



# San Francisco Ethics Commission

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December 4, 2023

To: Members of the Ethics Commission  
From: Gayathri Thaikkendiyil, Acting Executive Director  
Subject: Agenda Item 9 - Ethics Commission Regular Meeting Schedule for Calendar Year 2024

## Summary and Action Requested

This memo proposes a Regular Meeting schedule for Calendar Year 2024 for consideration and possible action at the Commission's December 2023 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 10:00 am."

Based on the Commission's current Bylaws, regular meetings held on the second Friday of each month during 2024 are shown in the table attached. As the regular meeting date in January is around a City Holiday, the date proposed is January 24. This change will also allow staff time to prepare budget priorities for the Commission's first public hearing which will be conducted at this meeting. The Mayor's Office is expected to provide budget instructions to City departments for Fiscal Year 2024-2025 and Fiscal Year 2025-2026 this month. Departments are required to conduct two public hearings regarding their budget priorities and proposals before submitting the budget to the Mayor's Office by the February 21, 2024 deadline. The Commission's second public hearing will be scheduled during the regular meeting on February 9, which is when the Commission generally also approves the proposed budget for final submission. Additional requirements for budget hearings are that the first hearing must be held at least 15 days prior to the Commission's final approval of the agency's proposed budget (planned for February 9) and the second public hearing must be held no later than February 14 each year.

Staff recommends that the Commission adopt its proposed meeting calendar to assist with the Commission’s public engagement and planning purposes in 2024.

<b>Proposed 2024 Meeting Date</b>	<b>Meeting Start Time</b>	<b>Meeting Location**</b>
Wednesday, January 24	10:00 a.m.	City Hall Room 400
Friday, February 9	10:00 a.m.	City Hall Room 400
Friday, March 8	10:00 a.m.	City Hall Room 400
Friday, April 12	10:00 a.m.	City Hall Room 400
Friday, May 10	10:00 a.m.	City Hall Room 400
Friday, June 14	10:00 a.m.	City Hall Room 400
Friday, July 12	10:00 a.m.	City Hall Room 400
Friday, August 9	10:00 a.m.	City Hall Room 400
Friday, September 13	10:00 a.m.	City Hall Room 400
Friday, October 11	10:00 a.m.	City Hall Room 400
Friday, November 8	10:00 a.m.	City Hall Room 400
Friday, December 13	10:00 a.m.	City Hall Room 400

\*\* Meetings will also be conducted remotely online via WebEx.

Following the adoption of a regular meeting schedule for 2024, Staff will update the Commission’s website and other communications accordingly.