

CITY AND COUNTY OF SAN FRANCISCO  
HUMAN SERVICES COMMISSION

**RULES OF ORDER** (~~FROM 2006~~ revised October 2022)

TOPIC	DETAILS
<b>I. HUMAN SERVICES COMMISSION</b>	
A. MEMBERSHIP, TERM OF OFFICE, POWERS & DUTIES	The five members of the Human Services Commission are appointed by the Mayor to serve four-year terms (Charter §4.1111). The Commission shall have the power & duties set forth in Charter §4.102.
B. RULES	The adoption of the rules of the commission shall be by motion and shall require an affirmative, recorded vote of a majority of the members of the Commission; and shall remain in effect unless suspended or amended as provided herein.
C. AMENDMENT TO RULES	An amendment of these rules may be adopted by the affirmative vote of a majority of the Commissioners. When proposing any rules or regulation or amendment thereto, or repeal thereof, the Commission shall conduct public hearings prior to the adoption of said rule, regulation, amendment thereto, or repeal thereof. Said hearing shall be conducted only after the proposed rule, regulation, amendment or repeal has been calendared for the Commission hearing for at least ten (10) days. All rules and regulations shall be filed with the Clerk of the Board of Supervisors. (Charter §4.104).
D. QUORUM	A quorum for the transaction of official business shall consist of a majority of all members of the Commission. The affirmative vote of a majority of the members of the Commission shall be required for the approval of any matter (Charter §4.104).
E. VOTE REQUIRED	When a question is put to a vote at a meeting of the Commission, each member present shall be required to vote for or against it, unless he or she is excused from voting by a motion adopted by a majority of the members present, or unless voting on the question would constitute a violation of applicable provision of city or state law pertaining to conflict of interest. (Charter §4.104).
F. OFFICERS	At the first regular meeting of the Commission following the 15 <sup>th</sup> of January each year, the members of the Commission shall elect from among their number a President and a Vice President of the Commission, each to take office on the 1 <sup>st</sup> of February for a one-year term.  In the event the office of President is vacated before expiration of the term, the Vice President shall succeed to that office. Should the office of Vice President be vacated, an election shall be held to select the member to fill that office.

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G. REGULAR MEETINGS	The Commission shall meet regularly once a month and such regularly scheduled monthly meetings shall be held on the 4 <sup>th</sup> Thursday of each month with the exception of the months of November and December when the meetings shall be held on the 3 <sup>rd</sup> Thursday of the month; starting at 9:30am in the Ronald H. Born Auditorium, 170 Otis Street, San Francisco. If the regular day falls on a legal holiday, the presiding officer shall fix another day therefor.
H. EMERGENCY MEETING PLACE	In case of emergency, the Commission may designate some other appropriate place as its temporary meeting place and notice thereof shall be provided pursuant of the San Francisco Admin. Code §67.6.
I. SPECIAL MEETINGS	Special meetings of the Commission may be called at any time by the President or by a majority of the members of the Commission. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such special meetings by the Commission (San Francisco Admin. Code §67.6 (f)).
J. OPEN AND PUBLIC MEETINGS	All Commission meetings shall be held in compliance with all applicable laws, including, but not limited to, the Ralph M. Brown Act (Government Code §54950), the San Francisco Charter, the San Francisco Sunshine Ordinance (San Francisco Admin. Chapter 67), Robert's Rules of Order, Revised Edition, and the Commission's Rules of Order.
K. CONDUCT OF BUSINESS	<ol style="list-style-type: none"> <li>1) At no time during the Commission meeting will the Commission hear any specific cases of applicants for or recipients of any Department of Benefits and Family Support program or service.</li> <li>2) Privilege of the floor shall be extended to any member of the audience upon recognitions of the officer presiding over the meetings; however, when such privilege is extended, the individual receiving the privilege shall confine remarks to the question before the Commission and shall be heard once for up to three minutes. (Administrative Code §67.15)</li> </ol>
L. AGENDA	<ol style="list-style-type: none"> <li>1) Agendas of all regular meetings and notices and agendas of all special meetings shall be posted at the meeting site, the San Francisco Public Library, and on the Commission's website. Agendas and notices shall be provided to Commission members and any person who files a written request for such notices with the Commission. The posting and contents of all agendas shall comply with applicable provisions of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67), the Ralph M. Brown Act (Government Code §54950), and the San Francisco Charter.</li> <li>2) Items shall be placed on the preliminary agenda and the final agenda only with the approval of the President except where the Commission itself at a prior meeting has directed that an item be</li> </ol>

