

**Attachment IX: Legislative Process Handbook**

# LEGISLATIVE PROCESS HANDBOOK



BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

# INTRODUCTION

This Handbook is designed to be used as a guide and reference tool for City departments and Board of Supervisors staff to navigate through the legislative process for the City and County of San Francisco. Information contained in this Handbook is meant to be general, it may be necessary to contact the Legislative Division of the Clerk of the Board of Supervisors with subject specific questions.

***Angela Calvillo***  
Clerk of the Board

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# LEGISLATIVE PROCESS - SAN FRANCISCO

## LEGISLATIVE ACTIONS

Legislation consists of **Ordinances** (municipal regulations or laws), **Resolutions** (formal expressions of intent, opinion, or will), and occasionally formal **Motions** (proposals for action that are the sole authority of the Board).

**Ordinances** are prepared and “approved as to form” by the City Attorney. A Supervisor may request the City Attorney draft an Ordinance by 1) submitting a request on an “Introduction Form” to the Clerk of the Board, who then requests the City Attorney to prepare the Ordinance; or 2) making the request directly to the City Attorney. (Templates and instructions can be found on the Intranet (<http://intranet/>) under the “Documents Central App,” Agency: Board of Supervisors)

**Resolutions** are generally prepared by the office of the sponsoring Supervisor or staff within a City department. (Templates and instructions can be found on the Intranet (<http://intranet/>) under the “Documents Central App,” Agency: Board of Supervisors)

**Motions** are generally prepared by the office of the sponsoring Supervisor or prepared by staff within a City department. (Templates and instructions can be found on the Intranet (<http://intranet/>) under the “Documents Central App,” Agency: Board of Supervisors)

Six votes (a majority of the Board) are required to pass Ordinances, Resolutions, and Motions, unless a greater number is required under State law, Charter provision, Municipal Code, Ordinance or Board Rule. The Board’s Rules of Order contains an index on votes required for various matters. A majority vote of the members present during a meeting is required to amend proposed legislation and to approve most parliamentary motions.

## LEGISLATIVE DIGEST

The Board requires (Board Rule 2.5) the City Attorney to provide a brief digest of each proposed Ordinance of more than two pages at the time of introduction. The Legislative Digest explains, in plain English, the effects of the Ordinance on existing law. If amendments are made to the proposed Ordinance that change the effect, the City Attorney provides a revised digest with the amended Ordinance.

City department heads may also provide a cover letter that summarizes the legislation.

## INTRODUCED LEGISLATION

Legislation is introduced in writing by a member of the Board by submitting the legislation package to the Clerk of the Board, pursuant to Board Rule 2.7, or by presenting it during Roll Call at a Board meeting.

Legislation is introduced by a department head, or a commission established by the Charter, by submitting it to the Office of the Clerk of the Board prior to a Board meeting, pursuant to Board Rule 2.7.1. Department requested legislation submitted by Monday at 12:00 noon shall be listed at the rear of the Board agenda for the second following Tuesday's agenda for introduction.

## ELECTRONIC COPY OF PROPOSED LEGISLATION

An electronic copy of the proposed legislation, associated Legislative Digest (if an Ordinance), and all supporting documentation must be transmitted to the Clerk of the Board ([BOS.Legislation@sfgov.org](mailto:BOS.Legislation@sfgov.org)) at the time of submission.

- Department requested legislation must be submitted by the Monday at 12:00 noon deadline.
- Supervisor or Mayor introduced legislation must be submitted on the day of the Board meeting at which the matter is being introduced.

## THE LEGISLATIVE PROCESS

**STEP ONE**      **Write** the legislation.

Ordinances are normally prepared by the City Attorney, at the request of a Supervisor, Mayor, Department head, or a commission, based on a draft or other written request. The City Attorney must sign and “approve as to form” all ordinances before introduction, and prepare a Legislative Digest for those more than two pages long.

Resolutions, if not bond related, are normally prepared by a Supervisor or by a Department requesting the action. More complex Resolutions may be prepared by the city Attorney, based on a draft submitted by a Supervisor or Department. Citizens occasionally submit drafts of proposed Resolutions to individual Supervisors, who then may take up and sponsor the legislation for introduction. Resolutions authorizing grant expenditures must be accompanied by a “Grant Information Sheet” and a “Disability Access Checklist,” and be approved by the Mayor, Department head, and or the Controller’s Grant Division. Resolutions concerning interim zoning controls/moratoriums and bonds must first be approved by the City Attorney.

