



MUNICIPAL GREEN BUILDING TASK FORCE

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MUNICIPAL GREEN BUILDING TASK FORCE BYLAWS

Section 1: Establishment and Purpose

The Board of Supervisors establishes the interdepartmental Municipal Green Building Task Force (the “Task Force”) to oversee and assist in enhancing the environmental design, construction, and performance of City buildings pursuant to Chapter 7 of the San Francisco Environment Code. The Task Force shall review municipal construction projects subject to this Chapter during their design and construction to ensure that the responsible City departments are complying with the requirements of the Chapter, and may advise the Department of the Environment on matters of policy related to this Chapter. The Task Force shall facilitate interdepartmental communication and cooperation, and act as an educational forum to increase green building knowledge and share project-related successes and lessons learned.

Section 2: Regular Meetings

Regular meetings shall be held on the second Wednesday of each month at 1:30 pm. Meetings shall be held at 30 Van Ness Avenue, Suite 4100, Main Conference Room.

Section 3: Membership and Chair

a) The Task Force consists of one member of the public appointed by the Mayor and a representative with building design, construction and/or finance experience from each of the following City Departments and divisions or their successor agencies, appointed by the Department Director or designee:

- (1) Department of the Environment;
- (2) Building Design and Construction Division within San Francisco Public Works;
- (3) Design and Engineering Division within San Francisco Public Works;
- (4) Landscape Architecture Division within San Francisco Public Works;
- (5) San Francisco Public Works Buildings – Project Management;
- (6) Power Enterprise within San Francisco Public Utilities Commission;
- (7) Water Enterprise within San Francisco Public Utilities Commission;
- (8) Wastewater Enterprise within San Francisco Public Utilities Commission;
- (9) Infrastructure within San Francisco Public Utilities Commission;
- (10) Capital and Planning Division within Recreation and Park Department;
- (11) Capital Programs and Construction Division within San Francisco Municipal Transportation Agency;
- (12) Office of Resilience and Capital Planning within Office of the City Administrator;
- (13) Department of Building Inspection;
- (14) Citywide Planning Division within Planning Department;
- (15) Port of San Francisco;
- (16) San Francisco International Airport;
- (17) Facilities Division within San Francisco Public Library;
- (18) Fire Department;
- (19) Department of Public Health; and,
- (20) Real Estate Division within Office of the City Administrator.

- b) At least half the Task Force members, and the public member, shall hold the credential of LEED Accredited Professional with specialty.
- c) The public member of the Task Force shall serve for a three-year term. No person may serve as the public member of the Task Force for more than two consecutive terms.
- d) The representative of the Department of the Environment shall be a permanent member and serve as the Chair of the Task Force. The Chair shall have the authority to establish and dissolve ad hoc committees, appoint and remove members to all committees, and appoint chairs of committees, as he or she sees fit in furtherance of the objectives with which Chapter 7 charges this Task Force.

Section 4: Duties and Responsibilities

- a) The Task Force shall advise the Department of the Environment on the development of green building policy for municipal construction projects.
- b) The Task Force shall review municipal construction projects during design and construction for compliance with San Francisco Environment Code Chapter 7, which requires LEED Gold certification for municipal construction projects of 10,000 square feet and larger.
- c) The Task Force shall hear requests for waivers from Chapter 7 requirements from City Departments and make recommendations to the Director of the Department of the Environment with respect to such requests.
- d) Task Force members shall communicate with and engage key staff in their respective Departments on green building issues as necessary.
- e) Task Force members shall communicate to the Task Force on the status of projects administered within their respective Departments.
- f) The Task Force shall provide learning opportunities for members, other City staff, and members of the public through project presentations, project tours, and other educational offerings.
- g) Task Force members shall be in regular attendance at Task Force meetings.

Section 5: Quorum

At all meetings of the Task Force, the presence of a majority of the members shall constitute a quorum. The affirmative vote of a majority of the members shall be required for the approval of any matter.

Notwithstanding the above, the Task Force shall seek to establish consensus among its members and shall attempt to gain each member's approval of an action whenever possible.

Section 6: Committees

The Task Force by majority vote and/or the Chair may establish committees on an ad-hoc basis to perform tasks or functions as necessary.

The Task Force by majority vote and/or the Chair may dissolve a committee as necessary.

Committee members shall be appointed by the Chair of the Task Force for one-year terms. Each committee shall have no more than ten members. When a committee member will be absent from a committee meeting, the Chair of the Task Force may appoint another member of the Task Force to serve on the committee for that meeting. The Chair may appoint individual Task Force members to serve as Committee Chair for a specified period of time. The Chair may serve as a Committee Chair.

Committee meetings will be generally conducted in the same manner as regular Task Force meetings pursuant to Sections 7 and 9.

Section 7: Public Participation

Task Force meetings are open to the public and are publicly noticed. Any member of the public wishing to speak on an item before the Task Force shall be permitted to make one three-minute presentation. Time limits shall be applied uniformly to all members of the public wishing to testify.

Section 8: Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any regular meeting of the Task Force, provided such proposed amendments are circulated in writing to all Task Force members and noticed to the public at least ten (10) days prior to such meeting.

Section 9: Compliance with Applicable Laws

The Task Force shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Task Force shall use the Department of the Environment's website.