

1 **BYLAWS OF THE**  
2 **HUMAN RIGHTS COMMISSION**  
3 **OF THE CITY AND COUNTY OF SAN FRANCISCO**

4 Article I -- Identification and Purpose

5 Section 1. Name  
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7 The name of this commission shall be the Human Rights Commission of the City  
8 and County of San Francisco ("Commission.")

9 Section 2. Office  
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11 The principal office for the transaction of the activities and affairs of the  
12 Commission shall be fixed and located at 25 Van Ness Avenue, San Francisco, CA 94102  
13 6033.

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15 Any change of location of the principal office shall be noted by the secretary on  
16 these Bylaws opposite this section without amendment.

17 Section 3. Purpose  
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19 The purpose of the Commission is to give effect to the rights of every inhabitant  
20 of the City and County to ~~equal~~ equitable economic, political and educational  
21 opportunity, to ~~equal~~ equitable accommodations in all business establishments in the  
22 City and County and to ~~equal~~ equitable service and protection by public agencies; to  
23 eliminate prejudice and discrimination because of race, color, creed, religion, national  
24 origin, ancestry, place of birth, age, sex, sexual orientation, gender identity, domestic  
25 partner status, marital status, disability or Acquired Immune Deficiency Syndrome, HIV  
26 status, weight, height, or association with members of such classes; to inform the  
27 inhabitants of the City and County of developments in human relations; to provide  
28 expert advice and assistance to the officers, agencies, boards, departments, and  
29 employees of the City and County in undertaking ameliorative practices to keep peace  
30 and good order; and to officially encourage private persons and groups to promote and  
31 provide equal opportunity for and good will toward all people.

32 Section 4. Authority  
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34 The Commission shall exercise its authority, functions, powers, and duties in  
35 accordance with the Charter for the City and County of San Francisco ("Charter") Section  
36 4.100-4.104 and 4.107 and all rules, regulations, orders, and laws of the City and County  
37 of San Francisco, including, without limitation thereto, the applicable provisions of the  
38 San Francisco Administrative Code and Police Code and in accordance with these

39 Commission Bylaws.

40 Article II – Members of the Commission

41 Section 1. Membership

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43 The Commission is part of the executive branch of the City and County of San  
44 Francisco and it shall have eleven (11) members appointed by the Mayor . (S.F. Charter §  
45 4.107.)

46 Section 2. Term of Appointment

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48 Except as otherwise provided by law, the term of office of Commissioners shall  
49 be four (4) years terms. Commissioners may be removed by the Mayor. (S.F. Charter §  
50 4.107.)

51 Section 3. Limitation on Hold Over Service

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53 Commissioners may not serve on the Commission as hold-overs for more than  
54 sixty (60) days after the end of their terms. (S.F. Charter § 4.101.5.)

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56 Section 4. Oath of Public Office

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58 Swearing to the Oath of Public Office constitutes the Commissioner's sworn  
59 responsibility to the public trust.

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61 Article III – Officers

62 Section 1. Officers

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64 The Officers of the Commission shall be a Chairperson of the Commission  
65 ("Chair"), a Vice Chairperson ("Vice-Chair"), and such other officers with such titles and  
66 duties as shall be stated in these bylaws or determined by the Commission in  
67 accordance with applicable law.

68 Section 2: Officer's Term of Appointment

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70 The term of each office is one (1) year. The elections of the Chair and Vice-Chair  
71 shall occur at the completion of the one (1)-year term (or as needed in the event of the  
72 officer's resignation or the expiration of the officer's mayoral appointment), at the first  
73 regular meeting of the Commission held after the first day of January of each year, or at  
74 a subsequent meeting, the date of which shall be fixed by the Commission at the first  
75 regular meeting held after the first day of January of each year.

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77 Section 3. General Duties and Responsibilities of the Chair

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The Chair shall preside at all meetings of the Commission. The Chair shall perform all duties incident to the office of Chair such other duties as may be prescribed elsewhere in the Commission Bylaws or as may be assigned by the Commission or which are otherwise necessary or incidental to the office.

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84 Section 4. General Duties and Responsibilities of the Vice-Chair

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In the absence or disability of the Chair, the Vice-Chair shall perform temporarily all duties of the Chair, and when so acting shall have all the powers, of, and be subject to all restrictions upon, the Chair. In the event of the Chair's inability to act, the Commission shall elect a new Chair at the next regular or special meeting to serve until the expiration of the term of the succeeded Chair. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time the Commission shall elect a new Vice-Chair to serve until the expiration of the term of the succeeded Vice-Chair.