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	<p>placed on the agenda. The agenda, as prepared, shall be approved by the Commission at the start of each meeting. Action may be taken only on items posted with 72 hours notice, unless an exception under governing law applies. (See Government Code §54954.2 and San Francisco Admin. Code §67.6)</p>
M. MINUTES	<ol style="list-style-type: none"> <li>1) Minutes of each meeting shall be filed with the City Librarian within 10 days following the meeting, and any corrections, additions or amendments to the minutes shall be filed with the City Librarian within five days following the date of such correction, addition or amendment. (San Francisco Admin. Code §8.16)</li> <li>2) Copies of proposed minutes shall first be sent to all members of the Commission 24 hour prior to filing with the City Librarian and to making a general public mailing, to allow time for questions or corrections.</li> </ol>
N. PUBLICITY AND PUBLIC STATEMENTS	<p>Individual members of the Commission may speak with the press on any issue but the official action taken by the Commission shall come from the President or the minutes of the Commission meetings.</p>
O. COMMITTEES	<ol style="list-style-type: none"> <li>1) All committees of the Commission shall be as established by the President or by action of the Commission. The President shall appoint the members of the Commission who will act as chairmen and members of such committees. Where such committees are to include members who are not members of the Commission, the membership of the committees shall be as approved by the Commission.</li> <li>2) All meetings of the committees of the Commission shall be open to all Commissioners and the Commissioners shall be informed of all such meetings.</li> <li>3) Actions taken by Commission committees shall represent recommendations to the Commission and shall be subject to approval by the Commission as a whole.</li> </ol>
<b>II. EXECUTIVE DIRECTOR – DEPARTMENT OF BENEFITS AND FAMILY SUPPORT</b>	
A. POWERS AND DUTIES of the Executive Director	<p>The Executive Director of the Department of Benefits and Family Support, who is appointed by the Mayor and serves at the pleasure of the Commission, shall have, in addition to the duties and powers set forth in §4.126 of the Charter of the City and County of San Francisco and §2A.30 of the San Francisco Administrative Code, and any other provision of applicable law, the following specific responsibilities and authorizations:</p> <ol style="list-style-type: none"> <li>1) The Executive Director shall attend all meetings of the Commission and report on all matters that concern the operation of the Department as may call for the Commission’s attention or future action or concerning which inquiry may be made; and shall keep the Commission advised on all such matters.</li> <li>2) The Executive Director may appoint one of the Deputy Directors to act in his or her absence.</li> </ol>

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<p>B. CONTINUING AUTHORIZATIONS of the Executive Director</p>	<p>Continuing authorizations, subject to reconsideration by the Commission at the beginning of each fiscal year, are granted for the following actions that may be taken by the Executive Director:</p> <ol style="list-style-type: none"> <li>1) To submit to the Controller term purchase agreement forms and contract order forms for the purpose of encumbering funds, with the understanding that such requests as are submitted be presented to the Commission for ratification at the next meeting.</li> <li>2) To make temporary and non-civil service appointments and separations as required, subject to ratification by the Commission at the next meeting; and further, to request the use of permanent salary funds of persons on leave of absence without pay, in filling their positions by temporary personnel, with the understanding that such requests as are submitted be presented to the Commission for ratification at its next regular meeting.</li> <li>3) To submit to the Controller requests for supplemental appropriations when these are of an emergency nature requiring submission prior to the next regular meeting of the Commission, provided approval for the submission of such request is obtained from the President of the Commission, and further, that such requests are submitted to be presented to the Commission for ratification at its next regular meeting.</li> <li>4) To submit to the Controller, with the approval of the President of the Commission, or in the absence of the President a member of the Commission, requests for transfer or additional allotment of funds when these are of an emergency nature requiring submission prior to the next regular meeting of the Commission, with the understanding that such requests will be submitted to the Commission at its next regular meeting for ratification.</li> <li>5) To direct members of the staff to attend welfare meetings and to do such other traveling on official department business within the United States as in the judgment of the Executive Director is necessary for the proper conduct of the work of the Department.</li> <li>6) To approve vouchers for travel expense and field expense.</li> <li>7) To attend meetings in the US on welfare matters.</li> <li>8) To enter into contracts with a maximum value of \$29,000 with the understanding that such contracts will be presented to the Commission for ratification at its regular meeting.</li> </ol>
<p>C. PERSONNEL</p>	<ol style="list-style-type: none"> <li>1) The Executive Director, as the appointing officer under the provisions of the Charter, shall have authority for the appointing, disciplining, and removal of the staff of the Department of Benefits and Family Support. (Charter §2A.30, A8.329)</li> <li>2) The Executive Director shall have authority for the granting of leaves of absence consistent with Civil Service Commission Rules.</li> <li>3) Except as permitted by Civil Service Commission Rules and the Memorandum of Understanding between the Department and employee unions, or as otherwise permitted under federal, state, or local law, no Department staff member may engage in union or employee organization activities during working hours.</li> </ol>

