

RULES OF ORDER
SAN FRANCISCO PUBLIC UTILITIES
CITIZENS' ADVISORY COUNCIL

Adopted September 15, 2026

Adoption of Rules of Order

RULE 1. The adoption of the Rules of Order shall be by motion and shall require an affirmative recorded 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 in these Rules of Order.

Rules indicated with an asterisk (*) are adopted in conformance with specific sections of the San Francisco Charter, San Francisco Administrative Code, or California Government Code.

Suspension of the Rules of Order

RULE 2. The Council, by affirmative vote of the majority of the members of the Council, may suspend any of the Rules of Order except this Rule 2 and any Rule that is required by Charter, Ordinance, Resolution, or other applicable law.

Any suspension shall be entered upon the minutes of the Council. A motion to suspend the rules is debatable.

Amendments to Rules of Order

RULE 3. The Council, by affirmative vote of the majority of the members of the Council, may amend these Rules of Order following a duly noticed public hearing as provided under Charter Section 4.104(a)(1).

Quorum

*RULE 4. A quorum for the transaction of official business shall consist of a majority of all the members of the Council; nine members of the Council constitute a quorum. [Charter Section 4.104(b); San Francisco Administrative Code Section 5.15-2(a)]

Vote Required

*RULE 5. The affirmative vote of a majority of the members of the Council shall be required for the approval of any matter, except that the Council may act by the affirmative vote of a majority of the members present for matters of procedure (such as adjournment).

Each member present at a regular or special meeting shall vote "yes" or "no" when a question is put to a vote, unless excused from voting by a motion adopted by a majority of the members present. [Charter Section 4.104(b)]

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The vote on all motions, on approval of the minutes, and on all other questions, shall be recorded in the minutes of the proceedings of the Council. A roll call shall not be interrupted, but a member may, prior to the calling of the roll, explain the member's own vote, or file in writing an explanation after the result of the roll call has been announced and recorded.

Organization and Election of Officers

RULE 6. At the first regular meeting of the Council of each even-numbered year, the members of the Council shall elect from among their number a Chair and a Vice-Chair of the Council, each to serve for a two-year term.

In the event of a vacancy before expiration of the two-year term, the following shall occur: (1) the Vice-Chair shall automatically assume the position of Chair and serve out the remainder of the prior Chair's term, and (2) at the next regular meeting of the Council after the vacancy occurs, the members of the Council shall elect a new Vice-Chair who shall serve out the remainder of the prior Vice-Chair's term. After the new Chair and Vice-Chair have served out the remainder of the terms of the vacated positions, they may each then be elected to serve a full two-year term the following term cycle.

In the event that the Vice-Chair seat becomes vacant before expiration of the two-year term, at the next regular meeting of the Council after the vacancy occurs, the members of the Council shall elect a new Vice-Chair who shall serve out the remainder of the prior Vice-Chair's term. After the new Vice-Chair has served out the remainder of the term, that Council member may then be elected to serve a full one-year term as Vice-Chair the following term cycle.

Regular Meetings of the Council

*RULE 7. The Council shall hold a regular meeting in Third floor Tuolumne Conference Room, every third Tuesday of the month, at 5:30 pm. [Government Code Section 54954(a); Administrative Code Section 67.6(a).]

If a regular meeting would otherwise fall on a holiday, it shall instead be held on the next business day, unless otherwise rescheduled or canceled in advance. [Administrative Code Section 67.6(c).]

Temporary Meeting Place-Emergency

*RULE 8. In case of emergency, the Council shall designate some other appropriate location as its temporary meeting place. The change of meeting site shall be announced by the most rapid means of communication available at the time, in a notice to the local media outlets

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that have requested written notice of special meetings pursuant to Government Code Section 54956. Reasonable attempts shall be made to contact others regarding the change in meeting location. [Government Code Section 54956; Administrative Code Section 67.6(d).]

Special Meetings of the Council

*RULE 9. Special meetings of the Council may be called at any time by the Chair or by a majority of the members of the Council by delivering personally or by mail written notice to each member of the Council and to each local newspaper of general circulation, radio or television station requesting notice in writing.

Notice of a special meeting must be delivered personally or by mail 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. No other business shall be considered at such meetings by the Council.

Written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary of the Council a written waiver of notice. Such waiver may be given by electronic written notice.

Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

Each special meeting shall be held at the regular meeting place (see Rule 7), except that the Council may designate an alternate meeting place provided that (a) such alternate location is specified in the call and notice of the special meeting and (b) notice of the special meeting shall be given at least 15 days before the 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. [Government Code Section 54956; Administrative Code Section 67.6(f).]

Open and Public Meetings

*RULE 10. All meetings of the Council shall be open and public, and all persons shall be permitted to attend any meeting of the Council. [Government Code Section 54950 et seq.; Charter Section 4.104(a)(2); Administrative Code Sections 67.5.] The matters to be included on an agenda for a Council meeting shall be determined by the Chair of the Council, the General Manager of the San Francisco Public Utilities Commission, or by motion of a Council member adopted by a majority of all the members. All meetings shall be noticed as

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required by law. [Administrative Code Section 67.7-1.]

Adjournment of Meetings

RULE 11. The Council may adjourn any regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time.

