

**SMALL BUSINESS COMMISSION**  
**NOTICE OF PROPOSED AMENDMENT TO RULES OF ORDER**  
**TO BE ACTED UPON AT THE REGULAR MEETING OF MONDAY, MARCH 25, 2013**  
**2: 00 P.M.**  
**CITY HALL, ROOM 400**

1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO CA 94102

This notice is issued pursuant to Article VI – Amendment of Rules of Order of the San Francisco Small Business Commission requiring circulation of proposed amendments in writing to all Commissioners and notice to the public at least ten (10) days prior to such meetings.

The following sections of the Rules of Order are proposed to be amended, but subject to further amendments by the Commission pending review and discussion at scheduled meeting. Complete agenda to follow and be posted in accordance with the Brown Act and San Francisco Sunshine Ordinance.

Article III  
Meetings

Section 1. Regular Meetings

Regular meetings of the Commission shall be held on the second Monday of each month at 5:30 p.m. and the fourth Monday of each month at 2:00p.m. at City Hall, Room 400, 1 Dr. Carlton B. Goodlett Place, San Francisco California.

Section 3. Notice of Meetings

Agendas of all regular meetings and notices and agendas of all special meetings shall be posted at the meeting site, the San Francisco Main Library, ~~the Office of Small Business~~ and on the Commission's website. Agendas and notices shall be provided to each Commissioner and any person who files a written request for such notice with the Commission and shall be available at the office of small business upon request.

Section 4. Cancellation of Meetings

The President may cancel a meeting if he or she is aware that a quorum of the Commission will not be present, or if the meeting date conflicts with a holiday or other responsibilities of the Commissioners. Notices of cancellations shall be posted at the meeting site, the San Francisco Main Library, ~~the Office of Small Business~~ and on the Commission's website. If time permits, notice of meetings cancellations shall be mailed or faxed to all members of the public who have requested, in writing, to receive notices and agendas of Commission meetings and shall be available at the office of small business upon request.

Section 5. Conduct of Meetings

All Commission meetings shall be held in compliance with all applicable laws, including, but not limited to, the Ralph M. Brown Act (Government Code Section 54950), the San Francisco Charter, the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67), the Small Business Commission Ordinance (Sections 4.134) and the

Commission's Rules of Order. Except where state or local laws or other rules provide required procedure, meetings shall be governed by Robert's Rules of Order. When a member of the Commission desires to address the Commission, he or she shall seek recognition by addressing the presiding officer, and when recognized, shall proceed to speak. The member shall confine his or her remarks to the question before the Commission. ~~No discussion shall take place until a resolution or motion has been moved and seconded, or a calendared item has been introduced.~~ No discussion shall take place until a calendared item has been introduced. No action shall be taken until a resolution or motion has been moved and seconded.

### **Know Your Rights Under the Sunshine Ordinance**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that city operations are open for the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6083. To obtain a free copy of the Sunshine Ordinance contact:

Frank Darby, Administrator  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4683  
Office: (415) 554-7724  
Fax: (415) 554-5163  
E-Mail: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Cell Phone and/or Sound-Producing Electronic Device Usage at Hearings**

Effective January 21, 2001, the Board of Supervisors amended the Sunshine Ordinance by adding the following provision: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

### **Disability Access Policy**

Accessible seating for persons with disabilities (including those using wheelchairs) is available. The closest accessible BART Station is the Civic Center station located at the intersection of Market, Hyde and Grove Streets. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services call 923-6142. Accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex. American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting Milton Edelin at 558-6410 at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the city's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the city to accommodate these individuals.

**Translation Services**

Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For other accommodation, please call the Department of Human Services staff support representative at 557-5989 at least two business days before a meeting.

**Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [Article II of the San Francisco Campaign and Governmental Conduct Code] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, SF 94102 (415) 581-2300, FAX (415) 581-2317 and web site address at <http://www.sfgov.org/ethics/>.

**Chemical Sensitivity**

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical base products. Please help the City accommodate these individuals.