

# **Shelter Grievance Advisory Committee BYLAWS**

## **Article I – Identification**

### Section 1. Name

Shelter Grievance Advisory Committee (the “SGAC”)

### Section 2. Compliance with Applicable Laws

The SGAC 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 SGAC shall use the Homelessness and Supportive Housing (the “Department”) website or another website designated by the Department

## **Article II – Establishment and Mission of the SGAC**

The Board of Supervisors established the SGAC in 4/28/2022 in Board Ordinance No. 220090. The SGAC’s powers and duties are codified in San Francisco Administrative Code Chapter 5, Article XXXVI, sections 5.36-1 through 5.36 -6.

The SGAC is established as an advisory body who is responsible for advising the Department and the Commission.

## **Article III – SGAC**

### Section 1. Membership

The SGAC has 13 members, appointed by the Homelessness Oversight Commission (the “Commission”). Seats 1 through 12 shall be appointed by the Commission and Seat 13 shall be appointed by the Director of Health. Seats 1 through 4 shall each be held by current or previous consumer of City temporary shelter services in one or more of the following temporary shelter service categories: family shelters, youth shelters, single adult shelters, navigation centers, transitional housing, or alternative shelter services. Seats 5 through 8 shall each be held by persons who represent organizations or projects providing one or more of the following shelter services in the City: family shelter, youth shelters, single adult shelters, navigation centers, transitional housing, or alternative shelter services. Seat 9 shall be held by person who represents an organization or project providing shelter client advocate services in the City. Seat 10 shall be held by a person serving as arbitrator of shelter grievance under the Shelter Grievance Policy. Seats 11 and 12 shall be held by any City resident with a demonstrated commitment to temporary shelter services. Seat 13 shall be held by an employee of the Department of Public Health. (Administrative Code § 5.36 – 2.)

### Section 2. Terms

New terms of all members of the SGAC began on 4/17/2024. Members of the SGAC seated ON 4/17/2024 shall be eligible for reappointment to the SGAC by the Commission. To provide for staggered terms, the initial terms of members in Seats 2,4,6,8,10, and 12 shall be for a term of two years and will end on 4/17/2025, and the initial terms of members in the remaining seats will end on 4/17/2027. After the expiration of those initial terms, all terms will be four years commencing on 4/17/2027. (Administrative Code § 5.36 – 2.)

### Section 3. Removal and Absences

Members may be removed by their appointing authorities at any time.

Additionally, any member who misses three regular meetings of the SGAC within a 12-month period without the express approval of the SGAC at or before each missed meeting will be deemed to have resigned from the SGAC ten days after the third unapproved absence. The SGAC Secretary will inform the member's appointing authority of any member resignation. (Administrative Code § 5.36-3.)

The SGAC may vote to excuse an absent member from an SGAC meeting. If the SGAC does not take such a vote at the meeting or at a previous meeting, then the minutes shall note that the absence is unexcused. Regular attendance at the SGAC meetings is critical to the SGAC's ongoing success.

### Section 4. Compensation

SGAC members shall serve without compensation from the City except that a City employee appointed to Seat 13 shall receive compensation from City as an employee, because work on the SGAC shall be considered part of the employee's work for the City. (Administrative Code § 5.36-3.)

### Section 5. Purpose and Responsibilities

The SGAC has the following responsibilities:

- (a) Advise the Department on the Shelter Grievance Policy, as described in Article XVIII of Chapter 20 of the Administrative Code, including the Department's administration of the policy and its regulations promulgated under the policy, and recommended any appropriate change to the Department.
- (b) Receive and review reports relating to the Shelter Grievance Policy, including but not limited to, reports sent to the Department under Administrative Code Section 20.18-8.
- (c) Receive complaints regarding arbitrators as provided in Section 20.18-9 of the Administrative Code and recommend to the Department any appropriate action in response to such complaints.
- (d) Provide an annual written report to the Commission by March 1 of each year regarding the activities of the Grievance Committee during the previous calendar year, and, upon the Commission's request, provide more frequent report(s).

## **Article IV – Officers**

### Section 1. Officers

The SGAC shall have two officers: a Chair and a Vice Chair.

### Section 2. Term of Office

The terms of the Chair and Vice Chair appointed by the SGAC at its first regular meeting in September shall expire at the start of the SGAC's first regular meeting of September. Thereafter, the term of each officer shall expire at the start of the SGAC's first regular meeting each September.

### Section 3. Nomination and Election of Officers

A. The SGAC shall elect officers at the first regular SGAC meeting in September of each year. At that SGAC meeting, any SGAC member may nominate themselves or another SGAC member for the office of Chair or Vice Chair. An SGAC member nominated for an office may decline the nomination. Unless the SGAC member declines, all SGAC members nominated at that meeting shall be considered candidates for office.

B. The SGAC shall vote on the office of Chair, with each member voting for one of the candidates. If one candidate receives 7 (equivalent to a majority of total seats) votes, that candidate shall be elected as Chair. If no candidate receives 7 (equivalent to a majority of total seats) votes, the SGAC may have additional discussion and votes, the SGAC may reopen nominations, and candidates may withdraw their candidacy. After the SGAC selects a Chair, the SGAC shall vote on the office of Vice Chair following the same procedure.

