

# OUR CITY, OUR HOME OVERSIGHT COMMITTEE BYLAWS

## Article I – Identification

### Section 1. Name

Our City, Our Home Oversight Committee

### Section 2. Compliance with Applicable Laws

The Committee 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 Committee shall use the Controller’s website or another website designated by the Controller.

## Article II – Establishment and Mission of the Committee

At the November 6, 2018 general municipal election, the voters approved Proposition C, which imposed additional business taxes to create a dedicated fund (the Our City, Our Home Fund or “the Fund”) to support services for people experiencing homelessness and to prevent homelessness. Proposition C anticipated the establishment of an advisory committee to make recommendations to the Mayor and the Board of Supervisors to ensure that the City uses the tax revenue in a manner consistent with the intent of the ballot measure. (Business and Tax Regulations Code § 2810.)

In 2019, the Board of Supervisors enacted an ordinance formally establishing the Committee. (Ord. No. 51-19, Administrative Code §§ 5.41-1 through 5.41-4.) Under that ordinance, the Committee must conduct a needs assessment every three years with respect to homelessness and homeless populations served by the Fund, and must make annual recommendations to the Board of Supervisors about appropriations from the Fund. The Committee is also responsible for promoting transparency and cultural sensitivity in the City’s implementation of Proposition C, soliciting input from impacted communities, identifying barriers to safe and successful exits out of homelessness, and proposing ways to eliminate or reduce the impact of those barriers.

## Article III – Our City, Our Home Oversight Committee

### Section 1. Membership

The Committee has nine members. The Mayor appoints four members, the Board of Supervisors appoints four members, and the Controller appoints one member. (Business and Tax Regulations Code § 2810(e)(3)(A).)

### Section 2. Terms

The initial terms of all members of the Committee began on April 22, 2019. The initial terms of members in odd-numbered seats will end on April 21, 2021, and the initial terms of members in even-numbered seats will end on April 21, 2022. After the expiration of those initial terms, all terms will be two years commencing on April 22. (Administrative Code § 5.41-3(b).)

### 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 Committee within a six-month period without the express approval of the Committee at or before each missed meeting will be deemed to have resigned from the Committee ten days after the third unapproved absence. The Committee will ask the Controller's Office to inform the member's appointing authority of any such resignation. (Administrative Code § 5.41-3(d).)

The Committee may vote to excuse an absent member from a Committee meeting. If the Committee 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 Committee meetings is critical to the Committee's ongoing success.

### Section 4. Compensation

Committee members shall serve without compensation from the City. (Administrative Code § 5.41-3(c).)

### Section 5. Purpose and Responsibilities

Under Administrative Code Section 5.41-2 and Business and Tax Regulations Code Section 2810(e), the Committee's role is to monitor and make recommendations in the administration of the Our City, Our Home Fund, to take steps to ensure that the fund is administered in a manner accountable to the community and consistent with the law, and to advise the Board of Supervisors and the Mayor on appropriations from the Fund. The Committee has the following responsibilities:

- Every three years, conduct a needs assessment with respect to homelessness and homeless populations, including but not limited to an assessment of available data on subpopulations with regard to race, family composition, sexual orientation, age, disability, and gender served by the programs under the Fund;
- At least 60 days before issuing a needs assessment report, provide a draft of the report to each City department discussed in the report, and allow the department 30 days to provide a written response;
- Make annual recommendations about appropriations from the Fund to the Board of Supervisors consistent with the needs assessment;

- Promote and facilitate transparency in the administration of the Fund;
- Promote implementation of the programs funded by the Fund in a culturally sensitive manner;
- Identify barriers to safe and successful exits out of homelessness, and propose to the Board of Supervisors and the Mayor ways to reduce those barriers or the impact of those barriers; and
- Solicit substantive input from people experiencing homelessness regarding spending priorities, possibly including conducting surveys and focus groups and coordinating with community organizations that conduct outreach and/or provide services to people experiencing homelessness.

## **Article IV – Officers**

### Section 1. Officers

The Committee shall have three officers: a Chair, Vice Chair, and Data Officer.

### Section 2. Term of Office

The terms of the Chair and Vice Chair appointed by the Committee at its inaugural meeting on September 16, 2020 shall expire at the start of the Committee’s first regular meeting of November in 2021. The term of the Data Officer appointed by the Committee at its meeting on November 17, 2020 shall expire at the start of the Committee’s first regular meeting of November in 2021. Thereafter, the term of each officer shall expire at the start of the Committee’s first regular meeting each November.

### Section 3. Nomination and Election of Officers

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

B. The Committee shall vote on the office of Chair, with each member voting for one of the candidates. If one candidate receives five votes, that candidate shall be elected as Chair. If no candidate receives five votes, the Committee may have additional discussion and votes, the Committee may reopen nominations, and candidates may withdraw their candidacy. After the Committee selects a Chair, the Committee shall vote on the office of Vice Chair following the same procedure. After the Committee selects a Vice Chair, the Committee shall vote on the office of Data Officer 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 Committee shall elect a Chair at that meeting to fill the vacancy. If the Vice Chair is elected as Chair, the Committee 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 Committee shall elect a new Vice Chair.

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

The Chair shall preside at all meetings of the Committee. The Chair, working with the Committee staff, shall oversee the preparation and distribution of the agenda for all Committee meetings. The Chair shall also perform such other duties as may be assigned by the Committee. Unless the Committee assigns a different member, the Chair (or the Chair's designee) shall serve as the Committee'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.

#### Section 6. General Duties and Responsibilities of the Data Officer

The Data Officer shall have the following duties:

- Advise the Committee and its liaisons on use of data and analysis for strategic decision making
- Provide guidance to Committee on prioritizing, coordinating, and tracking OCOH Oversight Committee's data requests
- Align data requests with strategic planning process for OCOH funds
- Advise Committee on monitoring and tracking of additional data, progress, and outcomes as assigned by OCOH Oversight Committee Chair
- Make recommendations to Committee members and City departments on strategies for making data transparent and available to the public
- Other tasks and duties as assigned by the Chair

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

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

## **Article VI – Meetings**

### **Section 1. Quorum**

At all meetings of the Committee, the presence of five members shall constitute a quorum. Regardless of the number of members present, the affirmative vote of at least five 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 Committee 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 Committee on items of interest to the public that are within the Committee’s jurisdiction but not on the Committee’s agenda.

### **Section 3. Meeting Minutes**

The Controller’s Office shall record the minutes of every meeting. The minutes shall be approved by the Committee at a subsequent meeting.

### **Section 4. Records Retention**

The Committee shall utilize the Controller’s Office’s record retention and destruction policy.

### **Section 5. Meetings**

The Committee’s regular meetings will occur on the fourth Thursday of each month beginning at 9:30 a.m. The Committee will meet remotely until it is authorized to meet in person under the Mayor’s COVID-19-related emergency orders. Thereafter, the Committee will hold regular meetings at City Hall, Room 416. The Chair, or the Committee by majority vote at a meeting, may schedule a special meeting at any time, subject to applicable noticing requirements.

### **Section 6. Future Agenda Items**

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

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

The Committee will act by motion. Any Committee 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 Committee votes.

Each member present at a Committee or committee 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.

### **Article VIII – Community Liaisons**

The Committee may appoint individual Committee members to serve as liaisons on specific matters. At the Committee's direction, those liaisons may collect information, solicit input from community stakeholders, evaluate community needs, draft recommendations for the Committee, and engage in other tasks authorized by the Committee.

### **Article IX – Parliamentary Procedures**

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

### **Article XI – Amendment of Bylaws**

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