

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

2

3 **Resolution amending the Commission on the Environment’s Bylaws Article VI,**  
4 **Section 6, to change the Commission’s meeting schedule; Article VII, Sections 7**  
5 **and 8, to change the meeting schedule of the Commission’s standing committees;**  
6 **and Article XI to establish the Commission’s parental leave policy.**

7

8 WHEREAS, The Commission on the Environment hereby approves  
9 amendments to Bylaws Article III, Sections 6 and 7; Article VI, Sections 6, 7, and  
10 8; Article VII, Sections 1, 7, and 8; Article IX; Article XI; and Article XII as  
11 follows:

12

13 **Article III – Commission on the Environment**

14 Section 6: Excused Absences

15 If a Commissioner provides prior notification of absence from Commission  
16 and Committee meetings to the President of the Commission (*“President”*), then  
17 such absence is considered an excused absence. If no prior notice is received by the  
18 President or Secretary *of the Commission*, then the minutes shall note that the  
19 absence is unexcused.

20 Section 7: Absence from the State

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

23

24 **Article VI – Meetings of the Commission**

25 Section 6: Regular Meetings

26 Beginning January 2021 the Regular Commission meetings shall be held on  
27 the first Monday of February, the fourth ~~Tuesday~~ Monday of March, April, May,  
28 June, July, August, ~~and~~ September, and October, and the first ~~Tuesday~~ Monday of

1 December at 5:00 p.m., except ~~in the case of~~ when the designated day falls on a  
2 City-recognized holiday, when the meeting shall be held on the first Tuesday  
3 Monday following the designated day. Meetings shall be held at City Hall, One Dr.  
4 Carlton B. Goodlett, Jr. Place, Room ~~416~~ 408, in the City and County of San  
5 Francisco. This information shall be posted on the Commission's website.

6

#### 7 Section 7: Special Meetings

8 The President ~~of the Commission~~ may call special meetings to address  
9 specific matters.

10

#### 11 Section 8: Closed Sessions

12 The Commission is authorized to hold closed (non-public) sessions at  
13 regular and special meetings for purposes of confidential discussions, such as the  
14 discussion of job performance, or dismissal of employees, or pending litigation.  
15 Upon consultation with a legal advisor from the City Attorney's office, and the  
16 determination that a closed session is both authorized and appropriate under the  
17 circumstances, the President ~~of the Commission~~ may call for a closed session.  
18 Appropriate notice shall be given of all closed sessions.

19

### 20 **Article VII – Committees**

#### 21 Section 1: Membership of Committees

22 Committee members shall be appointed by the President ~~of the Commission~~  
23 for one-year terms. Each committee shall have no more than three members. When  
24 a committee member will be absent from a committee meeting, the President ~~of the~~  
25 Commission may appoint another member of the Commission to serve on the  
26 committee for that meeting.

27

#### 28 Section 7: Operations Committee

1           The Operations Committee shall ~~meet on the third Wednesday in April, July,~~  
2 ~~and October, and the second Monday of January at 5:00 p.m. at not meet on a~~  
3 ~~regular schedule, but shall meet as the President determines is needed, at dates~~  
4 ~~and times determined by the President. Meetings shall be held at~~ City Hall, One  
5 Dr. Carlton B. Goodlett Jr. Place, Room 421, in the City and County of San  
6 Francisco. This information shall be posted on the Commission's website. The  
7 Operations Committee shall have general responsibility for the budget, financial  
8 planning and operations of the Environment Department. This Committee shall  
9 work with the Director and make recommendations to the Commission for the  
10 financial well-being and effective administration of the Department's programs  
11 and activities, including the management of environmental programs, duties, and  
12 functions which have been assigned to the Department pursuant to Section 4.118 of  
13 the City Charter or by ordinance. This Committee shall also oversee the public  
14 education and outreach to the community on environmental issues and address  
15 issues regarding the environmental well-being of the City.

16

#### 17           Section 8: Policy Committee

18           The Policy Committee shall ~~meet on the second Monday of each month at~~  
19 ~~5:00 p.m. with the exception of January when there shall be no regular Policy~~  
20 ~~Committee Meeting, and October when the Policy Committee will meet on the first~~  
21 ~~Monday at 5:00 p.m. in not meet on a regular schedule, but shall meet as the~~  
22 ~~President determines is needed, at dates and times determined by the President.~~  
23 Meetings shall be held at City Hall, One Dr. Carlton B. Goodlett Jr. Place, Room  
24 421, in the City and County of San Francisco. This information shall be posted on  
25 the Environment Department's Commission's website. The Policy Committee shall  
26 have general responsibility for and oversee the long-term planning and policy  
27 development activities of the Environment Department, including the  
28 Department's assessment of San Francisco's environmental conditions, the

1 development and update of plans for the long-term environmental sustainability of  
2 San Francisco, and the review and development of recommendations on any policy  
3 proposed for adoption by any City agency regarding conformity with the long-term  
4 plans for environmental sustainability. Specifically, the Policy Committee will  
5 focus on developing a plan for San Francisco to achieve the goal of zero waste to  
6 landfill by year 2020 and will explore resource conservation opportunities in the  
7 areas of water and toxins reduction. Furthermore, the Policy Committee shall work  
8 with the Operations Committee and the Director of the Environment Department,  
9 to develop recommendations regarding restructuring of environmental programs  
10 and activities among the City agencies and departments.

11

## 12 **Article IX – Parliamentary Procedures**

13 At the discretion of the President of the Commission or the committee Chair,  
14 and except where the Charter or other rules provide to the contrary, meetings shall  
15 be governed by Robert’s Rules of Order.

16

## 17 **Article XI – Parental Leave**

18 Administrative Code Chapter 67B authorizes Commissioners to take  
19 parental leave in certain circumstances. The terms of the parental leave policy are  
20 set forth in Administrative Code Section 67B.1. That section is incorporated by  
21 reference into these bylaws. The Commission Secretary shall provide a copy of  
22 Section 67B.1 to each member of the Commission when the member assumes  
23 office. Any member who intends to take parental leave under this policy must  
24 inform the Commission Secretary and the President in writing. To the extent  
25 feasible, the Commissioner’s written notice shall state the beginning and end dates  
26 of the leave and whether the member intends to participate in Commission  
27 meetings remotely during the leave. The notice is not binding on the member and  
28 does not limit the member’s rights under the parental leave policy, but rather is

1 intended to aid the Commission Secretary and the President in planning the work  
2 and the meetings of the Commission while the member is on parental leave.

3  
4 **Article XII – Amendment of Bylaws**

5 These bylaws shall be reviewed as necessary and may be amended at any meeting  
6 of the Commission by a majority vote, provided such proposed amendments are  
7 circulated in writing to all Commissioners and the intent to revise the bylaws is  
8 noticed to the public at least ten (10) days prior to such meeting.

9  
10  
11 **RESOLVED**, The Commission on the Environment amends its Bylaws to  
12 reflect the above changes.

13 I hereby certify that this Resolution was adopted by the Commission on the  
14 Environment at its meeting on August 29, 2023.

15  
16 

17 Kyle Wehner, Commission Affairs Officer

18  
19 **Vote:** Approved 5-0

20 **Ayes:** Commissioners Ahn, Wan, Bermejo, Hunter, and Sullivan

21 **Noes:** None

22 **Absent:** None