

Attachment VIII: Legislative Forms & Templates

Introduction Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date _____

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor inquires"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Subject:

The text is listed below or attached:

Signature of Sponsoring Supervisor: _____

For Clerk's Use Only:

Motion Template

FILE NO.

MOTION NO.

1 [The Plain English Description, Using New Title Format, Using Initial Upper Case Letters,
2 Typed in Exactly 12 pt Spacing, Arial 12 pt, no More than 125 Characters/Spaces in Brackets
3 [], Should Clearly State The Purpose of the Legislation as the Legal Title Sometimes Does
4 Not State the Reason]

5 **Motion approving using new legal title format, using upper/lower case letters, Arial 12**
6 **pt, exactly 24 pt spacing, bold, begins with word "Motion" followed by word ending in**
7 **"ing" (a gerund, i.e., approving, etc.), ends with period. Note: only legal title is in bold.**

8 WHEREAS, If you need to explain the facts leading to the purpose of the motion, use
9 the "WHEREAS" format; and

10 WHEREAS, The first letter of the first word of the statement following the "WHEREAS,"
11 is capitalized and rest of text is in upper and lower case; and

12 WHEREAS, If reference is made to related materials (agreement, exhibit, map, etc.),
13 do not use the word "attached." Use the following wording: on file with the Clerk of the Board
14 of Supervisors in File No. _____, which is hereby declared to be a part of this motion as if set
15 forth fully herein; and

16 WHEREAS, The last "WHEREAS," statement ends with: ; now, therefore, be it

17 MOVED, Capitalize the first letter of the first word, rest of text in upper and lower case;
18 and, be it

19 FURTHER MOVED, That the first letter of the first word following "FURTHER MOVED,"
20 is capitalized and rest of text is in upper and lower case; and, be it

21 FURTHER MOVED, That the last "FURTHER MOVED" statement ends with a period.

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Name of Supervisor/Committee/Department

BOARD OF SUPERVISORS

Page 1

Charter Amendment Template

NEED TO FORMAT THIS FOR REDLINE PAPER.

[Charter Amendment - Short Description (Hyphen separates name and description. Typed in Exactly 12pt Spacing, Arial 12pt, Initial Caps, No More Than 125 Characters/Spaces in Brackets, do not end title with a period)]

Describing and setting forth a proposal to the voters to amend the Charter of the City and County of San Francisco to [state requirements] at an election to be held on insert date of election, e.g., November 4, 2014; and (where applicable) making environmental findings.

Section 1. If the Planning Department has made CEQA determination, add the following paragraph: The Planning Department has determined that the actions contemplated in this proposed Charter Amendment comply with the California Environmental Quality Act (California Public Resources Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. ____ and is incorporated herein by reference. [These findings and the above title "making environmental findings" will not be adequate where a negative declaration, a mitigated negative declaration, or an environmental impact report has been prepared in connection with the ordinance. In such event, call the Land Use Team for assistance.]

Section 2. The Board of Supervisors hereby submits to the qualified voters of the City and County, at an election to be held on insert date, e.g., November 4, 2014, a proposal to amend the Charter of the City and County by revising OR deleting OR adding Section(s) ____, to read as follows:

NOTE: **Unchanged Charter text and uncodified text** are in plain font.
Additions are *single-underline italics Times New Roman font.*
Deletions are ~~*strike-through italics Times New Roman font.*~~
Asterisks (* * * *) indicate the omission of unchanged Charter subsections.

[If you are revising or deleting existing Charter sections, begin by copying those sections from the online Charter and pasting them here by using the RED EXCLAMATION MARK button on your toolbar.]

APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: _____
ATTORNEY'S NAME
Deputy City Attorney

i.e., n:\govern\as2013\1200339\00848008.doc [doc locator code goes HERE]
DELETE THIS FIELD: Before sending a version of the ordinance to the sponsor, highlight the above file path and press the **YELLOW TRIANGLE CAUTION** button on your toolbar.

Ordinance Template

FILE NO.

ORDINANCE NO.

