

**City and County of San Francisco**  
**Planning Department**  
**Eastern Neighborhoods Community Advisory Committee**  
**BYLAWS**

**ARTICLE I—MEMBERSHIP**

**Section 1. Name.** In accordance with the provisions of the San Francisco Administrative Code Section 5.32-1, there is hereby established an Eastern Neighborhoods Community Advisory Committee.

*Source: San Francisco Administrative Code Section 10E.2(d).*

**Section 2. Representation.** The CAC shall consist of 11 members representing the diversity of the Eastern Neighborhoods: key stakeholders, including resident renters, resident homeowners, low-income residents, local merchants, established neighborhood groups within the plan area: and other groups identified through refinement of the CAC process. Each of the 11 members of the CAC shall be a voting member. All members shall live, work, own property or own a business in Showplace Square/Potrero Hill, Mission or Central Waterfront Plan Areas. The Board of Supervisors shall appoint a total of seven members to the CAC, with members representing each of three Eastern Neighborhoods Plan Areas: Showplace Square/Potrero Hill, Mission and Central Waterfront. Based on this representational requirement and the Supervisorial District boundaries, the District 10 Supervisor shall nominate four CAC members, the District 9 Supervisor shall nominate two CAC members, and the District 8 Supervisor shall nominate one CAC member. The Mayor shall appoint a total of four members, with one member representing each of the three Plan Areas, and one at-large member from any of the Plan Areas.

*Source: San Francisco Administrative Code Section 5.32-2.*

**Section 3. Terms.** Members shall serve for two-year terms. The Board of Supervisors or Mayor may renew a member's term by repeating the respective appointment process. Each member of the Committee shall serve at the pleasure of their respective appointing authority and may be removed by their appointing authority at any time.

*Source: San Francisco Administrative Code Section 5.32-2.*

**Section 4. Duration of the CAC.** The Eastern Neighborhoods CAC will automatically terminate on December 31, 2024, unless the Board of Supervisors extends the CAC's term by ordinance.

*Source: San Francisco Administrative Code Section 5.432-4.*

## ARTICLE II—DUTIES

**Section 1. Purpose.** The CAC shall be the central community advisory body charged with providing input to City agencies and decision makers with regard to all activities related to implementation of three of the Eastern Neighborhoods Area Plans: Showplace Square/Potrero Hill, Mission and Central Waterfront. The CAC is established for the purposes of providing input on the prioritization of Public Benefits funded with revenues collected from development projects within the Showplace Square/Potrero Hill, Mission and Central Waterfront Area Plans, updating the Public Benefits program; relaying information to community members in each of these three neighborhoods regarding the status of development proposals in these three Eastern Neighborhoods Plan Areas; and providing input to Plan Area monitoring efforts as appropriate. The CAC shall be advisory, as appropriate, to the Planning Department, the Interagency Planning & Implementation Committee (“IPIC”), the Planning Commission and the Board of Supervisors.

*Source: San Francisco Administrative Code Section 5.32-1(a).*

**Section 2. Functions.** The Committee may perform the following functions as needed:

- (A) Provide written recommendations to the Planning Department and the Interagency Plan Implementation Committee on prioritizing the community improvement projects and identifying implementation details as part of the annual expenditure program that is adopted by the Board of Supervisors, and request written responses to said recommendations from IPIC;
- (B) Collaborate with the Planning Department and relevant city agencies in the monitoring of the Showplace Square/Potrero Hill, Mission and Central Waterfront Area Plans' implementation program at approximately every fifth year, in coordination with the Monitoring Program required by Administrative Code Chapter 10.E; and provide input to Plan Area monitoring efforts for required time-series reporting;
- (C) Provide written recommendations to the Planning Commission regarding the approval of In-Kind Agreements, monitor compliance with the requirements of In-Kind Agreements, report non-compliance to appropriate City agencies, and request appropriate enforcement of compliance by appropriate City agencies; and
- (D) Seek input and relay information to community members in each of the three Plan Areas.

*Source: San Francisco Administrative Code Section 5.32-1(c).*

## ARTICLE III—CONDUCT

**Section 1. Attendance.** Members must notify the Chairperson of the CAC a week in advance of a scheduled meeting if they are unable to attend. If a member is absent more than three (3) scheduled meetings in a twelve-month period, the Chairperson shall notify the appointing authority.

