission’s website and other communications accordingly.