

Pedestrian Safety Advisory Committee

By-Laws

Approved August 12, 2008

Article I. Establishment:

In accordance with the provisions of the San Francisco Administrative Code Sections 5.20 and 5.21, the Pedestrian Safety Advisory Committee (PSAC) is hereby established.

Article II. Officers:

Section 1. The Pedestrian Safety Advisory Committee shall annually elect from its membership: a Chairperson, Vice-chairperson and a Secretary. Their duties shall be as follows:

Chairperson: The chairperson shall: preside over committee meetings, compile the monthly meeting agenda and represent the PSAC before agencies and at other activities (or designate another member to do so) .

Vice-chairperson: The Vice-chairperson shall: in the absence of the Chairperson, compile the agenda and preside over PSAC meetings; conduct other duties as delegated by the Chairperson; perform additional duties as may be assigned by the PSAC and take minutes in the absence of the Secretary.

Secretary: The Secretary shall take minutes, distribute draft minutes, and oversee the record keeping and correspondence of the PSAC.

Section 2. When an officer position becomes vacant or a person is unable to complete his or her term of office, the Committee shall elect a successor.

Article III Meetings

Section 1. The PSAC shall hold its regular meetings at City Hall on the second Tuesday of every month.

Section 2. A quorum requires the presence of a majority of the appointed members of the PSAC at any regular or special meeting to conduct PSAC business.

Section 3. Service and Attendance: PSAC members shall serve at the pleasure of the appointing authority. In addition, a PSAC member's term shall expire by operation of law upon the issuance of the Secretary of the PSAC a notification adopted by the PSAC certifying that the member in question has three consecutive unexcused (without informing the Chairperson or Vice-chairperson, at least 72 hours before) absences from PSAC meetings.

Section 4. Action of the PSAC requires an affirmative majority vote of the appointed members.

Article IV Sub-Committees

Section 1. Sub-Committees may be established by the PSAC as needed. Sub-Committees require the presence of three members to form a quorum and may not have more than the number of the majority of appointed members.

Article V Parliamentary Authority

Section 1. Robert's Rules of Order, the Ralph M. Brown Act and the By-Laws shall govern all meetings of the PSAC and Sub-Committees.

Article VI Roles and Responsibilities

Section 1. PSAC officers and staff will observe and conform to the current approved PSAC Roles and Responsibilities.

Article VII Amendment of the By-Laws

Section 1. These By-Laws may be amended at any regular meeting of the PSAC by a majority of the appointed members and two-thirds vote of the members present.