Attendance at Meetings

RULE 12. Unless excused, all members of the Council shall be in their respective seats at the hour appointed for each regular, special, or adjourned meeting of the Council. No member shall leave the Council meeting while in session without permission of the presiding officer.

Any member that is unable to attend a scheduled meeting shall notify the Chair of the Council or relevant subcommittee at least 72 hours prior to the scheduled meeting.

Powers and Duties of the Chair

RULE 13. The Chair shall preside at all meetings of the Council, shall preserve order and decorum, shall decide all questions of order subject to appeal to the Council by any member, and shall appoint all subcommittees of the Council. The Chair shall appoint one chair for each subcommittee of the Council to serve at the pleasure of the Chair for a one-year term. The Chair shall have the right to participate in the proceedings of the Council, including the right to make and second any resolution or other motion, and may speak to points of order in preference to the other members. In the absence of the Chair, the Vice-Chair shall preside, and in the absence of both the Chair and the Vice-Chair, the senior member of the Council in point of continued service shall preside.

Call to Order and Roll Call

RULE 14. The Chair shall call each regular, adjourned, recessed, or special meeting to order at the appointed hour. Immediately after the call to order the Secretary of the Council shall call the roll of the members of the Council and shall record those present and those absent and shall cause to be entered upon the minutes the names of those members present at the first roll call as well as the names and time of appearance of those members who arrive subsequent to the first roll call.

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Rules of Debate

RULE 15. A member who desires to address the Council shall seek recognition by addressing the presiding officer, and when recognized, shall proceed to speak, confining comments to the question before the Council. No discussion shall take place until a calendared item has been introduced, or a motion has been moved and seconded, as appropriate to the item. No vote shall be taken until the item has been moved and seconded and an opportunity for public comment has been provided.

Privilege of Floor and Public Participation

*RULE 16. 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; time limits shall be applied uniformly to members of the public wishing to testify. The presiding officer shall be the judge of the pertinence of such comments. The presiding officer has the power to limit the privilege if, in the presiding officer'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. [Administrative Code Section 67.15(c).]

The Council, upon consent of nine members, may extend the privilege of the floor by waiver of this Rule.

Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the subject matter jurisdiction of the Council.

Minutes of Proceedings

RULE 17. The Secretary of the Council shall audio record each regular and special meeting. The recording may not be erased or destroyed at any time. The Council Secretary must record the minutes of each meeting, and a draft of the minutes must be available for inspection and copying no later than ten working days after the meeting. The officially adopted minutes must be available for inspection and copying no later than 10 working days after the meeting at which the minutes are adopted. [Administrative Code Section 67.16]

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Parental Leave

*RULE 18. Under Administrative Code Chapter 67B, members of the Council may take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these Rules of Order. The Council Secretary shall provide a copy of Section 67B.1 to each member of the Council when the member assumes office. Any member who intends to take parental leave under this policy must inform the Chair of the Council and the Council Secretary in writing. To the extent feasible, the members' written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Council meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy but rather is intended to aid the Council Secretary and the San Francisco Public Utilities Council department personnel in planning the work and the meetings of the Council while the member is on parental leave.

Subcommittees

RULE 19. The Council has established the following subcommittees:

The Wastewater Subcommittee, which is established to advise on plans, programs, and policies of the Wastewater Enterprise, including those relating to sewage and stormwater collection, treatment and disposal system replacement, and recycling.

The Power Subcommittee, which is established to advise on plans, programs, and policies of the Power Enterprise, including those relating to power generation and transmission system reliability and improvement programs, facilities siting, and alternative energy programs.

The Water Subcommittee, which is established to advise on plans, programs, and policies of the Water Enterprise, including those relating to water supply system reliability, water conservation, recycling, and regional cooperation efforts.

Rule 20. The Chair of the Council shall appoint a chair for each subcommittee and shall assign members of the Council to serve on each subcommittee, which members will serve on their assigned subcommittee at the pleasure of the Chair of the Council. Each subcommittee chair shall have a term of twelve months and may be removed and replaced by the Chair of the Council at any time within the twelve-month term. Subcommittee chairs may serve consecutive terms. The Chair of the Council may select alternate Council members who may serve on a

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subcommittee in the event of a subcommittee member's absence or resignation.

Meetings of each subcommittee shall be noticed and conducted in the same manner as Council meetings and shall be held no fewer than four times per year.

Each subcommittee shall have five seats, comprised entirely of members of the Council. The presence of a majority of the full membership of a subcommittee shall constitute a quorum for purposes of transacting the official business of that body. (Charter § 4.104(b)).

At least quarterly, each subcommittee chair shall submit to the Council a written or verbal report that describes the activities of the subcommittee.

Rule 21. Annual Reporting

At least annually, prior to the scheduled adoption or amendment by the Public Utilities Commission of its long term strategic plans, the Public Utilities Citizen Advisory Council shall prepare a report containing its overview of the status of the long term strategic plans and its recommendations regarding any proposed long term strategic plan adoption or amendment, including the strategic goals and objectives and any performance goals set forth in the plan. The report shall be provided to the Clerk of the Board of Supervisors, the General Manager of the Public Utilities Commission, and each member of the Public Utilities Commission at least two weeks prior to the Commission's consideration of a long term strategic plan adoption or amendment. Failure of the Citizens' Advisory Council to timely submit its report shall not require a continuance of the Commission's consideration or action.