

# City and County of San Francisco

## SoMa Community Planning Advisory Committee

### BYLAWS

#### ARTICLE I – Name and Membership

**Section 1. Name.** In accordance with the provisions of the San Francisco Administrative Code, Article XXVI, there is hereby established a Central SoMa Community Planning Advisory Committee (Committee or CAC).

*Source: San Francisco Administrative Code Section 5.26-1*

**Section 2. Representation.** The Committee shall consist of 11 voting members. The Board of Supervisors shall appoint 7 Committee members and the Mayor shall appoint 4 Committee members.

Together, the members of the Committee shall represent the cultural diversity of the East SoMa, Central SoMa, and Western SoMa neighborhoods, and ideally will include renters of residences in the neighborhoods, resident homeowners in the neighborhoods, low-income residents, local merchants, and representatives of established neighborhood groups within the East SoMa, Central SoMa, and Western SoMa Plan Areas. All members shall live, work, or own a business within the boundaries of the East SoMa, Central SoMa, or Western SoMa Area Plans. When fully constituted, at least three members shall live within the boundaries of the East SoMa, Central SoMa, or Western SoMa Area Plans.

There shall be 11 alternate members of the Committee, one designated for each of the 11 seats. Alternate members shall be appointed for their respective seats in the same manner prescribed in San Francisco Administrative Code 5.26-2 subsections (b) and (c).

*Source: San Francisco Administrative Code Section 5.26-2.*

**Section 3. Terms.** Members of the Committee shall serve three-year terms; provided, however, that the term of the initial appointees, including alternates, in Seats 1, 2, 7, and 8 shall expire at noon on August 1, 2021; the term of the initial appointees in Seats 3, 4, 9, and 10, including alternates, shall expire at noon on August 1, 2022; and the term of the initial appointees in Seats 5, 6, and 11, including alternates, shall expire a noon on August 1, 2023. There shall be no limits on the number of terms a member may serve on the Committee, as either a voting member or an alternate.

*San Francisco Administrative Code Section 5.26-3.*

**Section 4. Attendance.** Any voting member who misses three regular meetings of the Committee within a six-month period without the express approval of the Committee by majority vote at or before each missed meeting shall be deemed to have resigned from the Committee 10 days after the third unapproved absence. The Chairperson of the Committee, or acting Chairperson if the Chairperson is unavailable, shall inform the Clerk of the Board of Supervisors in the case of a Board appointee, and the Mayor’s Office in the case of a mayoral appointee, of any such resignation. Any absence of a voting member of the Committee shall be deemed approved by the Committee, and shall not count as an unapproved absence, if the alternate member of the Committee designated for the seat attends a meeting in place of the absent voting member.

*Source: San Francisco Administrative Code Section 5.26-3.*

***Section 4a. Attendance following Covid response. Due to Covid response, the SOMA CAC has been meeting quarterly (four meetings per calendar year) since January 2021. The Attendance rules per Section 4 do not adequately address the quarterly nature of meetings. The Attendance rules shall be superseded under this Section 4a as follows.*** Any voting member who ***misses two consecutive meetings of the Committee or three out of four meetings in one calendar year*** without the express approval of the Committee by majority vote at or before each missed meeting shall be deemed to have resigned from the Committee 10 days after the third unapproved absence. The Chairperson of the Committee, or acting Chairperson if the Chairperson is unavailable, shall inform the Clerk of the Board of Supervisors in the case of a Board appointee, and the Mayor’s Office in the case of a mayoral appointee, of any such resignation. Any absence of a voting member of the Committee shall be deemed approved by the Committee, and shall not count as an unapproved absence, if the alternate member of the Committee designated for the seat attends a meeting in place of the absent voting member. ***This Section 4a shall sunset once the Committee begins to meet more frequently than on a quarterly basis.***

**Section 5. Vacancies.** When a vacancy or failure to appoint or reappoint occurs for any reason, the Chairperson shall notify the appropriate appointing authority.

