



SOUTH OF MARKET PROJECT AREA COMMITTEE

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Advisory Body to the San Francisco Redevelopment Agency

SPECIAL BYLAW COMMITTEE
Wednesday September 13, 2006
2:00 PM

Presiding Chair (2:15 PM)
Raymon Smith

Chair's Report (2:15 PM)

Mr. Smith announced that he attended the Executive Committee and informed the committee that he would have a surprise for the full PAC meeting. The Surprise is that the Special Bylaw Committee would accomplish their assigned task early.

Roll Call (2:16 PM)

Present: Raymon Smith, John Melone/Senior Action Network and Angelica Cabande/Bindlestiff Studios
Absent: John Markham
PAC Staff: Marcia Ban and Karen Nolan

Agency Staff:

Guests:

Review of Minutes (2:17 PM)

Previous minutes were reviewed.

Agenda Order (2:18 PM)

All members were in agreement of the agenda order.

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

(2:19 PM)

Mr. Smith announced that we would review the bylaws and try to get through final revisions today so that we could present a draft to the full PAC at this month's meeting on Monday.

Mr. Melone stated that there are two areas that we must look at. One is the Sub Committees and the other is the Officers. He would like to see a Parliamentarian added under section 3.3.1. **Ms. Ban** pointed out that as an officer of the PAC, a Parliamentarian should be listed as 3.2 in the section for officers.

Mr. Smith stated that he is not sure he understands the need for a Parliamentarian when we have a Vice Chair. He wondered if the Vice Chair were appointed as Acting Chair would they have the authority to appoint a Vice Chair to act on their behalf. **Mr. Melone** stated that a Parliamentarian ensures that motions are grammatically correct.

The position is different from the Vice Chair in that the Parliamentarian is a specialist in grammar. **Mr. Smith** stated that he would like to review Roberts Rules of Order before we make a decision. He stated that his experience on small boards has been that a Parliamentarian is not required. He would like to know what staff thinks about a Parliamentarian.

Ms. Ban stated that there have been problems with motions not being stated correctly and it is a good idea to have someone to ensure members recuse themselves where there is a concern of conflict of interest. She suggested adding the Parliamentarian as 3.2.3 following the Vice Chair. **Ms. Ban** reminded everyone that they would have to get PAC approval this month and then elect the Parliamentarian in October. Everyone agreed to this.

Ms. Cabande referred to 2.3.2.2 and stated that she would like to discuss Participation Requirement. She stated that sometimes people could not attend meetings for health or family emergencies and she believes the PAC should be able to decide if a member has a valid reason for missing a meeting versus automatically losing their seat with three consecutive absences. **Mr. Smith** pointed out that three consecutive absences is a three month period and that this is a long time for someone to be unable to attend a meeting. He stated that this leaves plenty of time for a member to notify the PAC if they could not attend. If a member is not showing up then they should look at their commitment to the PAC. **Ms. Ban** pointed out that members could miss a total of five meetings, which is almost 50% over a one-year period. They just could not miss three consecutive meetings.

Ms. Cabande stated that she wants to make a change to the Good Standing section and allow the PAC to decide if a member should lose their seat or not. **Mr. Smith** suggested that **Ms. Cabande** put her suggestion in writing so that we could get a legal rendering before proceeding with this. He suggested that she forward her suggestion to **Mr. Grisso** so that he could submit this request to the Agency's legal department for review.

There was a discussion with regard to the Parliamentarian and members reviewed Roberts Rules of Order. Language was discussed and decided on for the various sections of the bylaws where the Parliamentarian would need to be inserted.

There was a discussion regarding the sub committees of the PAC. After review members agreed that the sub committees should be Housing, Economics, Health, Safety & Human Services and Land Use/Zoning. It was agreed to replace the Crime & Safety and the Human Services Committees with one committee that addresses Health, Safety and Human Services. **Mr. Melone** stated that he would like to see an emphasis on pedestrian safety for seniors. **Mr. Smith** would like to see the PAC reach out to the other groups and organizations in the area to enable us to all work together on important issues. He stated that this outreach should include other PAC's and CAC's.

It was agreed that staff would incorporate all changes into a final draft of the bylaws. This draft of the bylaws will be sent out to members in packets with a cover page requesting everyone review and be prepared to discuss the bylaws at the PAC meeting.

Public Comment (3:30 PM)

Meeting Ends (3:30 PM)

**Raymon Smith
Chair**