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Article IV – Meetings

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Section 1. Regular Meetings

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The Commission shall hold its regular meetings in City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416, San Francisco, California, at ~~5:30~~ 5:00 p.m. every second and fourth Thursday of each month, except for the months of July and August and **November and December** there shall be only one meeting ~~on the second Thursday of the month.~~ Additional meetings for the months of July, ~~or~~ August, **November, or December**, if any, shall be noticed as special meetings.

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The Commission shall annually designate a meeting for planning its goals and objectives and reviewing its prior year performance.

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106 Section 2. Special Meetings

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The Chair or a majority of the members of the Commission may call special meetings to address specific matters. Special meetings shall be noticed in accordance with Section 67.6(f) of the San Francisco Sunshine Ordinance (S.F. Admin. Code, ch. 67, § 67.6(f).)

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112 Section 3. Noticing Meetings

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The agenda of all regular meetings and notices and agendas of all special meetings shall be posted on the Commission website, at the meeting site, the San Francisco Main Library Government Information Center and the Commission Office at least seventy-two (72) hours in advance of each meeting. Agendas and notices shall be provided to each Commissioner and any person who files a written request for such

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119 notice.

120 Section 4. Cancellation of Meetings

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122 The Chair may cancel a regular or special meeting if she or he is aware that a  
123 quorum of the body will not be present or if the meeting date conflicts with other  
124 responsibilities of the Commissioners. The Chair may cancel a meeting if after roll call a  
125 quorum fails to attend or during a scheduled meeting the Commission loses a quorum.  
126 Notices of continued, rescheduled, or cancelled meetings shall be posted as provided in  
127 Section 3 of Article IV. If time permits, notices of continued, rescheduled, or cancelled  
128 meetings shall be mailed to any person who files a written request to receive notices  
129 and agendas as provided in Section 3 of this Article.

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131 Section 5. Quorum

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133 The presence of a majority of Commissioners (six members) is required to  
134 conduct a meeting and shall constitute a quorum for all purposes. When a quorum fails  
135 to attend a scheduled meeting or the Commission loses a quorum because of the  
136 departure of some members, the only official actions the Commission may take are: (1)  
137 fix the time to which to adjourn; (2) adjourn the meeting; (3) recess the meeting; or (4)  
138 take measures to secure quorum. Any other action taken by the Commission while it  
139 does not have a quorum is void.

140 A. Section 6. Conduct of Meetings Public Participation. All Commission meetings  
141 and all committee meetings shall be open and public, and all persons shall be  
142 permitted to attend any meeting of the Commission. The Commission may meet  
143 in closed session at regular or special meetings as permitted by law. All meetings  
144 shall be conducted in compliance with all applicable laws, including, but not  
145 limited to Charter Section 4.104(2), the Ralph M. Brown Act (Government Code  
146 Section 54950 et. Seq.), the San Francisco Sunshine Ordinance (San Francisco  
147 Administrative Code, Chapter  
148 67) and these Commission Bylaws.

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150 B. Public Comment. Members of the public are entitled to comment on any matter  
151 on the calendar prior to action being taken by the Commission on that item or  
152 prior to calling the next item on the agenda. In addition, the agenda shall  
153 provide an opportunity for members of the public to address the Commission on  
154 items within the subject matter jurisdiction of the Commission and have not  
155 been the subject of public comment on other items on the agenda.

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157 Upon the specific findings of the Commission and support thereof, the Chair may  
158 set a reasonable time limit for each speaker, based on such factors as the  
159 complexity and nature of the agenda item, the number of anticipated speakers  
160 for that item, and the number and anticipated duration of other agenda items.

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Individual Commissioners and Commission staff should refrain from entering into any debates or discussion with speakers during public comment.

- C. Registration to Comment. The Chair may request speakers who wish to address the Commission to submit a speaker card before or during the Commission agenda item upon which they wish to comment. The Chair shall use speaker cards only as an aid to meeting management. The public has a right to address the Commission anonymously
- D. Translation of Comments or Testimony. Where a speaker with limited English proficiency requires translation to comment or testify, the time used for repeating comments or testimony in English shall not count against the applicable time limit for public comment.
- E. Parliamentary Procedures. All meetings shall be conducted according to the most recent edition of *Roberts Rules of Order (Revised)* unless provided otherwise herein.

