

DRAFT Rules of Order

San Francisco Municipal Transportation Agency
Taxi Advisory Council

ARTICLE I - NAME

Section 1. The name of this council shall be the "San Francisco Municipal Transportation Agency Taxi Advisory Council" henceforth referred to in these rules as the "Council."

ARTICLE II - MEMBERSHIP

Section 1. The Council is composed of fifteen members appointed by the Executive Director/CEO in accordance with the City and County of San Francisco Transportation Code Section 1109(e)(11).

Section 2. Members may continue to serve past the expiration of their terms, until they are removed or replaced by the Executive Director/CEO.

Section 3. When a vacancy occurs the Council Secretary shall notify the Executive Director/CEO.

ARTICLE III - OFFICERS AND STAFF

Section 1. Council Chair. The presiding officer of this Council shall be the Chair. At the first Regular Meeting of the Council, the members of the Council shall indicate to the Council Liaison whether or not they want to act as Chair. The Council Liaison shall prepare a rotation list of names of members who wish to act as Chair and arrange the names in alphabetical order by surname. Each meeting shall be chaired by the member whose name is next on the rotation list, and if that member is absent, the next member on the rotation list who is present shall preside over the meeting. The role of the Chair is to preside over meetings of the Council, preserve order and decorum, and to decide all questions of order subject to appeal to the Council by any member. The Chair shall have the right to participate in the proceedings of the Council, including the right to make or second any resolution or other motion.

Section 2. Council Liaison. The SFMTA shall appoint a staff person to serve as Liaison to the Council. The Liaison is not a member of the Council and has no vote. The Liaison will interface with members of the SFMTA staff, provide the Council with a monthly staff report, prepare agendas for the Council meetings, act as a resource person in questions of policy, practices and organizational history, and perform other functions as directed by the Council or by these rules.

Section 3. Secretary. The SFMTA shall provide an additional staff person to serve as Secretary. The Secretary is not a member of the Council and has no vote. The duties of

the Secretary are to act as custodian of the records of the Council, to make a complete record of the proceedings of the Council, and to perform other functions as directed by the Council Liaison or by these rules. The Secretary shall report to the Liaison to the Council.

ARTICLE IV - MEETINGS

Section 1. Open and Public Meetings. All meetings of the Council shall be open and public, and all persons shall be permitted to attend any meeting of the Council.

Section 2. Regular Meetings. The Council shall hold its regular meeting at **[location to be determined]** at **[2:00 p.m.]** on the **[first and third Monday/Wednesday]** of every month.

Section 3. Special Meetings of the Council. Special meetings of the Council may be called at any time by the Council Liaison by delivering written notice to each member of the Council and to the local media who have requested such notice in writing. Such notice must be delivered at least 72 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. The Council shall consider no other business at such meetings. Each Special meeting shall be held at the regular meeting place of the Council except that the Council Liaison may designate an alternate meeting place provided that such alternate location is specified in the notice of the special meeting; further provided that the notice of the special meeting shall be given at least 15 days prior to said special meeting being held at an alternate location. This provision shall not apply where the alternative meeting location is located within the same building as the regular meeting place.

Section 4. Quorum. Eight members constitute a quorum of the Council. In the absence of a quorum the Council may adjourn or may reschedule the meeting to a specific date and time. A majority of committee members shall constitute a quorum of the committee.

Section 5. Cancellation of Meetings. The Council Liaison or the majority of the Council may cancel a meeting. In the event of a meeting cancellation, the Secretary shall provide notice in accordance with applicable law.

Section 6. Public Comment. Every agenda for regular and special meetings shall provide an opportunity for members of the public to address the Council on items of interest to the public that are within the subject matter jurisdiction of the Council.

Section 7. Agenda. At least 72 hours prior to the meeting the Secretary shall send a copy of the agenda of the meeting to each Council member and member of the public who has requested in writing to receive the agendas of such meetings. Council members shall also receive the printed materials referenced in the agenda, and these materials shall be available for public review at the offices of the Council and at the meeting.

Section 8. Vote Required. Except as otherwise herein provided, an affirmative vote of at least eight members of the Council shall be required for the passage of any resolution, or for the passage of any other motion. Procedural motions shall only require an affirmative vote of a majority of members present. All members of the Council present at a meeting shall vote yes or no on all questions put before the Council for a vote. Members of the Council may not abstain, vote “present,” nor decline to vote.

Section 9. Adjournment of Meetings. The Council may adjourn any regular or special meeting to a time and place specified in the order of adjournment.

Section 10. Minutes of Proceedings. The Secretary shall record the vote on all resolutions and minutes on all matters discussed. A draft of the minutes shall be available for inspection and copying no later than ten working days after each meeting. The officially adopted minutes shall be available for inspection and copying no later than two working days after the meeting at which the minutes are adopted.

Section 12. Requests Regarding Disciplinary Citations. Members of the Council shall not attempt to influence or interfere with the issuance or dispensation of particular disciplinary matters by communicating with employees of the San Francisco Municipal Transportation Agency. Members of the Council and the Secretary shall respond to any written or oral requests to members of the Council regarding particular disciplinary matters by referring to the prohibition contained in this section. Nothing in this section shall prohibit the Council or its members from exercising their authority to recommend changes in policy or policy implementation regarding disciplinary matters, including, but not limited to, recommendations which pertain to inconsistencies in enforcement observed by members of the Council or any member(s) of the public reporting incidents thereto.

ARTICLE V - PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority: The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all meetings of the Council except as provided for in these rules.

Section 2: Rules of Debate. When a member desires to address the Council, the member shall seek recognition by addressing the Chair and, when recognized, shall proceed to speak, confining comments to the question before the Council. No discussion shall take place until a resolution or a calendared item has been introduced.

Section 3. Privilege of Floor and Public Participation. The privilege of the floor shall be granted to any member of the public or officers of the City and County of San Francisco, or their duly authorized representatives for the purpose of commenting on any question before the Council. Each person wishing to speak on an item at a regular or special meeting shall be permitted to be heard once per item for up to three minutes. The Chair shall be the judge of the pertinence of such comments, and have the power to limit this

privilege if in the Chair's opinion the comments are not pertinent to the question before the Council or the comments are merely reiterative of points made by previous speakers.

Section 4. Agenda Changes or Continuances. Any agenda change or continuance shall be announced at the beginning of the Council meeting, or as soon thereafter as the change or continuance becomes known to the Chair.

ARTICLE VI - ADOPTION AND AMENDMENT

Section 1. Adoption of Rules of Order. The adoption of the Rules of Order shall be by motion and shall require an affirmative vote of a majority of the members of the Council. When adopted, such Rules of Order shall remain in effect unless suspended or amended as provided herein.

Section 3. Amendments to Rules of Order. An amendment to the Rules of Order may, after 30 days' notice, be adopted by the affirmative vote of a majority of the members of the Council.

ADOPTED: August 18, 2010