1 [The Plain English Description, Using New Title Format, Using Initial Upper Case Letters,
2 Typed in Exactly 12 pt Spacing, Arial 12 pt, no More than 125 Characters/Spaces in Brackets
3 [], Should Clearly State The Purpose of the Legislation as the Legal Title Sometimes Does
4 Not State the Reason]

4 **Ordinance approving using new legal title format, using upper/lower case letters, Arial**
5 **12 pt, exactly 24 pt spacing, bold, begins with word "Ordinance" followed by word**
6 **ending in "ing" (a gerund, i.e., approving), ends with period. Note: only legal title is in**
7 **bold.**

8 Note: **Unchanged Code text and uncodified text** are in plain Arial font.
9 **Additions to Codes** are in single-underline italics Times New Roman font.
10 **Deletions to Codes** are in ~~italics Times New Roman font~~.
11 **Board amendment additions** are in double underlined Arial font.
12 **Board amendment deletions** are in ~~Arial font~~.
13 **Asterisks (* * *)** indicate the omission of unchanged Code
14 subsections or parts of tables.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The San Francisco Code Title Code is hereby amended by amending OR
15 adding Section Section #(s), to read as follows:

16 Sec.

17 Section 2.

18 APPROVED AS TO FORM:
19 DENNIS J. HERRERA, City Attorney

20 By: _____
21 ATTORNEY'S NAME
22 Deputy City Attorney

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Grant Ordinance Template

FILE NO.

ORDINANCE NO.

1 [Accept and Expend Grant - (Purpose or Program) – (Amount, if available), Plain English
2 Description, Typed in Exactly 12 pt Spacing, Arial 12 pt, no More than 125 Characters/Spaces
3 in Brackets [], Should Clearly State The Purpose of the Legislation as the Legal Title
4 Sometimes Does Not State the Reason]

5 **Ordinance (Type Retroactively OR delete) authorizing the Department of (Type your**
6 **department's name) to accept and expend a grant in the amount of \$(Type the amount)**
7 **from the (Type the name of the granting agency) for (Type -the purpose of the grant),**
8 **and amending the Annual Salary Ordinance to provide for the creation of certain grant-**
9 **funded positions, for the grant term of (Type -Specific beginning date of the grant**
10 **period), through (Type -specific end date of the grant period).**

11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. The San Francisco (Code Title) Code is hereby amended by amending OR
13 adding Section (Section #(s)), to read as follows:

14 Sec.

15 Section 2. Authorization to accept and expend grant funds. The Board of Supervisors
16 hereby authorizes the Department of (Type your department's name) to (Type explanatory
17 text to explain the purpose of the grant).

18 Section 3. Grant funded positions: (List the position information and text explaining the
19 changes to the Annual Salary Ordinance. NOTE: You need to consult with the Department of
20 Human Resources for the specifics of this section).

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Name of Supervisor/Committee/Department

BOARD OF SUPERVISORS

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APPROVED AS TO FORM:

APPROVED AS TO CLASSIFICATION
DEPARTMENT OF HUMAN RESOURCES

By: _____
ATTORNEY'S NAME
Deputy City Attorney

By: _____
DIRECTOR'S NAME
Department of Human Resources

APPROVED: _____
Mayor

APPROVED: _____
Controller, Grant Division

Recommended:

Department Head

Resolution Template

FILE NO.

RESOLUTION NO.

1 [The Plain English Description, Using New Title Format, Using Initial Upper Case Letters,
2 Typed in Exactly 12 pt Spacing, Arial 12 pt, no More than 125 Characters/Spaces in Brackets
3 [], Should Clearly State The Purpose of the Legislation as the Legal Title Sometimes Does
4 Not State the Reason]

5 **Resolution approving using new legal title format, using upper/lower case letters, Arial**
6 **12 pt, exactly 24 pt spacing, bold, begins with word "Resolution" followed by word**
7 **ending in "ing" (a gerund, i.e., approving), ends with period. Note: only legal title is in**
8 **bold.**

9 WHEREAS, The first letter of the first word of the statement following the "WHEREAS,"
10 is capitalized and rest of text is in upper and lower case; and