**Section 2. Vacancies.** When a vacancy or failure to appoint or reappoint occurs for any reason, the Chairperson shall notify the appropriate appointing authority.

**Section 3. Conflict of Interest.** No member of the CAC shall participate in any decision, which directly or indirectly affects such member's property or economic interests in a manner that is distinguishable from the manner in which the decision affects all other persons or a significant segment of all other persons in the Plan Area.

**Section 4. Termination of Membership.** Membership in the CAC may be terminated in the event that:

- (A) The member is not, or ceases to be, a Residential Owner-Occupant, a Residential Tenant, or a Business Owner, or a Representative of an Existing Community Organization within the Project Area;
- (B) The member is not, or ceases to be, a member of that membership category from and for which he or she was elected or designated; provided, that if the failure to meet such membership criteria is due to circumstances beyond the control of such member, the member will be allowed to finish their elected terms;
- (C) The member does not attend three consecutive meetings or attends less than 67 percent of meetings annually; or
- (D) The member acts in a way that is inconsistent with these Bylaws.

**Section 5. Removal of a Member.**

- (A) A member may be terminated from the membership of the CAC by a majority vote of the members of the CAC present at a regular meeting of the CAC at which a quorum is present if, after a hearing, it is found that any one of the grounds for termination specified in Section 4 of this Article III exists. Prior to taking any action to remove a member, the CAC shall give advance written notice to the member of the proposed grounds for termination and the date of the hearing.
- (B) A member may be sanctioned by a majority vote of the members of the CAC if such member disrupts a CAC meeting and/or Committee meeting by not following the procedures as established for the conduct of CAC business. Each occurrence will be recorded in the minutes of the meeting, and after the third occurrence the CAC will determine an appropriate action.

**Section 6. Resignation.** Any member of the CAC may resign at any time by giving written notice to the Chairperson of the CAC, who shall forward such notice to the CAC members, the Planning Department, and the appointing authority. Any such resignation will take effect upon receipt of the written notice or upon any date specified therein. The acceptance of such resignation at a CAC meeting shall not be necessary to make it effective.

## ARTICLE IV—OFFICERS

**Section 1. Officers** The officers of the CAC shall consist of a Chairperson, Vice-Chairperson, Secretary, and Vice-Secretary (each, an “Officer” and together, the “Officers”).

**Section 2. Chairperson Duties.** The Chairperson shall preside at all meetings of the CAC, and shall submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the CAC. The Chairperson shall sign all correspondence, resolutions, and such other official documents necessary to carry out the business of the CAC. Further, unless another member is otherwise designated, the Chairperson shall be the spokesperson for the CAC representing the views of this body.

**Section 3. Vice-Chairperson Duties.** The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. The Vice-Chairperson shall assist the Chairperson in the conduct of the business of the CAC. In the event of the death, resignation or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson’s duties until such time as the CAC shall elect a new Chairperson.

**Section 4. Secretary Duties.** The Secretary shall be responsible to ensure that a record of the CAC’s Motions has been kept and to review this record prior to each meeting.

**Section 5. Vice-Secretary Duties.** The Vice-Secretary shall perform the duties of the Secretary in the absence or incapacity of the Secretary.

**Section 6. Election** The Officers shall be initially elected from among the members of the CAC at a regular meeting of the CAC. Thereafter, the Officers shall be elected from among the members of the CAC at each annual meeting of the CAC. Nominations for each position shall be made at the CAC regular meeting of the CAC preceding the annual meeting or, if such regular meeting is cancelled or lacks a quorum, at a special meeting called for the purpose of nominating the Officers. In the event of an office becomes vacant, whether caused by the death, resignation or removal of an Officer, nominations for a successor shall be made at the next regular meeting, and a special election shall be held at the subsequent regularly scheduled meeting of the CAC to elect such successor. Officers of the CAC shall hold office until the next annual meeting following their election and until their successors are elected and in office. An Officer may serve for multiple terms.

**Section 7. Removal of Officers** Any Officer may be removed from office by a majority vote of the members of the CAC at a regular or special meeting of the CAC at which a quorum is present; provided, that written notice of the intent to remove an Officer must be received by such Officer at least seven days prior to the meeting in which a vote for removal will be held. The written notice of intent (a) shall be drafted by the Chairperson or 5 of the members of the CAC then in office, (b) shall state the date of the meeting at which a vote for removal shall take place, and (c) shall be delivered in person, by mail, or electronically. The Officer facing removal shall be entitled to a hearing at the meeting prior to the vote for removal.