#### Section 7. Agenda

Chair and Commission staff shall prepare the agenda. The agenda shall consist of items requested by the Chair, the Director, or Commissioners. The Commission Secretary shall maintain an e-mail list of community members and organizations that request electronic copies of the Commission agenda.

#### Section 8. Voting and Abstention

The affirmative vote of a majority of Commissioners (six votes) shall be required for the approval of all matters. The Commission shall take action on items on the agenda by roll call vote, voice vote, or by a show of hands. Each Commissioner present at a Commission meeting shall vote "yes" or "no" when each question is put forth unless; (1) excused from voting by motion and adopted by majority of members; or (2) the member has a conflict of interest that legally precludes participation in the discussion and vote. In consultation with the City Attorney's Office, the individual Commissioner shall determine whether he or she has a conflict of interest, which precludes participation in a vote.

A roll call shall not be interrupted, but a Commissioner may, prior to calling the roll, explain his or her vote, or file in writing an explanation thereof after the result of the roll call has been announced and recorded. The minutes shall reflect how each Commissioner voted on each item.

#### Section 9. Commissioner's Code of Ethics

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204           Commissioners agree to maintain the highest standards of professional and  
205 personal conduct. Each Commissioner shall adhere to the highest standards of ethical  
206 conduct and support the Commission's mission, goals and objectives and instill in the  
207 public a sense of confidence in the Commission's operations. The standard of conduct  
208 for the Commission includes, but is not limited to:

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- 210           1. Being accountable for its rules of procedures and decisions, and promoting  
211           accountability of all members of the Commission and Commission staff;  
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- 213           2. Treating all Commission staff, members of the public and colleagues with  
214           courtesy, respect, objectivity, and fairness;  
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- 216           3. Conducting all Commission business in a timely manner and in public meetings  
217           with full disclosure of policies and procedures; and engaging in the decision-  
218           making process, except for those matters authorized under the Brown Act and  
219           the San Francisco Sunshine Ordinance to be considered in closed session; and  
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- 221           4. Reviewing its actions, recommendations, and procedures periodically to  
222           determine whether the Commission has adhered to its Code of Ethics and  
223           mission in all respects.

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#### Article V – Commission Records

##### Section 1. Minutes

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227           Minutes shall be taken at every regular and special Commission and committee  
228 meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance.  
229 (S.F. Admin. Code, ch. 67, § 67.16.)

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##### Section 2. Public Review File

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233           The Commission shall maintain a public review file in compliance with the San  
234 Francisco Sunshine Ordinance. (See S.F. Admin. Code, ch. 67, § 67.23.)

##### Section 3. Records Retention Policy

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237           The Commission shall create and maintain a record retention and destruction  
238 policy. (S.F. Admin. Code, ch. 8, § 8.3.)

##### Section 4. Audio Recordings

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241           The Commission shall audio record all regular and special meetings, and all  
242 closed sessions. The audio recordings shall be maintained and released to the public in  
243 accordance with the San Francisco Sunshine Ordinance. (See, S.F. Admin. Code, ch. 67, §

244 Section 67.14(b) and 67.8-1.)

245 Section 5. Commission Mail

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247 The Commission Secretary shall promptly notify Commissioners of all  
248 correspondences.

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250 Article VI – Advisory Committees

251 Section 1. Creation of Commission Advisory Committees

252 The Chair of the Commission may establish Advisory Committees as deemed  
253 necessary to meet the goals or mission of the Commission. Advisory Committees are an  
254 integral and vitally important component of the Commission, providing for community  
255 involvement and opportunity for in-depth study and exploration of issues.

256 Section 2: Function and Operation of the Advisory Committees

257

258 The role of the Advisory Committees is to provide advice and assistance to the  
259 Commission by developing and examining ideas and issues within the jurisdiction of the  
260 Commission. The Advisory Committees may also hold public hearings and make  
261 recommendations of positions for the Commission to take on legislation.

262 Section 3: Advisory Committee Guidelines

263

264 The Commission shall adopt and revise from time to time guidelines governing  
265 the function and operation of each Advisory Committee, the responsibilities of  
266 Community Members, Commissioners, and Department Staff.

