

SHERIFF'S DEPARTMENT OVERSIGHT BOARD

CITY AND COUNTY OF SAN FRANCISCO

RULES OF ORDER

CHAPTER 1 – ORGANIZATION AND MEETINGS

Rule 1.1 Adoption of the Rules of Order. The Board shall adopt Rules of Order (Rules) by motion carried by an affirmative recorded vote of a majority of the members of the Board.

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

Rule 1.2 – Amendment to Rules. The Board may amend the Rules by motion.

Rule 1.3 – Election of Officers. At the last regular meeting of the Board held before the 30th day of September of each year, or at a prior meeting, the date of which shall be fixed annually by the Board, the members of the Board shall elect from among their numbers a President and Vice-President of the Board, each to serve for a term beginning on the date of the first regular meeting held after the 30th day of September, and ending one year thereafter or until the election of a new President or Vice President.

Rule 1.4 - Board Officers. The President in consultation with the Vice-President, shall set the agenda for Board meetings, serve as the presiding officer at Board meetings, and perform all other duties necessary or incidental to the office. The President may create committees to perform such advisory functions as the President shall determine, and in consultation with the Vice-President, may appoint and remove members from such committees at his or her pleasure. If the President removes a member from a committee over that member's objection, the President shall state the reason for removing the member.

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

In the absence of the President and Vice-President, the Board shall begin its meeting by voting to determine which member will serve as acting President for the meeting. (Good Government Guide, Pg. 16.)

The Secretary shall prepare and post an agenda for all regular and special board meetings, attend all meetings, call the roll and agenda items at each meeting, and call and record all Board votes. The Secretary shall keep a record of all board proceedings and shall prepare draft minutes of the meetings. The Secretary shall assist the President as necessary to assure the meetings are orderly. The Secretary shall maintain a file of all written communications received by the Board, and perform other duties as assigned.

Rule 1.5 – Meetings and Rules of Procedures. All official proceedings shall be conducted in open and public meetings in compliance with the San Francisco Charter, the Brown Act, and the Sunshine ordinance. Acts by the Board shall be expressed by motion or resolution.