**STEP TWO** Have the legislation **introduced**.

Supervisors, the Mayor, Department heads, and commission submit Ordinances, Resolutions, and Motions to the Clerk of the Board for introduction. Supervisors may also introduce “Requests for Hearings” on a subject matter that does not include legislation. Upon introduction, the President of the Board refers each legislation and subject matter hearing requests to one of the standing Board committees for public hearing.

**STEP THREE** Have the legislation calendared on a **committee agenda**.

Committee Chairs have jurisdiction on whether and when to calendar all matters assigned to their committee for hearing. Committee meetings are advertised in the newspaper, as required, and subject matters are published and posted online in compliance with mandated requirements. Some matters may require special noticing prior to the hearing. **Contact the Assistant Clerk for the committee if you have questions or if you are working against a deadline to ensure timely approval of your matter.**

**STEP FOUR** Obtain a **recommendation** from the committee.

The public is invited and speak on any matter agendized before the committee. Department staff may also be requested to attend and report on a matter.

In order for a matter to be sent to the full Board, legislation needs the vote of two of three members of a committee to send it forward to the full Board for consideration, in the form it was introduced or as amended by the committee members.

A committee may refer the matter to the full Board:

- With Recommendation;
- Without Recommendation; or
- With a Recommendation of “Do Not Pass”

A committee may also take the following actions on a matter:

- Continue to the Call of the Chair;
- Continue to a date certain; or
- Table/File.

If a committee has not heard (Board Rule 3.35) or acted upon (Board Rule 3.36) a matter within 30 days after its referral to committee, any member of the Board may cause the matter to be “called from committee” and considered by the full Board at the next Board meeting (reference the

appropriate Board Rule for the procedures and specifics). A majority of the Board, by written motion, may also have a matter “called from committee,” pursuant to Board Rule 3.37.

**STEP FIVE** Obtain a majority **vote** (six members) of the Board. For Ordinances, this must be obtained at two separate meetings (first and final readings).

Some matters require a greater number of votes (Board’s Rules of Order contains an index on votes required for various matters). A few urgent or very routine Resolutions are adopted on the day they are introduced at Board, without being referred to committee (a unanimous vote of the Supervisors present is required).

**STEP SIX** Obtain the **approval** of the Mayor.

Legislation is sent to the Mayor the day after approval by the Board. The Mayor then has ten calendar days to approve or veto legislation.

If the Mayor approved an Ordinance, it normally goes into effect 30 days after that approval. If the Mayor approves a Resolution, it goes into effect immediately. If the Mayor vetoes legislation, it only becomes effective if eight members of the Board vote within 30 days to override the veto. If the Mayor neither approves nor vetoes the legislation, it is deemed approved on the tenth day, unless otherwise notified by the Mayor.

### **30-DAY RULE**

Legislation that creates or revises major City policy shall not be considered until at least 30 days after the day of introduction, pursuant to Board Rule 3.22. The Clerk of the Board determines whether the legislation meets the standard of the rule, subject to reversal by the Board President. As a general policy, most Ordinances are placed under this 30-day hold. The Board, by a two-thirds vote, or the President may waive the 30-Day Rule.

### **EFFECTIVE DATES OF LEGISLATION**

Most Ordinances become effective on the 31<sup>st</sup> day after approval by the Mayor, to allow a 30-day period for voters to sign a referendum petition.

Most Resolutions become effective upon approval and signature by the Mayor.



## **SUNSHINE ORDINANCE**

The Sunshine Ordinance (Administrative Code, Chapter 67) is a combination of open meeting laws and public record laws for the City and County of San Francisco.

# COVER LETTER / INTRODUCTION FORM

All legislation submitted to the Clerk of the Board must be accompanied by either a **Cover Letter** (City department submissions) or an **Introduction Form** (Supervisor or Mayor submissions).