267 Section 4: Recruitment, Appointments, Terms and Removal

268 The Commission Chair assigns Commissioners to each Advisory Committee and  
269 appoints members from the Community in accordance with the Advisory Committee  
270 Guidelines, to participate in these Advisory Committees.

271

272 Commissioners serving on Advisory Committees will be appointed by the  
273 Commission Chair at the beginning of the calendar year or at any other time that such  
274 appointment is necessary. Each Commissioner serving on an Advisory Committee will  
275 either be designated “Chair” (if one commissioner serves) or “Co-Chair” (if more than  
276 one commissioner serves) of the Advisory Committee. Commissioners are expected to  
277 maintain regular attendance at Advisory Committee meetings and activities.

278 Commissioners serving on Advisory Committees are also expected to consult regularly  
279 with Commission staff to develop and implement a work-plan over the course of the  
280 calendar year.

281

282 ~~By the first Commission meeting in September, Commissioners assigned to each~~  
283 ~~Advisory Committee shall present to the Commission a recruiting plan and timeline for~~  
284 ~~new members.~~ Commissioners assigned to each Advisory Committee will coordinate  
285 with Commission staff to oversee the nomination and selection of Advisory Committee  
286 members. Each Advisory Committee shall have, in addition to Commissioners serving on  
287 the Advisory Committee, a membership target of 15 – 25 Community Members. No  
288 Advisory Committees’ membership shall exceed 25 Community Members without  
289 approval of the Commission Chair.

290

291 Commission staff shall present the Commission Chair with a list of proposed new  
292 Advisory Committee appointments, approved by the assigned Commissioners, no later  
293 than the date of the last Commission meeting of the calendar year.

294

295 ~~Community Members serving on Advisory Committees will be appointed for 2~~  
296 ~~year terms beginning January 1 and ending December 31 of the following year, unless~~  
297 ~~the Commission Chair approves an interim membership term.~~ Although Community  
298 Members may reapply for membership to their respective Advisory Committee for up  
299 to a total of 3 consecutive terms, no Community Member may serve more than 3  
300 consecutive terms on a specific Advisory Committee. However, this shall not be a  
301 prohibition against any formerly “termed out” Community Member applying to serve a  
302 new term after taking a 1-year hiatus from serving on an Advisory Committee.  
303 Additionally, there shall be no prohibition on Community Members of one Advisory  
304 Committee moving to another Advisory Committee without a 1-year hiatus.

305

306 Community Members are to attend regularly and to participate actively in  
307 Advisory Committee meetings and activities. If a Community Member accumulates 3  
308 absences (whether or not they are excused) in a calendar year, that Community  
309 Member shall be warned about potential removal from the Advisory Committee by the  
310 Commission staff as approved by the Commissioners assigned to each advisory  
311 committee, unless the Commission Chair makes an exception. Actual removal of a  
312 Community Member, after 3 absences, may be advised by the assigned Commissioners  
313 and executed by the Commission staff after approval by the Commission Chair.

314

315 On January 1<sup>st</sup> of each year, the Commission Chair, in agreement with the  
316 Commissioners and in consultation with Commission staff assigned to each Advisory  
317 Committee, may elect to reconstitute the membership of each Advisory Committee.

318

319 Community Members may be removed at the discretion of the Chair, in  
320 consultation with Commission Staff and Commissioners assigned to each Advisory  
321 Committee, at any time. A decision by the Chair to remove can be overruled by a vote of  
322 the majority of the Commission, if taken within 30 days of the removal.

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324 Section 5: Committee Actions



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All Advisory Committee actions shall represent recommendations to the Commission and shall be subject to approval of the Commission as a whole.

Recommendations may be based on a consensus where such exists or on the presentation of the majority and minority points of view.

All Advisory Committee recommendations or reports shall be brought to the Commission for review and potential action through the Commissioners assigned to the Advisory Committee or the person designated by the assigned Commissioners.

All Advisory Committee recommendations for public hearings must be brought to the Commission for review. If approved, the Commission Chair shall appoint a special taskforce to plan the public hearing and prepare an agenda for the Commission to approve in advance of the public hearing. The Commission may modify, augment or reject the recommended agenda.

Each Advisory Committee shall meet at regularly scheduled times and places, and at such additional meetings as deemed necessary by the Commissioners assigned to the Advisory Committee, or by a majority for the Advisory Committee. All meetings shall be conducted in compliance with all applicable laws, including, but not limited to, Charter Section 4.104(2), the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67) and these Commission By-Laws.

