

*BIC Meeting of
August 20, 2014*

Agenda Item #8



July 9, 2014

Re: Mayor's Policy on Commissioner Attendance

Commission Presidents:

In an effort to set consistent standards for board and commission attendance, I would like to take the opportunity, at the beginning of Fiscal Year 2014-2015, to remind you of the attendance standards set forth by my office, all of which are consistent with the expectations of the community for which you represent and serve.

I believe that consistent attendance by commissioners allows each appointive body to function effectively and advance departmental goals, as well as reflects your commitment to the people of the City and County of San Francisco. Therefore, in an effort to remind all appointees of those standards to which they are held, I ask that commission presidents share with their respective bodies the following baseline standards:

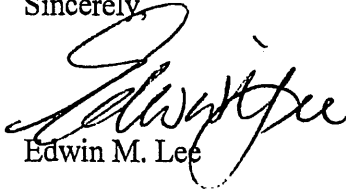
- A working goal of 100% attendance for commissioners. We ask commissioners to remain cognizant of regularly scheduled meetings and factor these meetings into their yearly schedule. However, we understand that family emergencies and illnesses arise occasionally. Therefore, it is realistic and reasonable to expect 90% attendance at full commission meetings.
- If a commissioner is unable to attend a commission meeting then it is the responsibility of that commissioner to contact the commission secretary no fewer than 24 hours prior to the meeting to notify the secretary of the absence. If this does not occur the absence is deemed "unexcused".
- Commissioners are expected to show up on time to meetings and sit for the duration of the meeting. Instances of tardiness and early exits are noted in quarterly attendance reports and weighed when reviewing overall attendance.
- I have asked commission secretaries to compile quarterly reports of commissioner attendance and submit these reports to my office. These reports are posted online for the public's review and they allow my office to track individual commissioner participation. Inclusive in these reports is overall attendance, unexcused absences, tardies and early exits.

Finally, when reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Commissioners bring uniquely qualified perspectives to commissions and consistent attendance allows for the full potential of each commission to be realized. Please consider these standards as we begin a new fiscal year and a new year of tracking attendance, and let's all strive to improve our service to, and on behalf of, the people of the City and County of San Francisco.

Should you have questions about the standards outlined in this letter, please contact Nicole Wheaton at 554-7940.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edwin M. Lee".

Edwin M. Lee

cc: Department Heads
Commission Secretaries