

**Rules of Order**  
**San Francisco Public Utilities Commission**  
**Public Utilities Citizens' Advisory Committee**

**I. Public Utilities Citizens' Advisory Committee**

San Francisco Charter section 8B.123 (B) provides for the establishment by ordinance of a Citizens' Advisory Committee. The Board of Supervisors, by adopting San Francisco Administrative Code sections 5.140 – 5.142, established the Public Utilities Citizens' Advisory Committee ("Committee"), consisting of seventeen members appointed by members of the Board of Supervisors and the President of the Board of Supervisors, and the Mayor. Applicable provisions of the Charter and Administrative Code sections 5.140 – 5.142, as amended from time to time, are incorporated in these bylaws and shall take precedence in the event of a conflict between those laws and these bylaws.

**II. Mission**

The mission of the Committee is to publicly discuss and make recommendations to the General Manager of the Public Utilities Commission ("General Manager," which includes his or her designee), the Public Utilities Commission ("Commission") and the Board of Supervisors on the achievement of the following goals and objectives enumerated in the Charter:

- Provide water and clean water services to San Francisco and water service to its wholesale customers while maintaining stewardship of the system by the City.
- Provide reliable water and clean water services and optimize the systems' ability to withstand disasters.
- Protect and manage lands and natural resources used by the department to provide utility services consistent with applicable laws in an environmentally sustainable manner and operate hydroelectric generation facilities in a manner that causes no reasonably anticipated adverse impacts on water service and habitat.
- Develop and implement priority programs to increase and to monitor water conservation and efficiency system wide.
- Utilize state of the art innovative technologies where feasible and beneficial.
- Develop and implement a comprehensive set of environmental justice guidelines for use in connection with its operations and projects in the City.
- Create opportunities for meaningful community participation in development and implementation of the Commission's policies and programs.
- Improve drinking water quality with a goal of exceeding applicable drinking water standard, if feasible.
- Promote renewable energy and energy efficiency.

At a minimum, these functions will include review of and recommendations for the department's long-term strategic, financial, and capital improvement plans and policies.

### **III. Public Utilities Citizens Advisory Committee Objectives**

The Committee will:

- Gather information from and be open to the concerned public.
- Work smoothly with the General Manager and Commission staff.
- Provide timely and clear reports, in writing, to the General Manager, Commission and Board of Supervisors.
- Provide any special reporting it determines advisable.
- Prepare such reports and conduct its activities in a professional and truthful manner, using the best abilities of its members.
- Always serve in the best interests of the people, businesses, community services and other customers that rely on the utility services of the San Francisco Public Utilities Commission.

### **IV. Appointment and Term**

There shall be seventeen members of the Committee, each appointed in the manner provided by Administrative Code section 5.141(a). Each member shall serve a term of four years. Vacancies, whether caused by resignation, removal or expiration of the term, will be filled in the manner provided by Administrative Code section 5.141(b).

### **V. Election of Officers**

- a) At its first calendared meeting at the beginning of each even-numbered year, the members of the Committee shall elect members to serve as chair, vice-chair, and secretary of the Committee.
- b) In the event of a vacancy of the chair, vice-chair, or secretary, at the Committee's next scheduled meeting, the Committee shall elect a new member to serve the remainder of the vacated chair's, vice-chair's, or secretary's term.

### **VI. Duties of Officers**

The Chair of the Committee, or in his or her absence, the vice-chair, shall preside at all meetings of the Committee. The chair, or vice-chair, in the absence of the chair, shall be responsible for developing agendas in consultation with the General Manager. The Secretary will be responsible for approving meeting minutes and committee correspondence prior to distribution.

### **VII. Subcommittees**

a) The Chair of the Committee shall appoint a chair for each of the subcommittees created pursuant to Administrative Code section 5.141(e), and shall assign members of the Committee to serve on each subcommittee. Each subcommittee chair shall have a

term of twelve months, and can be removed and replaced by the Committee Chair at any time within the twelve-month term. Meetings of the subcommittees shall be noticed and

conducted in the same manner as Committee meetings, and shall be held no less than four times per year.

**b) Subcommittee Membership**

- 1)** Membership on each subcommittee shall not exceed a total of eleven members,
- 2)** Public members who wish to join a subcommittee will submit, to the chair of that subcommittee, a written expression of interest for review by the subcommittee,
- 3)** Public members of a subcommittee shall be approved and/or removed by a majority vote of the subcommittee on which they serve, and
- 4)** Public members will be held to the same terms and standards of qualification and attendance as members of the PUCAC.

**c)** Each subcommittee chair shall submit a written or verbal report to the Committee at least quarterly, describing the activities and progress of the subcommittee.

**d)** The authority to create and conduct an additional subcommittee under Administrative Code section 5.141(e) shall expire at the end of each calendar year, unless expressly extended by the Committee.