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## COVER LETTER (City Department Submissions)

[Department/Board/Commission Letterhead]

[Date]

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

Dear Ms. Calvillo:

Attached please find an original single-sided and two single-sided, black and white copies of the proposed [Ordinance/Resolution/Motion] for the Board of Supervisors approval, which [...state the reason for the legislation].

[Cite any pertinent information and reference all applicable codes]

The following is a list of accompanying documents

- [List Attachments]

[City any reasoning for a special timeline or deadline]

The following person may be contacted regarding this matter:

[Name, Title]

[Telephone Number]

[Email]

[Department/Board/Commission Approval]

# INTRODUCTION FORM (Supervisor or Mayor Submissions)

Print 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:

# ORDINANCE CHECKLIST

Submission Package:

- One (1) original (single-sided) Ordinance that is “Approved as to Form” by the City Attorney, on red-line paper
- Two (2) copies (single-sided) of the Ordinance
- One (1) complete set of any background information
- Introduction Form (Supervisor sponsored) or Cover Letter (City department or Mayor requested) that states the reason, time factors, and the name and telephone number of a contact person.
- Email electronic versions of Ordinance (Word) and supporting documents (PDF) to [BOS.Legislation@sfgov.org](mailto:BOS.Legislation@sfgov.org)

Ordinance Formatting:

- Printed on red-line paper  
NOTE: If you use the BOS boilerplate, it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (order paper from Reproduction and Mail Services).
- Page 1 header **must have** “File No.” in upper left, and “Ordinance No.” in upper right
- Subsequent pages **have no** reference to “File No.” or “Ordinance No.” in header
- Short Title: Single spaced, beginning on line 1, in brackets [ ], type a short subject phrase or a plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. Be brief, concise and written in plain, easily understood English, single spaced, consisting of no more than 250 characters/spaces.
- Long Title: Double space the legal title of the Ordinance in “bold” print (Arial, 12, Bold). Title is bold, using sentence case, starting with the word “Ordinance” followed by a word ending in "ing" (a gerund), and ending with a period (.)

FILE NO. 160709	ORDINANCE NO.
1	[Settlement of Lawsuit - People of the State of California - \$250,000]
2	
3	Ordinance authorizing settlement of the lawsuit filed by the People of the State of
4	California against the City and County of San Francisco for \$250,000; the lawsuit will be
5	filed in Alameda County Superior Court; and be entitled <u>People of the State of</u>
6	<u>California v. San Francisco Public Utilities Commission and the City and County of San</u>
7	<u>Francisco</u> ; the lawsuit involves alleged violations of California pollution prevention and
8	hazardous materials laws at Public Utilities Commission facilities near Sunol in
9	Alameda.

- If the ordinance amends a Municipal Code, immediately following the title is:

19	NOTE: Unchanged Code text and uncodified text are in plain Arial font.
20	Additions to Codes are in <u>single-underline italics Times New Roman font</u> .
21	Deletions to Codes are in <del>single-underline italics Times New Roman font</del> .
22	Board amendment additions are in <u>double-underlined Arial font</u> .
	Board amendment deletions are in <del>single-underline Arial font</del> .
	Asterisks ( * * * *) indicate the omission of unchanged Code subsections or parts of tables.

- Insert two returns between Long Title and text of the Ordinance. Text, double-spaced, and normal print (Arial, 12).
- Text should begin with:

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

- Footer must have "Sponsor/Requestor," "BOARD OF SUPERVISORS," and page number

25
City Attorney BOARD OF SUPERVISORS
Page 1

\_\_\_\_\_ Legislative Digest: If longer than two pages, it must be accompanied by a brief Legislative Digest prepared by the City Attorney.

\_\_\_\_\_ If an Appropriation Ordinance:

- The Mayor must approve before submittal.
- The Controller must approve before submittal.

\_\_\_\_\_ If an Emergency Ordinance:

- The title ends with: *"; an emergency measure."*
- The text must state the nature of the emergency.

\_\_\_\_\_ If amending a Municipal Code, name the specific code and section numbers in title.

\_\_\_\_\_ Contains no WHEREAS clauses, but may have a "Findings" section.

\_\_\_\_\_ Ordinance must be confined to one subject that is clearly expressed in the title.

