NOTICE OF PROPOSED AMENDMENTS TO THE BYLAWS OF THE SAN FRANCISCO COMMISSION ON THE ENVIRONMENT
TO BE ACTED UPON AT THE MEETING OF

Tuesday, August 29, 2023, at 5:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102

This notice is issued pursuant to San Francisco Charter Section 4.104 and Article XI of the Bylaws of the San Francisco Commission on the Environment ("Commission"), which requires circulation of proposed amendments in writing to all Commissioners and noticed to the public at least ten (10) days prior to Commission approval. The Commission proposes to amend Bylaws Article III, Sections 6 and 7; Article VI, Sections 6, 7, and 8; Article VII, Sections 1, 7, and 8; Article IX; Article XI; and Article XII as follows:

Article III – Commission on the Environment

Section 6: Excused Absences

If a Commissioner provides prior notification of absence from Commission and Committee meetings to the President of the Commission ("President"), then such absence is considered an excused absence. If no prior notice is received by the President or Secretary of the Commission, then the minutes shall note that the absence is unexcused.

Section 7: Absence from the State

Any member of the Commission who plans to be absent from the State of California for an extended period shall notify the President of the Commission.

Article VI – Meetings of the Commission

Section 6: Regular Meetings

Beginning January 2021, the Regular Commission meetings shall be held on the first Monday of February, the fourth Tuesday Monday of March, April, May, June, July, August, and September, and October, and the first Tuesday Monday of December at 5:00 p.m., except in the case of when the designated day falls on a City-recognized holiday, when the meeting shall be held on the first Tuesday Monday following the designated day. Meetings shall be held at City Hall, One Dr. Carlton B. Goodlett, Jr. Place, Room 416 408, in the City and County of San Francisco. This information shall be posted on the Commission’s website.

Section 7: Special Meetings

The President of the Commission may call special meetings to address specific matters.
Section 8: Closed Sessions

The Commission is authorized to hold closed (non-public) sessions at regular and special meetings for purposes of confidential discussions, such as the discussion of job performance, or dismissal of employees, or pending litigation. Upon consultation with a legal advisor from the City Attorney’s office, and the determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call for a closed session. Appropriate notice shall be given of all closed sessions.

Article VII – Committees

Section 1: Membership of Committees

Committee members shall be appointed by the President of the Commission for one-year terms. Each committee shall have no more than three members. When a committee member will be absent from a committee meeting, the President of the Commission may appoint another member of the Commission to serve on the committee for that meeting.

Section 7: Operations Committee

The Operations Committee shall meet on the third Wednesday in April, July, and October, and the second Monday of January at 5:00 p.m., at dates and times determined by the President. Meetings shall be held at City Hall, One Dr. Carlton B. Goodlett Jr. Place, Room 421, in the City and County of San Francisco. This information shall be posted on the Commission’s website. The Operations Committee shall have general responsibility for the budget, financial planning and operations of the Environment Department. This Committee shall work with the Director and make recommendations to the Commission for the financial well-being and effective administration of the Department’s programs and activities, including the management of environmental programs, duties, and functions which have been assigned to the Department pursuant to Section 4.118 of the City Charter or by ordinance. This Committee shall also oversee the public education and outreach to the community on environmental issues and address issues regarding the environmental well-being of the City.

Section 8: Policy Committee

The Policy Committee shall meet on the second Monday of each month at 5:00 p.m., except for January when there shall be no regular Policy Committee Meeting, and October when the Policy Committee will meet on the first Monday at 5:00 p.m., at dates and times determined by the President. Meetings shall be held at City Hall, One Dr. Carlton B. Goodlett Jr. Place, Room 421, in the City and County of San Francisco. This information shall be posted on the Environment Department’s Commission’s website. The Policy Committee shall have general responsibility for and oversee the long-term planning and policy development activities of the Environment Department, including the Department’s assessment of San Francisco’s environmental conditions, the development and update of plans for the long-term environmental sustainability of San Francisco, and the review and development of recommendations on any policy proposed for adoption by any City agency regarding conformity with the long-term plans for environmental sustainability. Specifically, the Policy Committee will focus on developing a plan for San Francisco to achieve the goal of zero waste to landfill by year 2020, and will explore resource conservation opportunities in the areas of water and toxins reduction. Furthermore, the Policy Committee shall work with the Operations Committee and the Director of the Environment Department, to develop recommendations regarding restructuring of environmental programs and activities among the City agencies and departments.
Article IX – Parliamentary Procedures

At the discretion of the President of the Commission or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert’s Rules of Order.

Article XI – Parental Leave

Administrative Code Chapter 67B authorizes Commissioners 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 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 in writing. To the extent feasible, the Commissioner’s written notice shall state the beginning and end dates of the leave and whether the member intends to participate in 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 Commission while the member is on parental leave.

Article XII – Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Commission by a majority vote, provided such proposed amendments are circulated in writing to all Commissioners and the intent to revise the bylaws is noticed to the public at least ten (10) days prior to such meeting.

This is to certify that the above notice was issued and posted on August 18, 2023.

Kyle Wehner, Commission Affairs Officer
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