



City and County of San Francisco  
London N. Breed  
Mayor

## San Francisco Department of Public Health

### *Policy & Procedure Detail\**

<b>Policy &amp; Procedure Title:</b> Ramaytush Ohlone Land Acknowledgement for Open Meetings	
<b>Category:</b> Compliance	
<b>Effective Date:</b> August 3, 2021	<b>Last Reissue/Revision Date:</b>
<b>DPH Unit of Origin:</b> Office of Health Equity	
<b>Policy Contact - Employee Name and Title; and/or DPH Division:</b> Dr. Ayanna Bennett, Office of Health Equity	
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<b>Distribution:</b> DPH-wide <input checked="" type="checkbox"/>	<b>If not DPH-wide, other distribution:</b>

*\*All sections in table required.*

### 1. Purpose of Policy

On August 3, 2021, the San Francisco Health Commission adopted [Resolution 21-9](#) which states that a Land Acknowledgement will be read aloud at the start of each Health Commission and Department of Public Health (DPH) meeting that is open to the public in accordance with the [San Francisco Sunshine Ordinance](#).

A Land Acknowledgement is a formal statement that recognizes and respects the history and connection between the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) and the region. The Health Commission and the Department of Public Health (DPH) recognize that this statement is an important step in acknowledging and honoring the land, culture, wisdom, and contributions of the Ramaytush Ohlone as the original peoples of the San Francisco Peninsula.

### 2. Policy

The following land acknowledgement will be read aloud at the start of each Health Commission and Department of Public Health meeting that is open to the public in accordance with Chapter 67.3(d) of the San Francisco Administrative Code, and Department of Public Health meeting that includes 20 or more individuals:

*The San Francisco Health Commission/San Francisco Department of Public Health staff acknowledges that we are on the unceded ancestral homeland of the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) who are the original inhabitants of the San Francisco Peninsula. As the Indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.*

### 3. Definitions

- A. **Sunshine Ordinance** – [Chapter 67](#) of the SF Administrative Code, also known as the San Francisco Sunshine Ordinance (1999), facilitates easier access to public records and strengthens open meeting laws by ensuring that deliberations of commissions, boards, councils and other agencies of the City and County are conducted before the general public and governed by the provisions of California’s Ralph M. Brown Act ([Government Code Sections 54950 et. seq.](#)). In addition, it provides that City operations are open to their review.<sup>1</sup>

The Sunshine Ordinance requirements apply to all local “policy bodies” that consist of two or more members such as agencies, boards, and commissions created by the City Charter or by Ordinance or Resolution passed by the Board of Supervisors. A meeting is subject to the Sunshine Ordinance if it satisfies both conditions (B) and (C) described below. Examples may include a committee, taskforce, or workgroup meeting that meet the following definitions.

- B. **Policy Bodies** – A policy body is a commission, committee, task force, or other legislative or policy body established by the Charter, City ordinance, or California statute and that is subject to the open meeting requirements of the Ralph M. Brown. Examples can include:
1. The Board of Supervisors;
  2. Any other board or commission enumerated in the Charter;
  3. Any board, commission, committee, or other body created by ordinance or resolution of the Board of Supervisors;
  4. Any advisory board, commission, committee, or subcommittee created by another policy body on this list.
  5. Any standing committee of a policy body of any size or makeup.
  6. Any advisory board, commission, committee, or council created by a federal, State, or local grant whose members are appointed by City officials, employees, or agents.
- C. **Meeting** – With limited exceptions, a meeting occurs whenever a majority of policy body members come together either in-person, remotely, or by phone at the same time and place to discuss business within the subject matter jurisdiction of the body (Admin. Code § 67.3(b)(1)). A meeting is considered to occur even if the policy body takes no action, but only gathers information collectively or discusses an issue.

Besides formal meetings of policy bodies, other examples include:

1. ‘Pre-meetings’ and ‘post-meetings’
2. Retreats
3. Site visits
4. Meal gatherings

Gatherings are not considered a meeting if:

1. The gathering is not sponsored or organized by or for the policy body; or
2. A majority of the members refrain from using the occasion to discuss business within the subject matter jurisdiction of the body.

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<sup>1</sup> <https://sfgov.org/sunshine//frequently-asked-questions>

#### 4. Procedures

A Health Commission meeting and DPH meeting that is subject to the Sunshine Ordinance, and any DPH meeting with 20 or more individuals shall read aloud the Land Acknowledgement statement at the start of a meeting and may incorporate it in one or more of (but not limited to) the following ways:

- Include the reading of the statement as a meeting agenda item.
- Include the written statement on the meeting agenda.
- Statement is read aloud at the start of the meeting by either a DPH staff or by all participants that are present.

Gatherings scheduled for less than one hour will not be considered meetings for the application of this policy.

Additional considerations:

- DPH staff may also opt to read the statement at the beginning of any departmental meeting, event, workshop, gathering, presentation, or ceremony.
- For recurrent meetings, it is also recommended that the statement is read at one meeting per calendar month.

#### 5. References / Attachments

- A. [Health Commission Resolution 21-9](#)
- B. [City Attorney of San Francisco \(2019\). Good Government Guide: An Overview of the Laws Governing the Conduct of Public Officials](#)