C. If the office of the Chair is vacated before the expiration of a term, the Vice Chair shall serve as Chair until the next regular meeting. The SGAC shall elect a Chair at that meeting to fill the vacancy. If the Vice Chair is elected as Chair, the SGAC shall elect a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, the office shall remain vacant until the next regular meeting, at which time the SGAC shall elect a new Vice Chair.

### Section 4. General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the SGAC. The Chair, working with the SGAC staff, shall oversee the preparation and distribution of the agenda for all SGAC meetings. The Chair shall also perform such other duties as may be assigned by the SGAC. Unless the SGAC assigns a different member, the Chair (or the Chair's designee) shall serve as the SGAC's spokesperson and liaison to the media and City departments, agencies and commissions, as necessary.

### Section 5. General Duties and Responsibilities of the Vice Chair

The Vice Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair as described above.

## **Article V – Administrative and Clerical Support**

The Department will provide clerical and administrative support for the SGAC, including posting agendas and minutes online, circulating agenda materials to SGAC members, and assisting with the administration of meetings. The Department will select and supervise the staff that supports the SGAC.

## **Article VI – Meetings**

### Section 1. Quorum

At all meetings of the SGAC, the presence of 7 (equivalent to a majority of total seats) members shall constitute a quorum. Regardless of the number of members present, the affirmative vote of at least 7 (equivalent to a majority of total seats) members shall be required for the approval of any matter unless otherwise provided in these Bylaws.

### Section 2. Public Participation

Consistent with its mission and as required by law, the SGAC shall hold meetings open to the public and encourage the participation of interested persons. Each meeting agenda shall provide an opportunity for members of the public to directly address the SGAC on items of interest to the public that are within the SGAC's jurisdiction but not on the SGAC's agenda.

### Section 3. Meeting Minutes

The Department shall record the minutes of every meeting. The minutes shall be approved by the SGAC at a subsequent meeting.

### Section 4. Record Retention

The SGAC shall utilize the Department's record retention and destruction policy.

### Section 5. Meetings

The SGAC's regular meetings will occur on the second Tuesday of each quarter, at 2:30pm at 1 Dr. Carlton B Goodlet Place, Room 305, City Hall. The SGAC will meet in-person until it is authorized to meet remotely under the Mayor's -related emergency orders or other City law. The Chair may schedule a special meeting at any time, subject to applicable noticing requirements. Additionally, the SGAC by vote of at least 7 (equivalent to a majority of total seats) members may schedule a special meeting at any time, subject to applicable noticing requirements.

## Section 6. Future Agenda Items

The agenda of each regular SGAC meeting shall include an item for the SGAC to discuss and approve items for future meeting agendas.

## Section 7. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of SGAC to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these bylaws. The Department shall provide a copy of Section 67B.1 to each member of the SGAC when the member assumes office. Any member who intends to take parental leave under this policy must inform the Department and the Chair of the SGAC in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in SGAC meetings remotely during the leave. But the notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid the Department and the Chair in planning the work and the meetings of the SGAC while the member is on parental leave.

## Section 8. Standing Committees and Membership

The SGAC may create standing committees to advise the SGAC, and their meetings shall comply with the Sunshine Ordinance. Members of Standing Committees shall be appointed by, and serve at the pleasure of, the Chair of the SGAC.

## Section 9. Ad Hoc

The Chair of the SGAC and/or the vote of at least 7 (equivalent to a majority of total seats) members of the SGAC may form an Ad Hoc. Ad Hoc committees are formed for a specific purpose and cease to exist after completion of a designated task, and their meetings shall comply with the Sunshine Ordinance. Members of the Ad Hoc shall be appointed by, and serve at the pleasure of, the Chair of the SGAC.

## **Article VII – Voting and Abstention**

The SGAC will act by motion. Any SGAC member may make a motion orally during a meeting, and any other member may second that motion. All motions must receive a second before the SGAC votes.

Each member present at an SGAC meeting shall vote "yes" or "no" on all motions, unless the either (1) the member is excused from voting by a motion adopted by a majority of the members present, or (2) the member has a legal conflict of interest that prohibits the member's participation in the vote. To determine whether a member has a legal conflict of interest in a particular matter, the member should consult with the City Attorney's Office. If a member is excused or has a legal conflict prohibiting the member's participation, the member is not counted for purposes of establishing a quorum.

Absentee votes and alternates are prohibited.

#### **Article VIII – Conflict of Interest**

SGAC members must disclose personal, professional, and/or financial relationships with respect to any person or entity involved in an item that comes before the SGAC. If there is a legal conflict of interest, the member must recuse themselves prior any discussion or vote. SGAC members should consult the City Attorney’s Office to determine whether the member has a legal conflict in a particular matter.

When a member recuses, they must leave the room and their presence will not count towards establishing a quorum.

#### **Article VIII – Parliamentary Procedures**

Unless the Charter, City law, or these Bylaws provide to the contrary, the SGAC’s parliamentary procedure shall be governed by Robert’s Rules of Order.

#### **Article IX – Amendment of Bylaws**

The SGAC may amend these Bylaws by a majority vote of the SGAC, provided that a description or copy of any substantive proposed amendments are circulated in writing to all SGAC members and noticed to the public at least ten days prior to such meeting.