\_\_\_\_\_ If reference is made to related material, use the language:

*"... on file with the Clerk of the Board of Supervisors in File No. (leave at least 15 blank spaces), which is hereby declared to be a part of this Ordinance as if set forth fully herein."*

# RESOLUTION CHECKLIST

Submission Package:

- One (1) original (single-sided) Resolution on red-line paper
- Two (2) copies (single-sided) of the Resolution
- One (1) complete set of any background information
- Introduction Form (Supervisor sponsored) or Cover Letter (City department or Mayor requested) that states the reason, time factors, and the name and telephone number of a contact person.
- Email electronic versions of Resolution (Word) and supporting documents (PDF) to [BOS.Legislation@sfgov.org](mailto:BOS.Legislation@sfgov.org)

Resolution Formatting:

- Printed on red-line paper  
NOTE: If you use the BOS boilerplate, it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (order paper from Reproduction and Mail Services).
- Page 1 header **must have** "File No." in upper left, and "Resolution No." in upper right
- Subsequent pages **have no** reference to "File No." or "Resolution No." in header
- Short Title: Single spaced, beginning on line 1, in brackets [ ], type a short subject phrase or a plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. Be brief, concise and written in plain, easily understood English, single spaced, consisting of no more than 250 characters/spaces.
- Long Title: Double space the legal title of the Resolution in "bold" print (Arial, 12, Bold). Title is bold, using sentence case, starting with the word "Resolution" followed by a word ending in "ing" (a gerund), and ending with a period (.)

	FILE NO. 160906	RESOLUTION NO.
1	[Supporting San Francisco Unified School District Resolution Ordering School Bond Election]	
2		
3	<b>Resolution supporting the San Francisco Unified School District Resolution</b>	
4	<b>No. 166-14Sp1, a \$744,250,000 facilities bond to repair and rehabilitate San Francisco</b>	
5	<b>Unified School District facilities to current accessibility, health, safety, seismic, and</b>	
6	<b>instructional standards, renovate outdated classrooms and training facilities, construct</b>	
7	<b>school facilities, replace aging classrooms, and improve information technology</b>	
8	<b>systems and food service preparation systems.</b>	

- Insert two returns between Long Title and text of the Resolution. Text, double-spaced, and normal print (Arial, 12).
- The word WHEREAS is in all caps, indented by tab, followed by a comma, and the sentence begins with a capital letter.

*“WHEREAS, The San Francisco Unified School District...”*

- A WHEREAS clause, if followed by another whereas clause, ends "; and,"

*“WHEREAS, The San Francisco Unified School District... for students; and”*

- A WHEREAS clause, if followed by a resolved clause, ends“; now, therefore, be it”

*“WHEREAS, The San Francisco Unified School District... for students; now, therefore, be it”*

- A RESOLVED clause, if followed by another resolved clause, ends "; and, be it"

*“RESOLVED, That the Board of Supervisors... for authorization; and, be it”*

- Subsequent RESOLVED clauses, begins, indented five spaces "FURTHER RESOLVED,"

*“FURTHER RESOLVED, That the Board of Supervisors... for authorization.”*

- Footer must have “Sponsor/Requestor,” “BOARD OF SUPERVISORS,” and page number



\_\_\_\_\_ Resolution must be confined to one subject that is clearly expressed in the title.

\_\_\_\_\_ If reference is made to related material, use the language:

*“... on file with the Clerk of the Board of Supervisors in File No. (leave at least 15 blank spaces), which is hereby declared to be a part of this Resolution as if set forth fully herein.”*

\_\_\_\_\_ If reference is made to voiding an earlier resolution it is called "rescinding" (not repealing).

\_\_\_\_\_ If resolution relates to a bond measure:  
 Must be approved as to form by the City Attorney.

\_\_\_\_\_ If resolution approves a grant expenditure:  
 Must be approved by the Mayor  
 Must be approved by the Controller's Grants Division  
 Must be accompanied by required supporting data

\_\_\_\_\_ If Resolution is to be forwarded to Federal or State legislative or administrative officials, it should end with:

*"FURTHER RESOLVED, That the San Francisco Board of Supervisors hereby directs the Clerk of the Board to transmit copies to [e.g. the members of Congress from San Francisco and the United States Senators from California] with a request to take all action necessary to achieve the objectives of this resolution."*

\_\_\_\_\_ If resolution is endorsing or opposing Federal or State legislation, a copy of the bill must be attached.