## ARTICLE V—MEETINGS

**Section 1. Regular Meetings.** The regular meetings of the CAC shall be held on the third Monday of the month, except in January and February, when it will be held on the third Tuesday of the month. The regular meeting shall be held at 6:30 p.m., in the offices of the San Francisco Planning Department or at such other location as designated and communicated in advance by the Chairperson. In the event that the regular meeting date shall be a legal holiday, an alternate meeting time will be selected by the Chairperson, or, at the discretion of the Chairperson, the meeting shall be delayed until the next regular meeting date. A meeting agenda and other documents necessary for the conduct of the business of the CAC shall be posted and delivered to the members, by electronic mail or regular mail, at least 3 business days prior to the meeting.

**Section 2. Annual Meeting.** The Annual Meeting of the CAC shall be the regular meeting of the CAC that occurs in October, or the first meeting thereafter if there is no October meeting. At the Annual Meeting, in addition to regular business of the CAC, Officers shall be elected as set forth in Article IV, Section 6 of these Bylaws.

**Section 3. Special Meetings.** Special meetings of the CAC may be held upon call of the Chairperson, or of the majority of the members of the CAC, for the purpose of transacting any business designated in the call. At any special meeting, no business other than that designated in the call shall be considered. Such meetings may only occur after notification of all members of the CAC by written notice delivered personally, by mail or electronically. Such notice must be delivered at least 3 business days before the time specified for the special meeting in the call for such meeting.

**Section 4. All Meetings to be Open and Public.** All meetings of the CAC shall be open and public to the extent required by law. All persons shall be permitted to attend any such meeting except as otherwise provided by law. At every meeting, members of the public shall have an opportunity to address the CAC on matters within the CAC's subject matter jurisdiction.

**Section 5. Public Comment.** Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during a time set aside for public comment: provided, however, that the CAC may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated to each individual speaker.

**Section 6. Meetings in Plan Areas.** In any 12 month period the CAC may have a meeting in each of the three Plan Areas, if the topics discussed are relevant to the Plan Area where the meeting takes place.

**Section 7. Posting Agendas/Notice.** Staff shall post a notice or agenda for each regular or special meeting of the CAC, containing a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting.

Agendas/notices shall be posted at least 3 business days in advance of each regular or special meeting, on the *bulletin board*?(should this go away?) and website of the Planning Department.

**Section 8. Non-Agenda Items Matters.** Items brought before the CAC at a regular meeting which were not placed on the agenda of the meeting shall not be acted upon by the CAC at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code s 54950 et seq.). Those non-agenda items brought before the CAC, which the CAC determines, will require CAC consideration and action and where CAC action at that meeting is not authorized shall be placed on the agenda for the next regular meeting.

**Section 9. Quorum.** The powers of the CAC shall be vested in the members thereof in office. Six of the total members then in office shall constitute a quorum for the purpose of conducting the CAC's business, exercising its powers and for all other purposes. An affirmative vote by six members shall be required for approval of any question brought before the CAC. When a quorum is not present, the other members may choose to adjourn a meeting until a quorum is obtained.

**Section 10. Order of Business.** All business and matters before the CAC shall be transacted in conformance with Robert's Rules of Orders (Newly Revised).

**Section 11. Minutes.** The minutes of the CAC shall be in writing. Copies of the minutes of each meeting of the CAC shall be made available to each member of the CAC. Approved minutes shall be filed in the official book of minutes of the CAC and posted on-line.

## **ARTICLE VI—REPRESENTATION BEFORE PUBLIC BODIES**

Any official representation on behalf of the CAC before the Planning Commission, the Board of Supervisors, or any other public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the CAC specifically so designated by the CAC.

## **ARTICLE VII—AMENDMENTS**

These Bylaws may be amended upon the affirmative vote of a majority of the total membership of the CAC, provided, however, that no amendment shall be adopted unless at least seven days written notice thereof has previously been given to all members of the CAC. Notice of amendment shall provide a blacklined copy of the Bylaws showing all changes to the Bylaws proposed in the amendment.

### **APPROVED AND ADOPTED**

**This Sixteenth day of November, 2009.**

### **AMENDED**

**This Twentieth day of August, 2012.**

**AMENDED**

**This Nineteenth day of August, 2013**

**AMENDED**

**This Seventeenth day of August, 2020.**