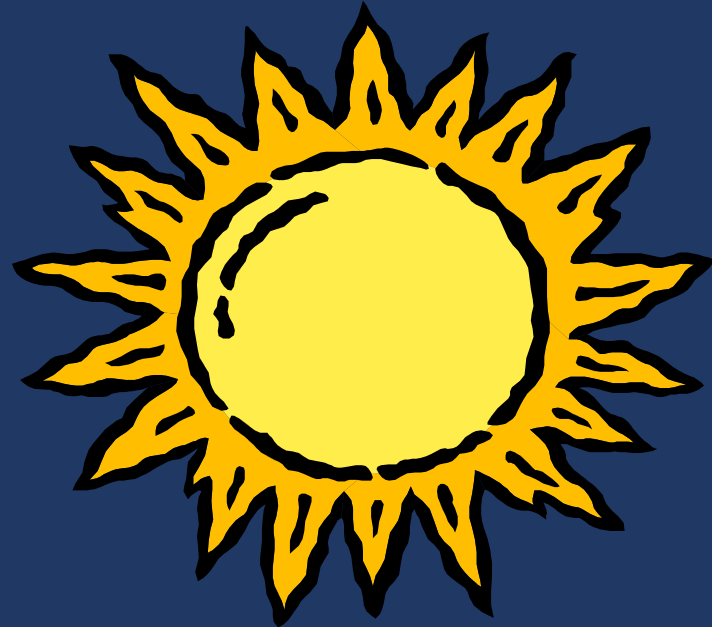


Public Meetings

Urban Forestry Council



Overview

- I. Policy bodies operate in public meetings
- II. Public notice of meetings
- III. Right of public to attend and participate in meetings
- IV. Conduct of meetings
- V. Unlawful meetings
- VI. Passive meeting bodies

I. Meetings Of Policy Bodies

What is a Meeting?

- a majority of the policy body members
- are together at the same time and place

Examples of Meetings

- Formal meetings
- Retreats
- Site tours
- Gatherings before, during, or after a formal meeting

II. Notice Of Meetings

Posting the Agenda

When

At least 72 hours before meeting (certain exceptions)

Where

Certain “freely accessible” locations are reither equired or recommended:

- SF Public Library
- Commission website
- Department office
- Meeting site

A Meaningful Description

Sufficiently clear and specific to [1] alert a person of average intelligence and education whose interests are affected by the item that [2] he or she may have reason to attend the meeting or seek more information on the item

- Specify item for Discussion, Discussion and Action, or Discussion and Possible Action
- Refer to explanatory documents

Questionable Descriptions

- Real estate: legal description, no street address
- Contract: contractor name, no amount or purpose
- Legislation: bill or ordinance number, no title or subject matter
- “New Business”: no specifics
- “Director’s Report”: no specifics

**Why does it matter what
is listed on the agenda?**

**A POLICY BODY
MAY NOT DISCUSS OR ACT
ON ITEMS NOT ON THE AGENDA.**

Limited Exceptions to Agenda Requirement

- Public health/safety emergency
- Immediate need to avoid serious injury to public interest
- Item on previous agenda, and continued to next meeting no more than 5 days later

Other Exceptions

- Announcements (brief)
- Request to agendize future items
- Direction to staff
- Limited follow-up to general public comment

III. Rights Of The Public

Four Basic Rights of the Public

- Attend
- Record
- Comment
- Receive agenda materials

The Right To Comment – Two Forms

- On each agenda item
- General Public Comment

Comment on Agenda Items

- Discussion Item - before conclusion of consideration
- Action Item - before action taken

General Public Comment

- Agendize for any time during meeting
- Members may not discuss or respond substantively – limited followup OK
- Not required at special meetings

IV. Conduct of Meetings

Rules of Order – A Few Reminders

- Seek public comment on each item
- Confine discussion to present agenda item
- Clearly phrase issue to be voted upon
- Announce specifics of vote after each action item
- If rearranging the sequence of agenda items, let public know ASAP
- If item scheduled for specific time, don't take it early
- Don't eject a speaker for abusiveness
- When announcing a recess, state time for return

Conducting Meetings - Duties of the Council Chair

- Preside over all meetings: call agenda items; recognize speakers, motions, seconds; announce votes and specific results; maintain order
- Oversee preparation and distribution of agenda
- Serve/designate others to serve as liaison to media, other City entities
- May appoint Committee Chairs for standing committees, establish additional ad hoc committees/task forces
- Perform other duties as assigned by the Commission

V. Unlawful Meetings

Unlawful Meetings

- “Pre-meetings”
- “Post-meetings”
- “Seriatim” (or serial) meetings

Types of Seriatim Meetings

- Sequential – A to B, B to C, C to D
- Simultaneous – A, B, C, and D
- Spokes – A to B, A to C, A to D
- Hybrid
- One-way contact? No, but...

How Seriatim Meetings May Occur

- Email
- Phone
- Fax
- Human intermediaries

VI. Passive Meeting Bodies

What is a “Passive Meeting Body”?

- Committee/group created by a policy body member, elective officer, department head, Mayor, or City Administrator
- Committee created by a policy body member, the Mayor, or department head consisting only of City employees who are working on public health/safety/welfare policies/procedures
- Social, recreational, ceremonial event that is sponsored by or for the body where quorum is invited

Non-Meetings of a Majority

- Individual communications with another person (nonmember)
- Attendance at
 - Conference open to public
 - Local meeting open to public
 - Social, recreational, ceremonial event not sponsored by or for the body

IF no collective discussion of business

References and Resources

- Ralph M. Brown Act (Cal. Government Code Sections 54950 *et seq.*)
- San Francisco Sunshine Ordinance (San Francisco Administrative Code Sections 67.1 *et seq.*)
- Bylaws of the Urban Forestry Council

City Attorney's Office Website

- Good Government Guide
- Sunshine Training Video
- Published Memoranda