

ALEMANY FARM COMMUNITY ADVISORY COMMITTEE BYLAWS

ARTICLE 1- NAME AND MEMBERSHIP

Section 1. Name. The Alemany Farm Community Advisory Committee.

Section 2. Purpose. The Alemany Farm Community Advisory Committee was established by the Recreation and Park Commission by Resolution No. 1208-005, which approved the Alemany Farm Management Plan dated August 16, 2012. Unless otherwise specified under Resolution No. 1208-005 or any subsequent amendments thereto, the purposes and duties of the Committee are to make recommendations to the Recreation and Park Commission and Department regarding proposed programming for the Alemany Farm.

Section 3. Committee Members. Unless otherwise specified under Resolution No. 1208-005 or any subsequent amendments thereto, the Committee shall consist of nine (9) voting members (“Committee members”). The Committee members shall consist of:

- Seat 1: Neighborhood resident
This membership seat is reserved for a San Francisco Housing Authority resident
- Seat 2: Neighborhood resident
While not required, preference should be given to San Francisco Housing Authority residents
- Seat 3: Dedicated site volunteer
Demonstrates a leadership role in site management and planning
- Seat 4: Dedicated site volunteer
Demonstrates a leadership role in site management and planning
- Seat 5: Naturalized open space representative member
- Seat 6: Farming practitioner member
- Seat 7: Youth advocate member
With, for example, demonstrated experience working with at-risk youth advocacy and/or education
- Seat 8: At-large member with no specific qualification
This member may live outside of San Francisco
- Seat 9: Recreation and Park Department representative
The Recreation and Park Department, through its General Manager, will appoint one staff member, or designee, as a representative of the Department

Section 4. Term of Office. According to the Alemany Farm Management Plan, inaugural CAC members assigned to odd-numbered seats will serve for a one-year term. Inaugural CAC members assigned to even-numbered seats will serve for a two-year term. All seats thereafter have a two-year term.

Section 5. Appointment of Committee Members; Vacancies. Appointment of Committee members and filling of vacancies shall be in accordance with Resolution No. 1208-005 or any subsequent amendments thereto. If no appointment is made after the completion of a term, that member may continue as a voting member until such time as that person is reappointed or replaced.

Section 6. Attendance. Members of the Committee shall notify the Chair at the earliest possible time if she or he is unable to attend a regular or special meeting. Unless impracticable, notice of an absence shall be given a minimum of 72 hours prior to the meeting. If a Committee member misses more than two regular meetings in any twelve-month period of time, the Chairperson of the Committee shall notify the member. If a member is absent for a third scheduled meeting, the Committee shall deliberate if the absences were excusable and may notify the Recreation and Park Commission to request that action be taken to replace that member.

ARTICLE II- DUTIES

Unless otherwise specified under Resolution No. 1208-005 or any subsequent amendments thereto, the Committee shall have the following duties:

Section 1. Alemany Farm Management Plan. The Committee shall develop a strategy to implement the Farm Management Plan, to propose programs for Recreation and Park Department approval, and/or to recommend revisions or exceptions to the Management Plan that require Commission approval, such as changes to a functional-use area in Alemany Farm.

Section 2. Members as Liaisons. Members of the Committee appointed to represent stakeholder interests shall serve as liaisons between stakeholder residents, neighborhood groups and organizations dedicated to similar interests.

Section 3. Annual report. The Committee shall make available an annual report to the Commission on all significant activities and achievements at Alemany Farm.

ARTICLE III- OFFICERS

Section 1. Officers. There shall be a Chair and a Vice Chair of the Committee.

Section 2. Term. The term of each office shall be one year. However, the officers serve at the pleasure of the Committee and may be removed from office before expiration of the one-year term by a vote of five members of the Committee.

Section 3. Election of Officers. Elections for officers shall be conducted at the first regular meeting of the Committee in each calendar year.

In the event the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting. At the next regular meeting, the Committee shall elect a new Chair to fill the vacancy for the balance of the unexpired term. In the event the Vice Chair is elected as Chair, there

shall be an election for a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time the Committee shall elect a new Vice Chair.

Section 4. Duties of the Chair. The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, and shall decide all questions of order subject to appeal to the Committee by any member. In addition, the Chair, working with the Committee members, shall oversee the preparation of the agenda for all Committee meetings. Chair or the Chair's designee shall represent the Committee before the Recreation and Park Commission.

Section 5. Duties of the Vice-Chair. In the absence of the Chair, the Vice Chair shall preside at meetings of the Committee. In addition, as stated in Article III, Section 3, if the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting.

