



San Francisco Ethics Commission

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November 4, 2024

To: Members of the Ethics Commission
From: Pat Ford, Executive Director
Subject: Agenda Item 9 - Ethics Commission Regular Meeting Schedule for Calendar Year 2025

Summary and Action Requested

This memo proposes a Regular Meeting schedule for Calendar Year 2025 for consideration and possible action at the Commission's November 2024 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 2025 are shown in the table attached. Staff propose moving the regular meeting in January from 10th (second Friday) to 17th and the regular meeting in February from 14th (second Friday) to 7th to allow time for upcoming budget-related deadlines. The Mayor's Office is targeting to provide budget instructions to City departments for Fiscal Year 2025-2026 and Fiscal Year 2026-2027 by late November. 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, 2025 deadline. The first hearing must be held at least 15 days prior to the Commission's final approval of the department's proposed budget and the second public hearing must be held no later than February 14 each year. The Commission's public hearings will be held during the regular meetings in January and February as proposed below. Moving the January meeting to 17th will allow staff time to prepare budget proposals for the Commission's first public hearing and moving the February meeting to 7th will allow time to prepare budget submission materials after the Commission's budget approval.

Staff recommends that the Commission adopt its proposed meeting calendar to assist with the Commission’s public engagement and planning purposes in 2025.

Proposed 2025 Meeting Date	Meeting Start Time	Meeting Location**
Friday, January 17*	10:00 a.m.	City Hall Room 416
Friday, February 7*	10:00 a.m.	City Hall Room 408
Friday, March 14	10:00 a.m.	City Hall Room 400
Friday, April 11	10:00 a.m.	City Hall Room 400
Friday, May 9	10:00 a.m.	City Hall Room 400
Friday, June 13	10:00 a.m.	City Hall Room 400
Friday, July 11	10:00 a.m.	City Hall Room 400
Friday, August 8	10:00 a.m.	City Hall Room 400
Friday, September 12	10:00 a.m.	City Hall Room 400
Friday, October 10	10:00 a.m.	City Hall Room 400
Friday, November 14	10:00 a.m.	City Hall Room 400
Friday, December 12	10:00 a.m.	City Hall Room 400

* Not a second Friday

** Public comment for meetings will also be conducted remotely online via WebEx.

Following the adoption of a regular meeting schedule for 2025, Staff will update the Commission’s website and other communications accordingly.