# MOTION CHECKLIST

Submission Package:

- One (1) original (single-sided) Motion on red-line paper
- Two (2) copies (single-sided) of the Motion
- One (1) complete set of any background information
- Introduction Form (Supervisor sponsored) or Cover Letter (City department or Mayor requested) that states the reason, time factors, and the name and telephone number of a contact person.
- Email electronic versions of Motion (Word) and supporting documents (PDF) to [BOS.Legislation@sfgov.org](mailto:BOS.Legislation@sfgov.org)

Motion Formatting:

- Printed on red-line paper  
NOTE: If you use the BOS boilerplate, it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (order paper from Reproduction and Mail Services).
- Page 1 header **must have** "File No." in upper left, and "Motion No." in upper right
- Subsequent pages have **no reference** to "File No." or "Motion No." in header
- Short Title: Single spaced, beginning on line 1, in brackets [ ], type a short subject phrase or a plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. Be brief, concise and written in plain, easily understood English, single spaced, consisting of no more than 250 characters/spaces.
- Long Title: Double space the legal title of the Motion in "bold" print (Arial, 12, Bold). Title is bold, using sentence case, starting with the word "Motion" followed by a word ending in "ing" (a gerund), and ending with a period (.)

FILE NO. 160167	MOTION NO.
1	[Committee of the Whole - Amendment to the Redevelopment Plan for the Transbay Redevelopment Project Area - Zone One (File No. 160150) - April 12, 2016]
2	
3	<b>Motion scheduling the Board of Supervisors to sit as a Committee of the Whole on</b>
4	<b>April 12, 2016, at 3 p.m., to hold a public hearing to consider the proposed Amendment</b>
5	<b>to the Redevelopment Plan for the Transbay Redevelopment Project Area (File No.</b>
6	<b>160150) to increase the maximum height limit from 300 feet to 400 feet on Block 1 of</b>
7	<b>Zone One of the Transbay Redevelopment Project Area.</b>

- Insert two returns between Long Title and text of the Motion. Text, double-spaced, and normal print (Arial, 12).
- The word WHEREAS is in all caps, indented by tab, followed by a comma, and the sentence begins with a capital letter.

*“WHEREAS, The San Francisco Unified School District...”*

- A WHEREAS clause, if followed by another whereas clause, ends "; and,"

*“WHEREAS, The San Francisco Unified School District... for students; and”*

- A WHEREAS clause, if followed by a MOVED clause, ends“; now, therefore, be it"

*“WHEREAS, The San Francisco Unified School District... for students; now, therefore, be it”*

- A MOVED clause, if followed by another MOVED clause, ends "; and, be it"

*“MOVED, That the Board of Supervisors... for authorization; and, be it”*

- Subsequent MOVED clauses, begins, indented five spaces "FURTHER MOVED,"

*“FURTHER MOVED, That the Board of Supervisors... for authorization.”*

- Footer must have “Sponsor/Requestor,” “BOARD OF SUPERVISORS,” and page number



\_\_\_\_\_ Motion must be confined to one subject that is clearly expressed in the title.

\_\_\_\_\_ If reference is made to related material, use the language:

*"... on file with the Clerk of the Board of Supervisors in File No. (leave at least 15 blank spaces), which is hereby declared to be a part of this Motion as if set forth fully herein."*

\_\_\_\_\_ If Motion is to be forwarded to Federal or State legislative or administrative officials, it should end with:

*"FURTHER MOVED, That the San Francisco Board of Supervisors hereby directs the Clerk of the Board to transmit copies to [e.g. the members of Congress from San Francisco and the United States Senators from California] with a request to take all action necessary to achieve the objectives of this resolution."*

\_\_\_\_\_ If Motion is endorsing or opposing Federal or State legislation, a copy of the bill must be attached.

# LEGISLATIVE DIGEST

Prepared by the City Attorney for Ordinances that are more than two pages long.

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File No.

## LEGISLATIVE DIGEST

[Insert Plain English Short Title - No Longer Than 250 Characters]

**Insert complete title of ordinance in bold using lower case letters.**

### Existing Law

Insert summary of current provisions of law being amended

### Amendments to Current Law

Insert summary of amendments to current law being made by the ordinance

### Background Information

Insert background information to assist reader in understanding the legislative history or rationale for the legislation.