11 WHEREAS, Use this same format for each "WHEREAS" statement of fact; and

12 WHEREAS, If reference is made to related materials (agreement, exhibit, map, etc.),
13 do not use the word "attached." Use the following wording: on file with the Clerk of the Board
14 of Supervisors in File No. _____, which is hereby declared to be a part of this resolution as if
15 set forth fully herein; and

16 WHEREAS, The last "WHEREAS," statement ends with: ; now, therefore, be it

17 RESOLVED, That the first letter of the first word following the "RESOLVED," is
18 capitalized and rest of text is in upper and lower case; and, be it

19 FURTHER RESOLVED, That the first letter of the first word following "FURTHER
20 RESOLVED," is capitalized and rest of text is in upper and lower case; and, be it

21 FURTHER RESOLVED, That the last "FURTHER RESOLVED" statement ends with a
22 period.

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Name of Supervisor/Committee/Department

BOARD OF SUPERVISORS

Grant Resolution Template

FILE NO.

RESOLUTION NO.

1 [Accept and Expend Grant - (Purpose or Program) - (Amount, if available), Plain English
2 Description, Typed in Exactly 12 pt Spacing, Arial 12 pt, no More than 125 Characters/Spaces
3 in Brackets [], Should Clearly State The Purpose of the Legislation as the Legal Title
4 Sometimes Does Not State the Reason]

5 **Resolution (type retroactively or delete)authorizing the Department of (type your**
6 **department's name) to accept and expend a grant in the amount of \$(type the amount)**
7 **from the (type the name of the granting agency) for (type -the purpose of the grant) for**
8 **the period of (type - specific grant commencement date) through (type - specific grant**
9 **ending date).**

10 WHEREAS, (Type explanatory text to explain the purpose of the grant); and

11 WHEREAS, (Continue to outline a specific need or restriction covered by grant OR
12 delete this whole paragraph); and

13 WHEREAS, (Continue outlining specifics of grant request OR delete this whole
14 paragraph); and

15 WHEREAS, (Following template instructions, enter one of 3 alternative indirect costs
16 statements); now, therefore, be it

17 RESOLVED, That (Type your resolved paragraph if indirect costs are prohibited or
18 waived OR If indirect costs are included, delete this paragraph and make the next paragraph
19 your first resolved paragraph); and, be it

20 FURTHER RESOLVED, That (Type your resolved text explaining the authority for your
21 request); and, be it

22 FURTHER RESOLVED, That (Continue outlining any additional authority provisions for
23 your request OR delete this whole paragraph); and, be it

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1 FURTHER RESOLVED, That (Type a clarifying sentence explaining any specific
2 restrictions or agreements on how the funds will be used OR delete this whole paragraph);
3 and, be it

4 FURTHER RESOLVED, That(Explain any waiver agreements OR wrap up your
5 request).

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Recommended:

Department Head

Approved: _____

Mayor

Approved: _____

Controller

Imperative Agenda Request Form

FOR IMPERATIVE AGENDA – NOT ON AGENDA

Introduction by a Member of the Board of Supervisors

Contains new requirements imposed by both
Brown Act amendments and the Sunshine Ordinance

Subject of Resolution: _____

Printed Name of Sponsor: _____

I hereby submit the attached resolution, which is not on the agenda, for Immediate Adoption.

1. I certify that, as provided by the Sunshine Ordinance, “the need to take action is so imperative as to threaten serious injury to the public interest” if action is deferred to a later meeting.



(Signature)

OR

2. I certify that the resolution is a purely commendatory action.



(Signature)

AND

3. I further certify that, as provided by the Brown Act, there is a need to take immediate action and the need to take action came to the attention of the City and County of San Francisco after the agenda was posted.



(Signature)

For Clerk’s use only:

Presidential Action Form

President, District 5
BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7630
Fax No. 554-7634
TDD/TTY No. 544-5227

London Breed

PRESIDENTIAL ACTION

Date:

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No.

(Primary Sponsor)

Title.

Transferring (Board Rule No 3.3)

File No.

(Primary Sponsor)

Title.

From:

Committee

To:

Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor

Replacing Supervisor

For:

(Date)

(Committee)

Meeting

London Breed, President
Board of Supervisors