## **Article II. Duties**

**Section 1. Purpose.** The general purpose of the Committee shall be to provide input to the Board of Supervisors, the Mayor, and City agencies regarding the implementation of the Central SoMa Plan, Western SoMa Area Plan, and East SoMa Area Plan. The City agencies to which the Committee may provide input include, but are not limited to, the

Planning Department, the Mayor's Office of Housing and Community Development, the Office of Economic and Workforce Development, the Municipal Transportation Agency, the Recreation and Park Department, the Department of Public Works, the Arts Commission, and the Interagency Planning and Implementation Committee. The Committee's prioritization of revenue expenditures described in subsection (b) below that are collected from development projects in the Central SoMa Plan Area shall be consistent with the Central SoMa Implementation Program document.

The Committee may provide advice regarding the following:

- (1) Prioritization of community improvement projects and other public investments funded by the Central SoMa Infrastructure Impact Fund, established in Planning Code Section 433.4, including review of any proposed In-Kind Agreements;
- (2) Prioritization of community improvement projects and other public investments related to transit, parks and recreation, complete streets, and environmental sustainability that are funded by proceeds of the Central SoMa Community Facilities District special tax, as described in Planning Code Section 434;
- (3) Prioritization of community improvement projects and other public investments funded with Eastern Neighborhoods Impact Fee revenues collected from development projects within East SoMa, Central SoMa, and Western SoMa pursuant to Planning Code Section 423, including review of any proposed In-Kind Agreements;
- (4) Proposed revisions or updates to the Central SoMa Implementation Program Document;
- (5) Proposed revisions to the sections of the Planning Code or other Codes that are related to implementation of the Central SoMa Plan, Western SoMa Area Plan, and East SoMa Area Plan; and
- (6) Monitoring implementation of the Central SoMa Plan, Western SoMa Area Plan, and East SoMa Area Plan.
- (7) The Committee also may provide advice on the following issues regarding development projects and proposals within the boundaries of the East SoMa Area Plan, Central SoMa Plan, or Western SoMa Area Plan, or within 0.25 miles of the boundaries of said area plans but outside the boundaries of the Showplace Square/Potrero Hill, Mission, Central Waterfront, and Market and Octavia Area Plans:
  - a. Individual development proposals;

- b. Compliance by individual development projects with specific conditions of project approvals;
  - c. Design and programming of open spaces, including Privately-Owned Public Open Spaces (POPOS); and
  - d. Development proposals for public properties.
- (8) City agencies may seek input from the Committee on policy matters regarding land use and zoning changes, capital improvement plans, and other activities that implement the Central SoMa Plan, Western SoMa Area Plan, and East SoMa Area Plan.
- (9) The Committee shall collaborate with the Planning Department and relevant city agencies in monitoring implementation of the Central SoMa Plan, Western SoMa Area Plan, and East SoMa Area Plan at approximately every fifth year, in coordination with the duties required by this Section 5.26-4 and Administrative Code Section 10.E; and provide input to Plan Area monitoring efforts for required timeseries reporting.
- (10) The Committee shall coordinate with the SoMa Community Stabilization Fund Community Advisory Committee established in Administrative Code Chapter 5, Article XXVII, when providing advice on matters within the programmatic jurisdiction of both committees.

*Source: San Francisco Administrative Code Section 5.26-4.*

**Section 2. Conflict of Interest.** No member of the CAC shall participate in any decision that directly or indirectly affects his or her 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 East, Central and Western SoMa Plan Areas.

**Section 3. Termination of Membership.** Membership in the CAC shall terminate in the event that any of the following occur:

- (A) The member is deemed to have resigned pursuant to Section 4 of these Bylaws;
- (B) The member does not meet, or no longer meets, the qualifications for his or her seat as set forth in Administrative Code Section 5.26-2 unless the failure to meet the qualifications is due to circumstances beyond the member's control. These affected members will be allowed to finish their elected terms; or
- (D) The member acts in a way that is inconsistent with these Bylaws.

#### **Section 4. Removal of a Member**

- (A) A member may be removed 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 and determined that any one of the grounds for termination specified in Section 5 of this Article II exists. All members will be allowed to vote even those facing removal. 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 when the member disrupts a CAC 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 5. Resignation**

Any member of the CAC may resign at any time by giving written notice to the Chairperson, who shall forward such notice to the CAC members, the Planning Department, and the appointing body. If no date of resignation is specified, any such resignation will take effect upon receipt of the notice. Otherwise, the resignation shall take effect upon the date specified in the notice. The acceptance of such resignation at a CAC meeting shall not be necessary to make it effective.