## DEPARTMENT REQUESTING SUPERVISOR TO INTRODUCE LEGISLATION

On occasion, a Department may request a member of the Board of Supervisors to sponsor and introduce legislation at an upcoming Board meeting.

The following procedures are established to ensure that the Clerk of the Board's office receives the electronic version of a matter to be sponsored and introduced by a Supervisor (at the request of Department) during *Roll Call for Introductions* at a Board Meeting.

The Department staff shall:

- 1) Provide the sponsoring Supervisor the required original legislation and two copies, with supporting documents, to be introduced by the Supervisor during Roll Call at the Board meeting.
- 2) Provide the sponsoring Supervisor with the electronic version, which will be transmitted to the Clerk's staff on the Board meeting date.
- 3) The sponsoring Supervisor will add an "Introduction Form" to the top of the legislation package for submission to the Clerk's Office (Department staff is not usually involved in this step).

# SUBMITTING ELECTRONIC COPIES OF LEGISLATION

All electronic copies of proposed legislation to be introduced to the Board of Supervisors are to be sent to the Board as an attachment to an email message to [BOS.Legislation@sfgov.org](mailto:BOS.Legislation@sfgov.org).

Legislation must be submitted in Word format, and supporting documents are to be in PDF format. Each supporting document should be a separate file and named accordingly.

**ADDITIONAL VITAL NOTE:** Electronic copies of the legislation package **MUST** be e-mailed by the deadline for submission.

## *(Sample Email)*

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To: [BOS.Legislation@sfgov.org](mailto:BOS.Legislation@sfgov.org)

RE: [Sponsor/Requester - Subject Matter]

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Attached is proposed legislation concerning [...include a description of the legislation].

The electronic attachments are listed below:

- [File Name] [Description (Ordinance/Resolution/Motion)]

The following documents will be submitted with the hard-copy, but are not included in electronic form:

- [Description]

Staff Contact(s): [Name, Title] [Phone #]  
[Name, Title] [Phone #]

## LEGISLATION SCHEDULE - CLERK OF THE BOARD

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/ Sunday
<p><u>12:00 noon</u> <b>Department-submitted legislation</b> due by 12:00 noon, introduction on the 2<sup>nd</sup> following Tuesday’s Board agenda.*</p>	<p><u>2:00 p.m.</u> <b>Board Meeting</b></p> <p><u>5:00 p.m.</u> <b>Supervisor/ Mayor-submitted legislation</b> due by 5:00 p.m. or the end of Board meeting, whichever is later.</p>	<p><u>12:00 noon</u> Deadline for Supervisor/ Mayor-submitted legislation for the following Tuesday’s <b>“For Adoption Without Committee Reference”</b> calendar.</p> <p><u>4:00 p.m.</u> <b>Board Agenda</b> generated for next Tuesday meeting.</p> <p><u>5:00 p.m.</u> <b>“Draft” Board Minutes</b>, from previous Tuesday, posted on website.</p> <p>Passed legislation, from previous Tuesday, <b>transmitted to Mayor</b> for signature.</p>	<p><u>9:00 a.m.</u> Deadline for <b>Committee Reports requests.</b></p> <p><u>3:00 p.m.</u> <b>Board Agenda</b>, for next Tuesday, posted on website.</p> <p><u>5:00 p.m.</u> <b>Legislation Introduced</b>, from previous Tuesday, posted on website.</p>		<p><b>Notice</b> published for agendas, draft minutes, and Legislation Introduced.</p>

\* When Monday is a holiday, the deadline for Department-submitted legislation moves to Friday.

# CHANGES TO LEGISLATION

The following policies are established regarding amendments, revisions or corrections to legislation already submitted to the Clerk of the Board.

Once legislation has been submitted, any change to the legislation will require:

- A new version prepared as a separate document by the Sponsor or Requester;
- Revised legislation submitted for processing;
- Revised electronic copy emailed; and
- The official file record updated by a new “substitute” introduced or an “amendment” made in committee or at the full Board.

