

BYLAWS
FILM COMMISSION

I. Film Commission

The eleven members of the Film Commission are appointed by the Mayor to serve staggered four year terms.

II. Adoption of Bylaws

The adoption of the Bylaws shall require public hearing and a vote of a majority of the members of the Commission, and shall become effective upon passage unless otherwise specified.

III. Amendments to By-Laws

Following public hearing, any amendments to the Bylaws may be adopted by a majority vote of the members.

IV. Parliamentary Rules

The Commission shall be governed by Robert's Rules of Order on any question of point of order not contradicted by laws and regulations of national, state and/or county governments.

V. Officers

The officers of the Commission shall be a President and a Vice President. The President and Vice President shall be elected at the regular meeting of the Commission held during December of each year, and the new officers shall take office at the regular meeting in January.

In the event the office of President is vacated before expiration of the term, the Vice President shall succeed to that office. Should the office of the Vice President be vacated, an election may be held at the next regular meeting to select a member to fill that office.

VI. Duties of Officers

The duties of the President shall be to preside at all meetings of the Commission; to call special meetings; to appoint the membership of all standing and ad hoc committees and their respective chairpersons.

In the event of the absence, or inability to act, of the President and Vice President, a majority of the remaining members of the Commission at the meeting shall appoint one of their members to act temporarily as President.

VII. Appointment of Executive Director

The Commission shall appoint an Executive Director. The Director shall serve as the chief executive of the affairs under the authority of the Commission and shall have all the powers and duties thereof, under the applicable provisions of the Charter of the City and County of San Francisco.

VIII. Regular Meetings of the Commission

The Commission shall meet on the fourth Monday afternoon of each month at 2:00 p.m. or subject to the call of the President in case of special circumstances. The Commission shall hold no regular meeting in the month of August. If the regular meeting day falls on a legal holiday, the President may fix another day therefor. The meetings of the Commission shall be held at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416.

All meetings of the Commission shall be open to the public except as provided by law.

IX. Special Meetings of the Commission

Special meetings of the Commission shall be called by order of the President or by a majority of the Commissioners by delivering personally or by mail written notice to each member of the Commission and to newspapers of general circulation in the City and County of San Francisco requesting notice in writing. Such notices shall be delivered at least 24 hours before the time of such meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such a meeting by the Commission.

X. Attendance at Meetings

Except in the event of a notified absence (defined below), each Commissioner is expected to attend each regular or special meeting of the Commission. The Executive Director shall maintain a record of Commissioners' attendance.

A Commissioner's absence shall constitute a "notified absence" where the Commissioner, in advance of the meeting, informs the Executive Director that the Commissioner will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Executive Director as soon as reasonably

possible. The Executive Director shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

The Executive Director shall report all instances of non-notified absences as well as any instance of three consecutive absences of a Commissioner from regular meetings in one fiscal year to the Mayor. At the end of each fiscal year, the Executive Director shall submit a written report to the Mayor detailing each Commissioner's attendance at all meetings of the Commission for that fiscal year.

XI. Quorum

A quorum for the transaction of official business shall consist of a majority of the members of the Commission.

XII. Voting Requirements and Procedures

Each member present shall vote on any matter which is before the Commission unless excused by a motion adopted by a majority of members present for good cause, including conflicts of interest.

XIII. Public Comment

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission. Comment by a member of the public may be limited to 3 minutes.

XIV. Minutes

Pursuant to Section 8.16 of the San Francisco Administrative Code, the minutes shall be mailed to the Document section of the Public Library within ten (10) days after the approval of said minutes.

A copy of the Minutes of each meeting of the Commission shall be delivered by mail or email, before the next regular meeting of the Commission, to each member of the Commission. After the Commission has approved the minutes, the minutes shall be mailed to members of the public requesting them, and to the Document section of the Public Library.

XV. Committees

a. All committees of the Commission shall be established by the President or by action of the Commission. The President shall appoint the members of the Commission who will act as chairperson and members of such committees. Where such committees are to include members who are not members of the Commission, the membership of the committees shall be approved by the Commission.

b. Actions taken by Commission committees shall be presented as recommendations to the Commission and shall be subject to approval by the Commission as a whole.

c. All meetings of the committees of the Commission shall be open to all commissioners, and the Commission shall be informed of all such meetings. All meetings shall be open to the public except as provided by law.