

1 **[AMENDMENT OF COMMISSION ON THE ENVIRONMENT BYLAWS]**

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3 **Resolution amending the Commission on the Environment’s Bylaws Article I, Section 2, to**
4 **change the Commission’s location; Article III, Section 3, to remove the prohibition on**
5 **compensation for Commissioners; and Article III, Sections 5, and 6; Article IV, Section 4;**
6 **Article V, Sections 1 and 2; Article VI, Section 9; and Article VII, Sections 7 and 8, to change**
7 **“Department of the Environment” to “Environment Department.”**

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9 WHEREAS, The Commission on the Environment hereby approves amendments to
10 Bylaws Article I, Section 2; Article III, Sections 3, 5, and 6; Article IV, Section 4; Article V,
11 Sections 1 and 2; Article VI, Section 9; and Article VII, Sections 7 and 8 as follows:

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Article I – Identification

14 Section 2: Office

15 The Commission on the Environment shall be located at ~~1455 Market Street, Suite 1200,~~
16 1155 Market Street, 3rd Floor, San Francisco, California, 94103, or such other address where the
17 Commission may be located from time to time. The telephone number for the Commission is
18 (415) 355-3709.

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Article III – Commission on the Environment

21 Section 3: Compensation

22 Commissioners shall serve without compensation.

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24 Section 43: Oath of Public Office

1 Acceptance of the Oath of Public Office constitutes the Commission's sworn
2 responsibility to the public trust. Members are required to serve well and to faithfully discharge
3 their duties and responsibilities diligently and in a manner consistent with the laws of the City
4 and County of San Francisco, and all applicable state and federal laws.

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6 Section 54: Function

7 The Commission on the Environment shall be responsible for the development and
8 success of an overall sustainability strategy for the City of San Francisco. It shall have
9 responsibility for the development of environmental policies, strategies, practices and programs
10 for the Department of the Environment (*hereinafter "Environment Department"*) in San
11 Francisco. Consistent with Section 4.118 of the City Charter, the Commission shall advise other
12 city agencies and work with them to reduce negative impacts on the environment in areas of their
13 jurisdiction and activities and augment their efforts to communicate environmental issues to the
14 general public.

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16 Section 65: Duties and Responsibilities

17 A. The Commission on the Environment shall:

18 (1) Establish policies and directives for the ~~Department of the Environment~~ *Environment*
19 *Department*;

20 (2) Nominate qualified candidates for the position of Director of the ~~Department of the~~
21 ~~Environment~~ *Environment Department* for appointment by the Mayor and evaluate
22 the performance of the Director at least once a year;

23 (3) Conduct public education and outreach to the community on environmental issues;

1 (4) Have the authority to review and make recommendations on any policy proposed for
2 adoption by any City agency regarding conformity with the long-term plans for
3 environmental sustainability, except for those regarding building and land use;

4 (5) Have the authority to investigate and make recommendations to all City agencies
5 related to operations and functions, such as solid waste management, recycling,
6 energy conservation, natural resource conservation, environmental inspections,
7 toxics, urban forestry and natural resources, habitat restoration and hazardous
8 materials; and

9 (6) Review and approve the ~~Department of the Environment~~ Environment Department's
10 budget, budget modifications, or fund transfers.

11 B. The ~~Department of the Environment~~ Environment Department shall:

12 (1) Produce and regularly update an assessment of San Francisco's environmental
13 condition;

14 (2) Produce and regularly update plans for the long-term environmental sustainability of
15 San Francisco; and

16 (3) Manage the environmental programs, duties and functions assigned to it pursuant to
17 Section 4.132 of the City Charter, or by ordinance.

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19 Section 76: Excused Absences

20 If a Commissioner provides prior notification of absence from Commission and
21 Committee meetings to the President of the Commission, then such absence is considered an
22 excused absence. If no prior notice is received by the President or Secretary of the Commission,
23 then the minutes shall note that the absence is unexcused.

1 Section 87: Absence from the State

2 Any member of the Commission who plans to be absent from the State of California for
3 an extended period shall notify the President of the Commission.

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5 **Article IV – Officers**

6 Section 4: General Duties and Responsibilities of the President

7 The President shall preside at all meetings of the Commission. The President, working
8 with the Commission Secretary and Director of the ~~Department of the Environment~~ Environment
9 Department, shall oversee the preparation and distribution of the agenda for all regular
10 Commission meetings. The President shall be accountable to the Commission as a whole in
11 setting policy and shall also perform such other duties as may be assigned by the Commission.
12 The President (and/or his/her designee) shall serve as the liaison to the media and the other
13 departments, agencies and commissions of the City and County of San Francisco, as necessary.