## Policies to Remember:

- ✓ The Clerk of the Board’s staff will not process a file with missing exhibits or attachments that are referenced in the body of the legislation. The entire legislation package may be returned to the department for resubmittal and introduction for a later date.
- ✓ Any changes, whether clerical or substantive, can only be done as follows:
  - By submitting substitute legislation to the Clerk of the Board, for processing and introduction all over again (deadlines of the initial submission package apply);
  - Amended during a committee hearing; or
  - Amended during a Board meeting.
- ✓ Sponsor names can only be added at the following stages:
  - Upon initial introduction;
  - During a Board or committee meeting, if stated by the additional sponsor; or
  - When a Supervisor makes a request in writing.

## **Instructions to revise Legislation you wish a Committee or Board to adopt**

Highlight the text you want to add or delete, and format as follows:

Add Text	<u>Insert Text and Double-Underline</u>
Delete Text	<del>Strikethrough Existing Text</del>

Reminder: Standard Font: Arial  
Font Style: Regular  
Size: 12



## **Amendment Processes (completed by Clerk of the Board's staff)**

### **Minor amendments adopted by Committee/Board, prepared by the Clerk**

*This is the process the Clerk of the Board's staff will follow when **minor** amendments are adopted by a Committee or the Board.*

- 1) Retrieve the version, before the amendments, from Legistar and resave as a new version.
- 2) Make the minor amendments.
- 3) Email the new version to the City Attorney and verify the amendments made, if necessary.
- 4) Save as a new attachment and version to Legistar (Legislative Research Center).
- 5) Update the hard legislative file.

### **Major (substantive) amendments requiring, City Attorney's assistance**

*This is the process the Clerk of the Board's staff will follow when **major** amendments are adopted by a Committee or the Board.*

- 1) If necessary, Clerk shall email notes of adopted changes to the City Attorney for preparation.
- 2) City Attorney shall prepare the amended version (using the double-underline and strikethrough notations).
- 3) City Attorney shall email the amended version to the Clerk for processing.
- 4) City Attorney shall submit the original red-line to the Clerk for processing.
- 5) Clerk shall verify the amendments and save as a new attachment and version to Legistar (Legislative Research Center).
- 6) Clerk shall update the hard legislative file.

## QUICK REFERENCE

Ordinance	<ul style="list-style-type: none"> <li>• Must be approved as to form by the City Attorney</li> <li>• Must be sent to Committee for hearing.</li> </ul>
Resolution	<ul style="list-style-type: none"> <li>• Resolutions do not require City Attorney's signature, except for bonds and certain Redevelopment and land use matters.</li> <li>• Resolutions may contain Department head and/or commission signatures, obtained before delivery to the Clerk of the Board.</li> </ul>
Resolution (Grants)	<p>Grant Resolution must have the Mayor's and Controller's signatures before delivery to the Clerk of the Board.</p> <p>NOTE: Acceptance and expenditure of any grant money that would result in creation of new positions must be approved by Ordinance and an appropriate amendment to the ASO (BOS Ord No. 230-06).</p>
Sponsor/Requester	The Mayor, Supervisor, Department's name, or Commission name must appear in the footer.
Ethics Form 126	Pursuant to Campaign and Governmental Conduct Code, Section 1.126, a Form 126 must accompany any legislation that would approve Contracts, Grants, or Leases.
Background Material	The legislation package must include all documents referenced in the body of the proposed legislation, before delivery to the Clerk of the Board.
Legislation Package	<ul style="list-style-type: none"> <li>• Original legislation and two copies with required signatures</li> <li>• Letter on department stationery</li> <li>• Legislative Digest (for Ordinances more than two pages)</li> <li>• Supporting documents (e.g., agreement, contract, State or Federal bill, environmental impact, lease, memorandum of understanding, reports, etc.)</li> </ul> <p>NOTE: All hard-copies must be single-sided.</p>
Submission Deadline	<p><u>Mayor/Supervisor Introductions:</u> The day of the Board meeting, by 5:00 p.m. or the end of the meeting, whichever comes later.</p> <p><u>Department/Commission Submissions:</u> Monday, 12:00 Noon, for introduction on the second following Tuesday's agenda.</p> <p>Email address: <a href="mailto:BOS.Legislation@sfgov.org">BOS.Legislation@sfgov.org</a></p>