

SAN FRANCISCO POLICE COMMISSION RULES OF ORDER

Chapter 1 - Definitions

The following terms, whenever used or referred to in these Rules, shall have the following respective meanings, unless a different meaning is clearly made apparent by the context:

- A. AAdministrative Code@ shall mean the San Francisco Administrative Code.
- B. AAdopted@ in connection with proposed resolutions shall mean and include adoption of such proposed resolutions by the Commission.
- C. ACharter@ shall mean the Charter of the City and County of San Francisco.
- D. ACommission@ shall mean the Police Commission of the City and County of San Francisco.
- E. ACommittee@ shall mean the Police Commission of the City and County of San Francisco.
- F. AMember@ shall mean a member of the Commission.
- G. AOpen Meetings Laws@ shall mean California Government Code Section 54950 et seq. (commonly known as the >Brown Act=) and San Francisco Administrative Code Chapter 67 (commonly known as the >Sunshine Ordinance=).
- H. APresident@ shall mean the President of the Commission.
- G. ARules@ shall mean the Rules of Order of the Commission.
- I. ASecretary@ shall mean the Executive Secretary of the Commission.

Chapter 2 - Organization and Meetings

Rule 2.1 - Adoption of Rules of Order. The Rules of Order (Rules) shall be adopted by motion carried by an affirmative recorded vote of a majority of the members of the Commission.

When adopted, such Rules remain in effect unless suspended or amended as provided herein. The President may adopt temporary rules to address a specific situation or point of order in a Commission meeting where such situation or point of order is not covered in these Rules.

Rule 2.2 - Amendment to Rules. All proposed amendments to the Rules shall be by motion and shall require an affirmative vote of a majority of the members of the Commission.

Rule 2.3 - Election of Officers. At the last regular meeting of the Commission held before the 30th day of May of each year, or at a prior meeting, the date of which shall be fixed annually by the Commission, the members of the Commission shall elect from among their number a President and Vice President of the Commission, each to serve for a term beginning on the date of the first regular or special meeting held after the 30th day of May, and ending one year thereafter or until the election of a new President or Vice President. (*amended 01/05/05*)

Rule 2.4 - Meetings and Rules of Procedures. Except as otherwise determined by the Commission, regular meeting of the Commission shall be held at 5:30 p.m. every Wednesday of the month in Room 400 at the San Francisco City Hall.. All proceedings shall be conducted in conformance with the San Francisco Charter, the Brown Act, and the Sunshine Ordinance. Acts by the Commission shall be expressed by motion or resolution.

Rule 2.5 - Parliamentary Procedure. The Rules of parliamentary procedure as set forth in *Robert=s Rules of Order* shall govern all meetings of the Commission unless otherwise provided herein.

Rule 2.6 - Alternative Meeting Place. In the event the regular meeting place is unavailable, the President shall designate some other appropriate place as its temporary meeting place.

Rule 2.7 - Special Meetings of the Commission. The President, subject to the requirements of the Brown Act and Sunshine Ordinance may call a special meeting of the Commissioners.

Rule 2.8 - Quorum. The majority of the members of the Commission constitutes a quorum for the transaction of business.

Rule 2.9 - Voting. Every official act of the Commission shall be adopted by majority vote. A majority vote shall mean a majority of all members of the Commission. All members present shall vote for or against each question brought to a vote unless a member is excluded from voting by a motion adopted by a majority of the members present.

Rule 2.10 - Rights of Members Less Than Quorum. In the absence of a quorum no information may be presented and no official action shall be taken by the members present except to order a call of the Commission, to reschedule the same meeting, to recess or to adjourn.

Rule 2.11 - President. The President shall preside at all meetings of the Commission and shall perform all other duties necessary or incidental to the office. The President may create such committees to perform such advisory functions as he/she shall determine, and may appoint and remove as his/her pleasure, members from such committees.

Rule 2.12 - Vice President. In the absence or inability of the President to act, the Vice President shall take the place and perform the duties of the President.

Rule 2.13 - Agenda Items. Any agenda item submitted to the Secretary for inclusion on the agenda of a regular or special meeting must be approved by a Commissioner, Deputy Chief, Assistant Chief or the Chief of Police. Items submitted by the Office of Citizen Complaints must be approved by the OCC Director. All items must be submitted before the close of business on the Thursday preceding a regular Commission meeting. The Secretary shall promptly inform the President of all such submitted agenda items. If the President determines that in the interest of maintaining a meeting of reasonable length, such item should not be included on the agenda for the meeting for which the item was submitted, such item may be omitted but shall be included on the agenda of the next regular meeting or of a special meeting. Except as provided by the Brown Act or Sunshine Ordinance, the Commission shall not act upon or discuss any item at the meeting unless a description of the item appears on the posted agenda for that meeting. If an item arises after the agenda has been distributed, the Commission may add it to the agenda and consider the item in accordance with the procedures set forth under the Brown Act.

Rule 2.14 - Consent Calendar. The Consent Calendar shall include those matters that have been the subject of a public hearing conducted by the Department, a committee of the Commission or considered in closed session of the Commission. There will be no separate discussion of those items unless a member of the Commission or the public so requests, in which event the Commission shall remove and consider those items separately.

Rule 2.15 - Minutes of Proceedings. The Secretary shall record the proceedings of each meeting in the minutes of the Commission and a copy thereof shall be forwarded promptly to the Mayor and members of the Commission, as provided by Section 4.102.9 of the Charter.

Chapter 3 - Rules of Conduct

Rule 3.1 - Public Comment. Members of the public are entitled to comment on any matter on the calendar prior to action being taken by the Commission on that item. In addition, the agenda shall provide an opportunity for members of the public to address the Commission on items of interest to the public which are under the jurisdiction of the Commission and have not been the subject of public comment on other items on the agenda. The President may set a reasonable time limit for each speaker, depending on the complexity of the item, the length of the agenda and the number of persons present to speak on the item.

Rule 3.2 - Addressing the Commission. Speakers must speak from the podium when addressing the Commission and shall speak clearly into the microphone. Speakers are to refrain from using profanity and/or yelling or screaming. Commissioners find it difficult to give serious consideration to any comments addressed in such a fashion. Members of the public should

address their questions or remarks to the Commission. Neither Police personnel, OCC personnel nor Commissioners are required to respond to questions expect when requested to do so by the President. Individual Commissioners and Police personnel should refrain from entering into any debates or discussion with speakers during public comment.

Rule 3.3 - Audience Conduct. Persons in the audience may not express vocal support or opposition to statements made by members of the public, Police Department or OCC staff addressing the Commission. Applause and booing are prohibited. Members of the public may not display signs that impede the ability of the public or Commission to see or participate in the meeting or that endanger any meeting participants. Cameras and tape recording devices may be brought into the Commission hearing room; however, persons are prohibited from using flash, camera lights or other devices that may disrupt the meeting.

Rule 3.4 - Permission to Remove Disruptive Persons. The President shall possess the power and duty to order removed from the meeting room any person who commits the following acts after being warned that such conduct could lead to their removal:

- (A) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Commission Rules governing meetings;
- (B) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting;
- (C) Disobedience of any lawful order of the Commission President, which shall include an order to be seated;
- (D) Any other unlawful interference with the due and orderly course of the meeting.

In addition to effecting the removal of any person or persons from the meeting who, in the opinion of the President, has violated the order and decorum of any meeting, the President may request Police personnel to place such person(s) under arrest for violation of Section 403 of the California Penal Code or any other applicable law, and may cause such person or persons to be prosecuted therefor, the complaint to be signed by the President or the Commission Secretary.