



**SOUTH OF MARKET PROJECT AREA COMMITTEE**

1035 FOLSOM STREET SAN FRANCISCO, CA 94103  
415.487.2166 Fax 415. 487.2169 website: <http://www.sompac.com>  
*Advisory Body to the San Francisco Redevelopment Agency*

---

**SPECIAL BYLAW COMMITTEE**

**Thursday October 5, 2006**

**2:00 PM**

**Presiding Chair (2:05 PM)**

Raymon Smith

**Chair's Report (2:05 PM)**

**Mr. Smith** announced that he hopes we can bring closure to the bylaw changes and present the amended bylaws to the PAC this month. He stated that he appreciates the participation of the members of the committee and it has been his pleasure to serve as Chair of the Special Bylaw Committee.

**Roll Call (2:06 PM)**

Present: Raymon Smith, John Markham, John Melone/Senior Action Network and Angelica Cabande/Bindlestiff Studios (2:12 PM)

Absent:

PAC Staff: Marcia Ban and Karen Nolan

Agency Staff: Mike Grisso and Cathy Pickering

Guests:

**Review of Minutes (2:07 PM)**

Previous minutes were reviewed.

**Agenda Order (2:08 PM)**

It was agreed to add items to the agenda for the purpose of revisiting PAC elections, Sub Committees, the Parliamentarian and attendance requirements.

**Agenda Item 6. Review and Discussion of PAC Bylaws by Raymon Smith**

**(2:09 PM)**

**Mr. Smith** announced that he wanted to see the bylaws changed to reflect that these are new bylaws, not amended bylaws. **Mr. Grisso** pointed out that technically they are amendments to the original bylaws. He reminded members that they are keeping a majority of the original bylaws so these are amended bylaws. After a brief discussion it was agreed to leave the name as is but the bylaws will be referred to as "revised bylaws" for agenda purposes.

**Agenda Item 7. Discussion of Parliamentarian by Raymon Smith (2:16 PM)**

**Mr. Grisso** referred to the Parliamentarian and stated that the bylaws should specify that the Parliamentarian be a PAC member and not a consultant. This PAC member should be someone familiar with parliamentary procedure. The bylaws should clarify that this

person can offer an opinion but they could not veto a decision of the Chair. **Mr. Melone** read a paragraph from Roberts Rules of Order regarding the duties of a parliamentarian and it was agreed to incorporate this paragraph into the bylaws.

**Agenda Item 8. Attendance requirements for PAC Members by Raymon Smith (2:21 PM)**

**Mr. Smith** stated that PAC members should not be allowed more than three consecutive absences unless there are mitigating circumstances. Members must notify the Chair or PAC Director as soon as possible if they will miss a meeting, not after they have already missed three meetings. **Mr. Melone** stated that the bylaws should state that if a member misses a meeting and they do not contact the PAC Director prior to missing the meeting then it would not be considered an excused absence. After discussion it was agreed that only a mitigating medical or family emergency would be considered an excused absence.

**Agenda Item 9. Sub Committees by Raymon Smith (2:27 PM)**

**Mr. Smith** referred to the Sub Committees and stated that all members must make a good faith effort to participate and communicate to the public. He would recommend that we add an Outreach Committee to perform outreach duties to the community. **Ms. Cabande** wondered if we couldn't just require that committee members do outreach as a part of their participation on a Sub Committee rather than creating an entirely new committee for this purpose.

**Mr. Grisso** stated that PAC staff currently does outreach for the PAC. **Ms. Ban** reminded members that the PAC has a budget for outreach through the quarterly newsletter and the SOMPAC website. **Mr. Grisso** stated that you are trying to make this a separate task but it is what the committees should already be doing. **Mr. Smith** stated that in the past, there was no outreach to the community by PAC members. We must have checks and balances to ensure members are doing outreach. **Mr. Grisso** pointed out that this would be more of a policy issue for the Executive Committee and staff. **Mr. Melone** pointed out that we have committees working on Health, Safety and Human Services and Land Use/Zoning. One member from each committee should attend other community meetings and report on activities.

**Mr. Smith** stated that since the Executive Committee is made up of Officers and Chairs of the Sub Committees maybe we should strengthen the Executive Committee with a requirement to attend other meetings. **Mr. Grisso** stated that he thought it would be more appropriate to have something in the bylaws specifying PAC staff, through the direction of the Executive Committee would do that outreach. It was agreed to add 4.1.2.4 to the duties of the Executive Committee:

**4.1.2.4 Outreach** *The Executive Committee is responsible for coordinating outreach activities of PAC staff within the boundaries of the approved PAC budget.*

**Mr. Smith** announced that he would like to discuss business cards and e-mail accounts for PAC members. **Mr. Grisso** stated that he is not sure if this is something that has been approved. He stated that this is not usually done for members of a PAC and he cannot think of a reason that this would be necessary in order for members to function on the PAC. **Mr. Smith** stated that when a PAC member attends another meeting and invites business people to attend a PAC meeting, having a business card would set the tone and show that these meetings are important. **Mr. Grisso** stated that most PAC

members have cards from their businesses or jobs, as the PAC is a voluntary position. He pointed out that state law says that PAC members cannot be compensated in any way for volunteering on the PAC and he is not sure if this would constitute a form of compensation. **Mr. Grisso** stated that any member that does not have an e-mail account more than likely does not have a computer or access to one because if they did they could set up any number of free e-mail accounts. **Ms. Ban** pointed out that this would be discussed at the Executive Committee on Tuesday at noon. She suggested any member wishing to discuss this further should attend the Executive Committee.

**Agenda Item 10. PAC Election of Officers by Raymon Smith (2:40 PM)**

**Mr. Smith** announced that it was brought to his attention by **Mr. Markham** that we should redefine the election process of the officers of the PAC. **Mr. Grisso** stated that elections are currently held every three years and the PAC could always recall the Chair or Vice Chair if they felt it were necessary. **Mr. Markham** stated that he would like to have elections of the Chair and Vice Chair once every year so that we do not do anything to trigger a new election of the entire PAC. **Mr. Grisso** stated that the election of the Chair and Vice Chair to a three-year term did not have anything to do with the new elections held in May.

**Mr. Melone** stated that he did not think a new Chair had a real feel for the position until they have served at least a year and if we are going to change the elections then they should be every 18 months or two years. **Mr. Smith** stated that he believes one year is a good timeframe for serving and if the Chair is doing a good job they could always be reelected. While it is true that we have the power to recall the Chair, it is a very serious process and rarely done. **Mr. Smith** would recommend yearly elections for the Chair and Vice Chair. **Mr. Grisso** stated that he still does not think elections are necessary every year but if the PAC were going to have yearly elections, he would recommend that they set a date for the yearly elections to be held.

**Mr. Melone** referred to the Committee Chairs and stated that he would like to see the Committee Chairs represent the PAC to all other organizations, instead of the Chair. **Ms. Ban** informed **Mr. Melone** that any PAC member can currently represent themselves as a PAC member at community meetings, however it is the Chairs responsibility, unless otherwise delegated to represent the PAC's position on a particular issue at meetings such as the Redevelopment Commission, Board of Supervisors, etc.

**Public Comment (2:53 PM)**

**Meeting Ends (2:53 PM)**

**Raymon Smith  
Chair**