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15 **Article V – Commission Staff**

16 Section 1: Director

17 The Director is appointed by the Mayor, from a list of candidates proposed for his or her
18 consideration by the Commission. The Director serves as the chief executive and administrator
19 of the ~~Department of the Environment~~ Environment Department and shall have the duties and
20 powers which are set forth in the Charter and ordinances of the City and County of San
21 Francisco, including those duties set forth above, in Section ~~65~~(B) of Article III. The Director
22 shall attend all meetings of the Commission. The Director shall report on all matters regarding
23 the ~~Department of the Environment~~ Environment Department that are of concern to the
24 Commission.

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Section 2: Commission Secretary

The staff of the ~~Department of the Environment~~ *Environment Department* shall include a Commission Secretary, who is hired by the Commission. The Commission Secretary shall attend all meetings of the Commission. Under the supervision of the President, which supervision may be delegated to the Director, the Commission Secretary is responsible for the proper recording and distribution of all Commission actions, correspondence, and agendas, and ensuring that the Commission meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities. The Commission Secretary shall also perform such other duties as may be assigned by the Commission and Director, including but not limited to: conducting research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping Department staff prepare for presentations before the Commission, and representing the Commission and Department at public gatherings, as appropriate.

Article VI – Meetings of the Commission

Section 9: Agenda Preparation

The agenda for meetings is prepared through the joint effort of the President, the Director of the ~~Department of the Environment~~ *Environment Department*, and the Commission Secretary. The Commission Secretary shall work with the President, committee Chairs, Director and the Commission’s legal advisor to develop the agenda. The agenda shall consist of items requested by the President, the Director or the Commission. The agenda shall contain form language required by law.

1 The agenda shall refer to explanatory public documents that have been provided to the
2 Commissioners prior to the preparation of the agenda, and shall state that the documents are
3 available for public inspection at the Department’s office during normal office hours.
4 Explanatory documents of one page or less shall be posted with the agenda.

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Article VII – Committees

Section 7: Operations Committee

8 The Operations Committee shall meet on the third Wednesday in April, July, and
9 October, and the second Monday of January at 5:00 p.m. at City Hall, One Dr. Carlton B.
10 Goodlett Jr. Place, Room 421 in the City and County of San Francisco. The Operations
11 Committee shall have general responsibility for the budget, financial planning and operations of
12 the ~~Department of the Environment~~ *Environment Department*. This Committee shall work with
13 the Director and make recommendations to the Commission for the financial well-being and
14 effective administration of the Department’s programs and activities, including the management
15 of environmental programs, duties, and functions which have been assigned to the Department
16 pursuant to Section 4.118 of the City Charter or by ordinance. This Committee shall also oversee
17 the public education and outreach to the community on environmental issues and address issues
18 regarding the environmental well-being of the City.

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Section 8: Policy Committee

21 The Policy Committee shall meet on the second Monday of each month at 5:00 p.m. with
22 the exception of January when there shall be no regular Policy Committee Meeting, and October
23 when the Policy Committee will meet on the first Monday at 5:00 p.m. Meetings will be held in
24 Room 421, City Hall, One Dr. Carlton B. Goodlett Jr. Place in the City and County of San

1 Francisco. This information shall be posted on the ~~Department of the Environment~~ Environment
2 Department's website. The Policy Committee shall have general responsibility for and oversee
3 the long-term planning and policy development activities of the ~~Department of the Environment~~
4 Environment Department, including the Department's assessment of San Francisco's
5 environmental conditions, the development and update of plans for the long-term environmental
6 sustainability of San Francisco, and the review and development of recommendations on any
7 policy proposed for adoption by any City agency regarding conformity with the long-term plans
8 for environmental sustainability. Specifically, the Policy Committee will focus on developing a
9 plan for San Francisco to achieve the goal of zero waste to landfill by year 2020, and will
10 explore resource conservation opportunities in the areas of water and toxins reduction.
11 Furthermore, the Policy Committee shall work with the Operations Committee and the Director
12 of the ~~Department of the Environment~~ Environment Department, to develop recommendations
13 regarding restructuring of environmental programs and activities among the City agencies and
14 departments.

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16 RESOLVED, The Commission on the Environment amends its Bylaws to reflect the above
17 changes.

18 I hereby certify that this Resolution was adopted by the Commission on the Environment at
19 its regular meeting on December 6, 2022.

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22 Kyle Wehner, Commission Affairs Officer

23 Vote: 6-0 Approved

24 Ayes: Commissioners Ahn, Stephenson, Hunter, Sullivan, Wald, and Wan

- 1 Noes: None
- 2 Absent: Commissioner Bermejo