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	<ol style="list-style-type: none"> <li>4) The Executive Director shall designate those staff members of the Department who are authorized to attend Commission meetings.</li> <li>5) The grievance procedure for use of staff of the Department is as set forth in applicable Civil Service Commission Rules and any applicable Memorandum of Understanding.</li> <li>6) All employees shall receive an annual evaluation of their work performance.</li> <li>7) The Department shall cooperate with graduate schools of social work in providing fieldwork placement opportunities within the Department.</li> <li>8) Staff shall be encouraged to obtain additional education for their development, particularly in the areas of eligibility work and social work, and may be granted educational leaves of absence without pay to obtain baccalaureate degrees in any major and graduate education in fields related to their responsibilities in the Department.</li> <li>9) The Executive Director may authorize attendance of staff, on Department time but at their own expense, at professional meetings to the extent that staff can be spared without interrupting regular Department operations, and in accordance with the value of the Department of such attendance.</li> <li>10) Members of staff who attend professional meetings on Department time and either at their own or Department expense shall make reports on such meetings through normal channels.</li> <li>11) The Executive Director shall authorize attendance of representatives of employee organizations who are Department employees, at meetings of the Human Services Commission, Civil Service Commission, Committees of the Board of Supervisors, or other public bodies, and with Department supervisory or administrative staff.</li> </ol>
<b>III. SECRETARY – HUMAN SERVICES COMMISSION</b>	
<p>HUMAN SERVICES COMMISSION SECRETARY</p>	<p>The Secretary, who is also appointed by the Commission and serves at its pleasure, shall:</p> <ol style="list-style-type: none"> <li>A. Attend all meetings of the Commission, record the proceedings of each meetings, and send out copies of all notices, preliminary agenda, minutes of the meetings, and all other required material in accordance with the provisions of the Charter, the Administrative Code, other applicable law and the rules of this Commission;</li> <li>B. Act as secretary of all committees of the Commission whenever required to do so; and</li> <li>C. Perform such other duties as my, from time to time, be delegated by the President of the Commission or the chair of any committee of the Commission.</li> </ol>
<p>MEETING LOCATION(S) RULES</p>	<p>A. No unauthorized members of the public shall be permitted in the buildings of the Department outside of normal working hours.</p>

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	<p>B. No unauthorized persons shall be allowed in other than public areas of Department buildings.</p> <p>C. "NO SMOKING" signs shall be posted in all Department waiting rooms.</p>
<b>IV. PARENTAL LEAVE POLICY</b>	
	<p><u>Administrative Code Chapter 67B authorizes members of the Human Services Commission to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these bylaws. The commission secretary shall provide a copy of Section 67B.1 to each member of the Human Services Commission when the member assumes office. Any member who intends to take parental leave under this policy must inform the commission secretary and the president of the Human Services Commission in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Human Services Commission meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid the commission secretary and the president in planning the work and the meetings of the Human Services Commission while the member is on parental leave.</u></p>

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