**VIII. Meetings**

Meetings of the Committee will be held at times and a place jointly designated by the General Manager and the Committee. The Committee shall meet no less than nine times in a twelve-month period, unless the Chair and the Committee agree to a different frequency of meetings. Meeting schedules will maximize, to the extent feasible, the opportunity for public attendance and participation in the meeting.

**IX. Notice of Meetings**

Agendas and notices of all Committee and subcommittee meetings will be posted at the meeting site, the San Francisco Main Library, and on the Commission's website. All such activities are conducted in accordance with applicable open meeting laws and regulations.

**X. Conduct of Meetings**

**Public Comment**

All Committee and subcommittee meetings shall be open to the public and held in compliance with all applicable laws and regulations. The Chair may limit time permitted for public comment, consistent with applicable state and local law. Each person wishing to speak on a matter being considered by the Committee or a subcommittee shall be permitted to be heard once, for up to three minutes. To the extent allowed under applicable open meeting laws, members may make limited response to public comment. Except where state or local laws or these bylaws provide otherwise, meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

## **Member Conduct During a Meeting**

When a member of the Committee desires to address the Committee, he or she shall seek recognition by addressing the presiding officer, and when recognized, shall proceed to speak. The member shall confine his or her remarks to the question before the Committee. Members will not discuss an item until it has been introduced, or a resolution or motion has been moved and seconded.

### **XI. Agenda**

The chair, or vice-chair, in the absence of the chair, shall be responsible for developing agendas in consultation with the General Manager. The agenda of each regular meeting shall contain an item during which Committee members may request items for the Committee to consider at future meetings.

### **XII. Quorum / Approvals**

The presence of a majority of the Committee members (i.e., nine members of the seventeen member Committee) shall constitute a quorum for all purposes. The affirmative vote of a majority of the members of the full Committee (i.e., nine members of the seventeen member Committee) shall be required for the approval of any and all actions, approvals, reports, recommendations and any other Committee matters. With regard to subcommittees, the presence of a majority of the subcommittee members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members of the full subcommittee shall be required for the approval of any and all actions, approvals, reports, recommendations and any other subcommittee matters. Each approved report and recommendation may include a description of any alternative viewpoints, reports or recommendations.

### **XIII. Voting and Abstention**

Each member present at a Committee meeting shall vote “yes” or “no” when a question is put to the Committee, unless the member is excused from voting on a matter by a motion adopted by a majority of the members or the member has a conflict of interest that legally precludes participation in the vote. Whether a Committee member has a conflict of interest which precludes participation in a vote shall be determined by the individual member in consultation with the City Attorney’s Office. Committee members shall not be allowed to vote by proxy. The Committee shall take action on items on the agenda by roll call vote, (voice vote) or by a show of hands. The minutes shall reflect how each Committee member voted on each item.

### **XIV. Attendance at Meetings**

Committee members shall not miss more than three meetings in any six-month period. In the event that a member's attendance falls below this level the Committee Secretary shall notify that member's appointing authority.

### **XV. Meeting Minutes**

Minutes shall be taken at every regular and special Committee, Water Subcommittee, Wastewater Subcommittee and Energy Subcommittee meeting. Minutes shall be approved by the majority vote of the Committee or subcommittee that conducted the public meeting.

## **XVI. Public Review File**

The Committee shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance (S.F. Administrative Code Section 67.23).

## **XVII. Information requests**

All Committee member requests for reports, analyses and any other information pertaining to the business of the Committee shall be reported in an open public session of the Committee.

## **XVIII. Amendment of Rules of Order**

The Rules of Order of the Committee may be amended, by a vote of a majority of the members of the Committee, after presentation of the proposed amendments as a scheduled agenda item at a meeting of the Committee. The Committee shall give 10 days notice before considering any amendments.

## **Appendix A: Committee Resolution Re Public Membership in Subcommittees**

## **Appendix A**

### **Public Membership in Subcommittees**

Whereas, the purpose of Public Utilities Citizens' Advisory Committee (PUCAC) is to support the creation and implementation of good public policy through an inclusive process of citizen oversight and comment; and

Whereas, to achieve its purpose, the Public Utilities Citizens' Advisory Committee membership is comprised of individuals who demonstrate one or more of the following qualifications: representing a community, business, environmental, or environmental justice organization, or with demonstrated knowledge, skill or experience in a field related to public utilities, environmental justice or environmental science; and

Whereas, membership in subcommittees of the Public Utilities Citizens' Advisory Committee shall be open to interested members of the public through a process developed by the subcommittee and adopted by the Citizens' Advisory Committee; now, therefore, be it

Resolved that the following will be the process for accommodating additional public membership in subcommittees:

1. Membership on each subcommittee shall not exceed a total of eleven members,
2. Public members who wish to join a subcommittee will submit, to the chair of that subcommittee, a written expression of interest for review by the subcommittee,
3. Public members of a subcommittee shall be approved and/or removed by a majority vote of the subcommittee on which they serve, and
4. Public members will be held to the same terms and standards of qualification and attendance as members of the PUCAC.

Adopted 3/21/05