



City and County of San Francisco
[Commission on the Environment](#)

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

Tuesday, December 6, 2022, 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 I, Section 2; Article III, Sections 3, 4, 5, 6, 7, and 8; Article IV, Section 4; Article V, Sections 1 and 2; Article VI, Section 9; and Article VII, Sections 7, and 8 as follows:

Article I – Identification

Section 2: Office

The Commission on the Environment shall be located at ~~1455 Market Street, Suite 1200, 1155 Market Street, 3rd Floor~~, San Francisco, California, 94103, or such other address where the Commission may be located from time to time. The telephone number for the Commission is (415) 355-3709.

Article III – Commission on the Environment

Section 3: Compensation

~~Commissioners shall serve without compensation.~~

Section 43: Oath of Public Office

Acceptance of the Oath of Public Office constitutes the Commission's sworn responsibility to the public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and in a manner consistent with the laws of the City and County of San Francisco, and all applicable state and federal laws.

Section 54: Function

The Commission on the Environment shall be responsible for the development and success of an overall sustainability strategy for the City of San Francisco. It shall have responsibility for the development of environmental policies, strategies, practices and programs for the Department of the Environment (hereinafter "Environment Department") in San Francisco. Consistent with Section 4.118 of the City Charter, the

Commission shall advise other city agencies and work with them to reduce negative impacts on the environment in areas of their jurisdiction and activities and augment their efforts to communicate environmental issues to the general public.

Section 65: Duties and Responsibilities

A. The Commission on the Environment shall:

- (1) Establish policies and directives for the ~~Department of the Environment~~ Environment Department;
- (2) Nominate qualified candidates for the position of Director of the ~~Department of the Environment~~ Environment Department for appointment by the Mayor and evaluate the performance of the Director at least once a year;
- (3) Conduct public education and outreach to the community on environmental issues;
- (4) Have the authority to review and make recommendations on any policy proposed for adoption by any City agency regarding conformity with the long-term plans for environmental sustainability, except for those regarding building and land use;
- (5) Have the authority to investigate and make recommendations to all City agencies related to operations and functions, such as solid waste management, recycling, energy conservation, natural resource conservation, environmental inspections, toxics, urban forestry and natural resources, habitat restoration and hazardous materials; and
- (6) Review and approve the ~~Department of the Environment~~ Environment Department's budget, budget modifications, or fund transfers.

B. The ~~Department of the Environment~~ Environment Department shall:

- (1) Produce and regularly update an assessment of San Francisco's environmental condition;
- (2) Produce and regularly update plans for the long-term environmental sustainability of San Francisco; and
- (3) Manage the environmental programs, duties and functions assigned to it pursuant to Section 4.132 of the City Charter, or by ordinance.

Section 76: Excused Absences

If a Commissioner provides prior notification of absence from Commission and Committee meetings to the President of the Commission, 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 87: 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 IV – Officers

Section 4: General Duties and Responsibilities of the President

The President shall preside at all meetings of the Commission. The President, working with the Commission Secretary and Director of the ~~Department of the Environment~~ Environment Department, shall oversee the preparation and distribution of the agenda for all regular Commission meetings. The President shall be accountable to the Commission as a whole in setting policy and shall also perform such other duties as may be assigned by the Commission. The President (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Article V – Commission Staff

Section 1: Director

The Director is appointed by the Mayor, from a list of candidates proposed for his or her consideration by the Commission. The Director serves as the chief executive and administrator of the ~~Department of the Environment~~ Environment Department and shall have the duties and powers which are set forth in the Charter and ordinances of the City and County of San Francisco, including those duties set forth above, in Section 65(B) of Article III. The Director shall attend all meetings of the Commission. The Director shall report on all matters regarding the ~~Department of the Environment~~ Environment Department that are of concern to the Commission.

Section 2: Commission Secretary

The staff of the ~~Department of the Environment~~ Environment Department shall include a Commission Secretary, who is hired by the Commission. The Commission Secretary shall attend all meetings of the Commission. Under the supervision of the President, which supervision may be delegated to the Director, the Commission Secretary is responsible for the proper recording and distribution of all Commission actions, correspondence, and agendas, and ensuring that the Commission meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities. The Commission Secretary shall also perform such other duties as may be assigned by the Commission and Director, including but not limited to: conducting research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping Department staff prepare for presentations before the Commission, and representing the Commission and Department at public gatherings, as appropriate.

Article VI – Meetings of the Commission

Section 9: Agenda Preparation

The agenda for meetings is prepared through the joint effort of the President, the Director of the ~~Department of the Environment~~ Environment Department, and the Commission Secretary. The Commission Secretary shall work with the President, committee Chairs, Director and the Commission's legal advisor to develop the agenda. The agenda shall consist of items requested by the President, the Director or the Commission. The agenda shall contain form language required by law.

The agenda shall refer to explanatory public documents that have been provided to the Commissioners prior to the preparation of the agenda, and shall state that the documents are available for public inspection at the Department's office during normal office hours. Explanatory documents of one page or less shall be posted with the agenda.

Article VII – Committees

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 City Hall, One Dr. Carlton B. Goodlett Jr. Place, Room 421 in the City and County of San Francisco. The Operations Committee shall have general responsibility for the budget, financial planning and operations of the ~~Department of the Environment~~ *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. with the exception of 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. Meetings will be held in Room 421, City Hall, One Dr. Carlton B. Goodlett Jr. Place in the City and County of San Francisco. This information shall be posted on the ~~Department of the Environment~~ *Environment Department*'s website. The Policy Committee shall have general responsibility for and oversee the long-term planning and policy development activities of the ~~Department of the Environment~~ *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 ~~Department of the Environment~~ *Environment Department*, to develop recommendations regarding restructuring of environmental programs and activities among the City agencies and departments.

This is to certify that the above notice was issued and posted on November 22, 2022.

Kyle Wehner, Commission Affairs Officer
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