Advisory Committees may form subcommittees, task forces and work groups with the approval of the Commissioners assigned to the Advisory Committees and the Commission Chair.

Section. 6 Advisory Committees

A. Lesbian Gay Bisexual Transgender Queer/Questioning Intersex Advisory Committee

The Lesbian Gay Bisexual Transgender Queer/Questioning Intersex Advisory Committee (LGBTQIAC) was established in May of 1975 by amendment to Chapter 12A of the San Francisco Administrative Code.

Members of the LGBTQIAC should reside or work in San Francisco. Exceptions to San Francisco residency may be made with the recommendation of the Commissioners assigned to the Advisory Committee and approval of the [Human Rights](#) Commission Chair. Exceptions to San Francisco residency should usually be when individuals have particular, knowledge, experience or skills unrepresented

367 by other members of the LGBTQIAC and have demonstrated significant ties to San  
368 Francisco. Exceptions to San Francisco residency must be limited to no more than  
369 three individuals annually. Such exceptions must be approved by the Human  
370 Rights Commission Chair, after being suggested by one or more of the assigned  
371 Commissioners serving as committee co-chairs.

372  
373 Of the ~~25~~ 19 potential seats comprising the LGBTQIAC, ~~up to five seats may be~~  
374 ~~reserved for members who are elected officials affiliated with the LGBTQI~~  
375 ~~community or their personally designated representatives; and~~ up to ten seats  
376 may be reserved for members ~~who are the chief executive officer or equivalent~~  
377 ~~(e.g., executive director)~~ of organizations affiliated with the LGBTQI community or  
378 their specifically designated representatives. In the event the Advisory  
379 Committee member representing the affiliated organization cannot attend the  
380 meeting, a proxy can serve in their place.

381  
382 The LGBTQIAC comprises 19 potential seats, with up to ten seats reserved for  
383 members of organizations affiliated with the LGBTQI community or their  
384 specifically named, personally designated representatives. In the event the  
385 Advisory Committee member representing an affiliated organization is unable to  
386 attend a meeting, a proxy may attend on their behalf.

387  
388 The balance of seats will be reserved for other interested individuals who are  
389 affiliated with the LGBTQI community and will be comprised primarily of San  
390 Francisco residents.

391  
392 ~~The seats reserved for elected officials or their representatives, and community~~  
393 ~~organization chief executives or their representatives, are not transferable~~  
394 ~~between the elected or chief and their representatives. LGBTQIAC membership~~  
395 ~~will be comprised only with specifically nominated and approved individuals as~~  
396 ~~outlined above.~~

397  
398 The Advisory Committee strives to represent the diversity of the Lesbian, Gay,  
399 Bisexual, Transgender, Queer/Questioning, Intersex communities. The LGBTQIAC  
400 provides assistance and advice to the Commission regarding discrimination  
401 against the lesbian, gay, bisexual, and transgender, queer/questioning, intersex  
402 and related communities; advocates for the civil rights of persons with AIDS/HIV;  
403 and educates these communities about issues of diversity within the  
404 communities.

405  
406 The LGBTQIAC meets on a regular basis, at least quarterly, according to a  
407 schedule recommended by the Committee Members assigned to the Advisory  
408 Committee, in consultation with Human Rights Commission staff, and approved  
409 by the Human Rights Commissioner(s) advising the LGBTQI+ Advisory  
410 Committee. ~~The annual regular meeting schedule will be publicly announced~~

411 ~~each year by the Commission staff, preferably 8-12 months in advance.~~  
412 ~~Meetings will be held at the at the HRC offices in San Francisco, unless~~  
413 ~~otherwise moved as recommended by the Commissioners assigned to the~~  
414 ~~LGBTQIAC.~~  
415

416 Attendance Requirements

417 Except in the event of a notified absence (defined below), each Committee  
418 Member is expected to attend each regular or special meeting of the LGBTQI+  
419 Advisory Committee. The Secretary shall maintain a record of members'  
420 attendance. Should a member miss two (2) quarterly meetings, or 50% of  
421 quarterly meetings during a calendar year, they will forfeit their seat on the  
422 committee.

