

Single Room Occupancy Task Force

SRO Task Force BYLAWS Adopted June 20, 2019

ARTICLE I – NAME, PURPOSE

- Section 1. Name. The name of this task force shall be the San Francisco Single Room Occupancy Task Force, (herein referred to as the "SRO Task Force").
- Section 2. Purpose. The SRO Task Force is organized to advise San Francisco policy makers on policies, codes, and legislation that impact residents, owners, and managers of SRO Hotels and to serve as a conduit for discussion and consensus between tenants, owners, managers and City policy makers in making informed decisions impacting SRO hotels. The Task Force monitors City policies and procedures to ensure the conservation and stabilization of, and prevent displacement from, extremely low-income affordable housing. The Task Force supports opportunities for such families and others to move from SROs into such housing. Additionally, the Task Force helps relevant City departments to stay more informed about issues that affect SROs, to see and overcome barriers presented by existing policies and practices, and to develop and carry out SRO policies in a unified and consistent fashion. The purpose of the Task Force is to help ensure a unified SRO hotel strategy that is supported by the Mayor, the Board of Supervisors, City departments, nonprofit agencies, owners, managers, tenants and the community at large.

ARTICLE II – MEMBERSHIP

- Section 1. Membership. The membership shall be comprised of 12 individuals; seats with an advisor from the City Attorney's Office. These seats are outlined in Section 2. Current members shall be listed in the written minutes of each meeting. Attendance sheets will be approved as part of the minutes.
- Section 2. Appointments. The Board of Supervisors makes appointments for designated seats and to fill vacancies that may occur. Membership shall include:

1. Four (4) appointments from the SRO Collaboratives, representing each of these areas: Mission SRO Collaborative, Chinatown SRO Collaborative, Central City SRO Collaborative, and Families SRO Collaborative;
2. Two (2) private SRO owners or operators
3. Two (2) SRO tenant representatives;
4. One (1) nonprofit SRO operator
5. Three City Department employees appointed by the Director from the following agencies:
 - a. One representative from the Department of Homelessness and Supportive Housing,
 - b. One (1) representative from the Department of Building Inspection,
 - c. One (1) representative from the Department of Public Health.

Section 3. Attendance. Members are required to attend all SRO Task Force meetings unless excused by the Chair for good reason. Three unexcused absences are grounds for removal. Additionally, members are encouraged to participate in subcommittee meetings. The list of attendees will be recorded as part of the minutes of each meeting.

Section 4. Term of Office. A full term of office on the SRO Task Force shall be considered three (3) years, with the option of reappointment by the Board of Supervisors.

Section 5. Chair. The SRO Task Force will elect a chair from the 12 members.

Section 6. Use of Alternates. When a member is not available to attend a scheduled meeting, he or she may designate an alternate to appear on his or her behalf. This alternate does not have voting rights, except in cases of a City department employee substitution.

Section 7. Dismissal. Members may be dismissed from the SRO Task Force by a recommendation of the Chair to the Full Task Force in accordance with Article II, Section 3 of these Bylaws. Any member in violation of the attendance policy shall be sent a letter informing them of their possible dismissal. The Task Force will vote in a publicly noticed meeting about dismissal.

ARTICLE III – MEETINGS

Section 1. Quorum. A quorum of fifty (50) percent plus one of the SRO Task Force-seven (7) members must be present at any regular or

especially scheduled meeting in order for the Task Force to engage in formal decision-making. A quorum is defined as more than one-half of the total membership, including vacant seats.

- Section 2. Proceedings. SRO Task Force meetings shall be open to the public, in full accordance of the Sunshine Ordinance. Audio recordings will be kept for all meetings and will be posted on the SRO website in accordance with the Sunshine Ordinance and will be a public document. Minutes will also be kept and adopted in accordance with Admin Code Sect 67.16.
- Section 3. Parliamentary Procedure. The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all meetings of the SRO Task Force and its committees except as otherwise provided herein.
- Section 4. Order of Business. Unless changed as determined by a majority vote of the Task Force, the order of business of any Regular meeting shall be as follows:
1. Roll call
 2. Approval of the Minutes
 2. Consideration of SRO Task Force Business/Action Items. (Public comment specific to each business/action item shall be requested prior to any action being taken on the item.)
 3. New Business (No action if not on agenda.)
 4. Open Public Comment (Before adjournment, there should be an open request for public comment for items relevant to the Task Force, but not on the agenda.)
 5. Adjournment
- Section 5. Notice. Written notice of the time and place of every full SRO Task Force and committee meeting shall be given to members of the Task Force and the public at least 72 hours before the time of such meeting, in accordance with the Sunshine Ordinance.
- Section 6. Regular Meetings. Regular Meetings of the SRO Task Force shall be held on the third working Thursday of the month beginning at 9:00am on the 4th floor of 1650 Mission street. Any change in meeting schedule shall be announced at least seventy-two (72) hours in advance.
- Section 7. Special Meetings. Special Meetings may be called and scheduled by the Chair or by seven or more members. The agenda, place and time of such meetings shall be set forth in the meeting notice, at least seventy two hours before the time of such meeting.

Section 8. Committee Meeting. Committee meetings of the SRO Task Force shall be held as determined by a majority vote of the Task Force. The Committee may suggest action items for the consideration of the full SRO Task Force.

ARTICLE IV – VOTING

Section 1. Voting. While the SRO Task Force will strive to achieve consensus, the affirmative vote of a majority of the members present shall be required for the approval of any matter.

Votes may be taken by acclamation, unless a member requests a roll call vote, which will cause the vote to be detailed in the minutes.

Section 2. Absentee Votes. Absentee votes shall not be permitted.

ARTICLE V – ENUMERATION OF COMMITTEE

Section 1. Subcommittee Structure. The SRO Task Force may create additional committees or sub-committees as deemed necessary, by a majority vote of the Task Force.

Section 2. Committee Membership. Membership of the subcommittees shall be made up of members of the Task Force.

Section 3. Task Force Chair. Shall develop and prepare the agenda for regular meetings of the full Task Force. Shall report to the Board of Supervisors annually. Shall review meeting attendance for the previous 12-month period. May recommend to the full Task Force dismissal of any Member who is not in compliance with the attendance policy. Any Member so recommended for dismissal shall be notified in writing and will have the opportunity to address the full Task Force prior to the deliberation and decision regarding dismissal. Discussion and possible action on the dismissal of any Member must be properly noticed on the agenda.

ARTICLE VI - ACTIONS AND MEETINGS OF THE COMMITTEES

Section 1. Meetings and actions of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws and other requirements of law. The Task Force may adopt rules and regulations pertaining to the conduct of meetings of committees to

the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

ARTICLE VII – AMENDMENTS

Section 1. The Bylaws of the SRO Task Force may be amended, by a vote of a majority of the members of the Task Force, after presentation of the proposed amendments as a scheduled agenda item at a meeting of the Task Force. The Task Force shall give ten (10) days' notice before considering any amendments.

These Bylaws were approved at a meeting of the SRO Task Force held June 20, 2019