In the absence of both the Chair and the Vice Chair, the members shall select by motion a member to preside over the meeting.

ARTICLE IV- MEETINGS

Section 1. Regular Meetings. The Committee shall hold its regular meeting commencing at 6:00 pm. on the third Tuesday of every month. The regular meetings shall take place at St. Mary's Recreation Center Auditorium, Murray/ Justin Streets, San Francisco, California.

Section 2. Special Meetings. The Chair or a majority of the members of the Committee may call special meetings. The meetings must be noticed at least 72 hours in advance in accordance with Section 6.6(f) of the San Francisco Sunshine Ordinance (S.F. Administrative Code Chapter 67).

Section 3. Notice of Meetings. Agendas of all regular meetings and notices and agendas of all special meetings shall be posted at the meeting site, the San Francisco Main Library, and on the Committee's website. Agendas and notices shall be provided to each Committee member and any person who files a written request for such notice with the Committee.

Section 4. Cancellation of Meetings. The Chair may cancel a meeting if he or she is aware that a quorum of the Committee will not be present, or if the meeting date conflicts with a holiday or other responsibilities of the Committee. As soon as is reasonable possible, a notice of cancellation shall be posted at the meeting site, at the San Francisco Main Library and on the Committee's website. If time permits, notices of meeting cancellation shall be e-mailed to all members of the public who have requested, in writing, to receive notices and agendas of Committee meetings.

Section 5. Setting of Agendas. The agenda for meetings shall be prepared by the Department representative at the direction of the Chair. The Chair shall cause to be placed on the agenda any item requested by a member of the Committee provided that it is received not less than seven days prior to a regularly scheduled meeting. Each agenda of all regular meetings shall contain an item during which Committee members may request items for the Committee to consider at future meetings.

Section 6. Action at a Meeting: Quorum and Required Vote. The presence of a majority of the full Committee (i.e., five members of a nine-member Committee) shall constitute a quorum for all purposes.

The affirmative vote of a majority of the members of the full Committee (i.e., five members of nine-member Committee) shall be required for the approval of any matter.

Section 7. Voting and Abstention. Each member present at a Committee meeting shall vote “yes” or “no” when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present 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 members 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.

Section 8. Public Comment. The Committee shall hold meetings open to the public in full compliance with state and local laws. The Committee encourages the participation of interested persons. The Chair may limit time permitted for public comment consistent with state and local laws. Each person wishing to speak on an item before the Committee at a regular or special meeting shall be permitted to be heard once for up to three minutes. For regular meetings each agenda shall provide an opportunity for members of the public to directly address the Committee on items of interest to the public that are within the Committee’s jurisdiction.

ARTICLE V- PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority. At the discretion of the Committee Chair, except where the Charter or other rules provide required procedure, the Committee meetings shall be governed by the most recent edition of Robert’s Rules of Order.

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

ARTICLE VI- MAINTENANCE OF COMMITTEE RECORDS

Section 1. Meeting Minutes. Minutes shall be taken at every regular and special Committee meeting. Minutes shall be approved by the majority vote of the Committee. The duty to record meeting minutes shall rotate among Committee members, excepting the Department representative. Draft meeting minutes shall be provided to the Department representative at least 72 hours in advance of the meeting at which the Committee will consider action to approve those minutes.

Section 2. Public Review File. The Committee shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance (See S.F. Administrative Code Section 67.23).

ARTICLE VI- ADOPTION AND AMENDMENT OF BYLAWS

Section 1. Adoption of Rules of Procedure. The adoption of these Bylaws shall be made by motion and shall require an affirmative vote of the majority of the entire Committee. When adopted, these Bylaws shall remain in effect unless suspended, modified or amended as provided herein.

Section 2. Suspension of the Bylaws. Any rule in these Bylaws may be suspended. No rule shall be suspended unless there is an affirmative vote of the majority of the members of the Committee present and provided that such suspension is entered upon the minutes of the Committee. A motion to suspend the rules is debatable.

Section 3. Amendments to Bylaws. An amendment and/or modification to these Bylaws may, after 72 hours' notice of a regular or special meeting, be adopted by the affirmative vote of a majority the members of the Committee.

ARTICLE VII- NOTICE OF THESE BYLAWS

These Bylaws shall be made available to the public upon request. In addition, these Rules of Procedure shall be posted on the Recreation and Park Department's website, Community Gardens Program section, Alemany Farm CAC page: <http://sfrecpark.org/park-improvements/urban-agriculture-program-citywide/community-gardens-program/alemany-farm-community-advisory-committee/>

EFFECTIVE DATE. Adopted on February 18, 2014.