423 Notified Absences

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425 Member's absence shall constitute a "notified absence" where the Member, in  
426 advance of the meeting, informs the Secretary that the Member will be absent.  
427 An absence due to unforeseen circumstances such as illness or emergency shall  
428 also qualify as a notified absence where the Member reports such absence to  
429 the Secretary as soon as reasonably possible. The Secretary shall record as non-  
430 notified all absences involving neither advance notice nor unforeseen  
431 circumstances.  
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433 B. Equity Advisory Committee

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435 The **HRC Human Rights Commission** merged the Employment Advisory  
436 Committee and Issues Advisory Committee to form one committee, the Equity  
437 Advisory Committee (EAC). The Equity Advisory Committee will address all  
438 issues within the HRC's jurisdiction that do not fall under the purview of the  
439 LGBTQI Advisory Committee. Specifically, the Equity Advisory Committee will  
440 be charged with monitoring and advising the Commission with respect to issues  
441 concerning employment, education, housing and any other areas affecting the  
442 human rights of San Francisco's residents. All members of the Equity Advisory  
443 Committee should reside in San Francisco.  
444

445 However, at the recommendation of the Commissioner(s) chairing the EAC, the  
446 Commission Chair may, at his/her discretion, appoint to serve on the EAC up to  
447 three (3) individuals who do not reside in San Francisco when those individuals  
448 have particular, knowledge, experience or skills unrepresented by other  
449 members of the EAC and have demonstrated significant ties to San Francisco.  
450

451 ~~The Equity Advisory Committee will meet the second Wednesday of each month~~

452 ~~from 5:30 p.m. to 7:30 p.m. at HRC offices, 25 Van Ness Avenue, Suite 800, in~~  
453 ~~San Francisco~~

454 D. Other Committees

455  
456 The Commission or the Chair, at his or her discretion, may establish other  
457 committees or task forces on an ad-hoc basis to perform tasks for functions as  
458 necessary. The Chair shall appoint members to such committees who shall serve  
459 at the pleasure of the Commission, unless a term of office is specified.

460 Article VII – Attendance

461 Section 1: Attendance Requirements

462 Except in the event of a notified absence (defined below), each Commissioner is  
463 expected to attend each regular or special meeting of the Commission. Commission  
464 Secretary shall maintain a record of members' attendance.

465 Section 2: Notified Absences

466  
467 A Commissioner's absence shall constitute a “notified absence” where the  
468 Commissioner, in advance of the meeting, informs the Commission Secretary that the  
469 Commissioner will be absent. An absence due to unforeseen circumstances such as  
470 illness or emergency shall also qualify as a notified absence where the Commissioner  
471 reports such absence to the Commission Secretary as soon as reasonably possible. The  
472 Commission Secretary shall record as non-notified all absences involving neither  
473 advance notice nor unforeseen circumstances.

474 Section 3: Report to the Appointing Authority

475  
476 The Commission Secretary shall report all instances of non-notified absences as  
477 well as any instance of three consecutive absences of a member from regular meetings  
478 in a fiscal year to the member’s appointing authority.

479 Section 4: Annual Attendance Report

480  
481 At the end of each fiscal year, the Commission Secretary shall submit a written  
482 report to the appointing authorities of the Commission's membership detailing each  
483 Commissioner's attendance at all meetings of the Commission for that fiscal year.  
484

485 Article VIII – Director of the Commission

486 Section 1. Appointment

487  
488 The Director shall serve as the administrative head of Commission affairs and

489 shall have all of the powers and duties of a department head under the provision of the  
490 Charter. (S.F. Admin. Code, ch. 2A, § 2A.30; See S.F. Charter § 4.102.) The Mayor shall  
491 appoint the Director from candidates nominated by the Commission. Commission shall  
492 nominate at least three (3) qualified applicants, and, if rejected, make additional  
493 nomination in the same manner, to the Mayor for his or her approval. (S.F. Charter §  
494 4.102.)

495 Section 2. Removal

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497 The Commission has the power to remove the Director by Commission action  
498 and the duty to act, by removing or retaining the Director, within thirty (30) days after  
499 receiving a recommendation by the Mayor that the Director be removed. (S.F. Charter §  
500 4.102.)

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502 Section 3. Grants and Contracts Approval

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504 The Director, or his or her designee, shall provide the Commission with all  
505 contract and grant solicitations prior to its issuance. The Director, or his or her  
506 designee, shall submit all grants and contracts to the Commission for final approval.