### **ARTICLE III – OFFICERS**

**Section 1. Officers** The officers of the CAC shall consist of a Chairperson, Vice Chairperson, and Secretary, who shall be elected by the Committee annually.

**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 official spokesperson for the CAC.

**Section 3. Vice Chairperson Duties.** The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. 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. The Vice Chair shall be responsible for keeping minutes of CAC meetings for anything above the votes and maintaining records of CAC actions.

**Section 4. Election.** The officers of the CAC shall be initially elected from among the members of the CAC at the first 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. The officers shall hold office until the next Annual Meeting (every 12 months) following their election and until their successors take office. A newly elected officer can either take office at the next CAC meeting following the election or at the same meeting immediately upon election. No officer shall be prohibited from succeeding himself/herself.

**Section 5. Removal of Officers** Upon a majority vote of the members of the CAC at a Regular, Annual or Special meeting of the CAC at which a quorum is present, any officer may be removed from office after a written notice of intent (such as in agenda, notice or resolution) followed by a hearing, and after his or her successor is elected. Removal of position is generally based on not performing the duties outlined for the position.

#### **ARTICLE IV – MEETINGS**

**Section 1. Annual Meeting.** Annual Meetings of the CAC shall be held on the Second Monday of July.

**Section 2. Regular Meetings.** Regular Meetings of the CAC shall be held on the second Monday of the Month from 5 to 6:30. Meetings should be held at least quarterly.

**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 notice of meeting. Unless waived pursuant to Administrative Code Section 67.6(f), notice of a Special Meeting shall be given to all members of the CAC and to any other individual or media outlet who has made a written request for notice of Special Meetings. Notice shall be in the form of written notice delivered personally or by mail at least 72 hours before the time specified in the notice for the Special Meeting (See Admin Code Sec. 67.6(f). If the Special Meeting is to be held at a location other than the regular meeting place ("alternate location"), the notice of the Special Meeting shall be delivered personally or by mail at least 15 days in advance of the meeting date and shall specify the alternate location. The 15-day notice requirement does not apply if the alternate location is in the same building as the regular meeting place. At such a Special Meeting, no business other than that designated in the notice shall be considered.

**Section 4. Continued Meetings.** Any Regular Meeting of the CAC may be continued to another date without the need for notice requirements of a Special Meeting, provided said continuance indicates the date, time and place of the continued meeting. CAC members absent from the meeting at which the continuance decision is made shall be notified by the Chairperson of the continued meeting. A Special Meeting may not be continued and instead must be renoticed pursuant to Section 3 of this Article.

**Section 5. 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.

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. Posting Agendas/Notice.** Staff shall post a notice or agenda for each Regular and 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 72 hours in advance of each regular meeting and at least 24 hours in advance of each special meeting on the Planning Department Website. If facilities are open to the public, notices should also be posted on the bulletin board of the Planning Department and the Main Public Library.

**Section 7. Non-Agenda Items.** Matters brought before the CAC at a Regular Meeting that 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 8. Quorum.** The powers of the CAC shall be vested in the members thereof in office from time to time. 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, but less than that number may continue a meeting from time to time until a quorum is obtained. An affirmative vote by a majority of the members present at

a Regular or Special Meeting of the CAC at which a quorum is present shall be required for approval of any question brought before the CAC.

**Section 9. Order of Business.** All business and matters before the CAC shall be transacted in conformance with Robert’s Rules of Order (Newly Revised).

**Section 10. 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 no less than one week before the next meeting. Official minutes of the CAC shall be remain at the offices of the City and County of San Francisco Planning Department where they will be available to the public.

#### **ARTICLE V – REPRESENTATION BEFORE PUBLIC BODIES**

Any official representation on behalf of the CAC before the Commission, the Board, 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 VI - AMENDMENTS**

These Bylaws may be amended upon the affirmative vote of a majority of the total membership of the CAC at any meeting, provided, however, that (1) no amendment shall be adopted unless at least seven (7) days written notice thereof has previously been given to all members of the CAC. Notice of amendment shall identify the section or sections of the Bylaws proposed for amendment and, if applicable, shall include the proposed replacement wording of the section or sections to be amended.

#### **AMENDED AND ADOPTED**

**This 8th day of November 2022**