

BOARD of SUPERVISORS



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General Public Comment Procedure

The Chair of the Budget and Finance Committee has scheduled the public comment period on June 20, 2016, at 10:00 a.m., as the opportunity to hear public testimony on the Proposed Annual Appropriation and Annual Salary Ordinances for FY's ending June 30, 2017 and June 30, 2018. This shall constitute the opportunity for public comment pursuant to California Government Code, Section 54954.3(a), and the San Francisco Administrative Code, Section 67.15. The Chair intends on hearing all public comment before the Budget and Finance Committee takes action on the proposed budget and associated items. Public comment concerning the City's budget may also be submitted prior to the start of the meeting by visiting the Board of Supervisors' website at <http://www.sfbos.org/index.aspx?page=1311> and selecting the 'Provide Budget Comment' button.

Pursuant to California Government Code, Section 54954.3(b), and Administrative Code, Section 67.15(c), the legislative body of a local agency may adopt reasonable regulations to ensure that the intent of public testimony is provided, including, but not limited to, uniformity of time limits and special provisions for individuals requiring special accommodation. The Budget Chair shall allow an opportunity for members of the public to directly address the Committee and the public may address the Committee for up to two minutes. Each member of the public will be allotted the same number of minutes to speak, except that public speakers using interpretation assistance, which shall be requested at least 48 hours in advance, will be allowed to testify for twice the amount of the public testimony time limit.

CHAMBER SEATING AND LINE ORGANIZATION:

The Budget Chair shall prioritize public speakers who may require special accommodation, such as persons with a disability, the elderly, infirm, or persons with young children (under age 5). To assist the Sheriff Deputies in prioritizing those speakers, two lines may be formed outside the Chamber, one of which will be for members of the public who require special accommodation, the other, for general members of the public who wish to speak.

Access to the Chamber will be 30 minutes prior to the meeting start time.

- Board procedures prohibit saving of seats, or standing in the Chamber.
- Individuals should stand in line to speak, and not gather in a group at the podium, as only one person is allowed at the podium at any given time to speak, unless during interpretation, or if an individual is speaking on behalf of an entire group (see Group Presentations below for additional information).

- Staff will escort the public to their seats 10-20 at a time, starting with those in the special accommodation's line, and in the following order:
 - Benches will be filled in row by row, starting with the benches closest to the windows; then benches closest to the doors; and then the elevated section at the back of the Chamber.
- Note: Persons attending those in wheelchairs will be seated in the two benches adjacent to designated wheelchair spaces (last row on window side, first row on door side).

PUBLIC COMMENT PROCEDURE:

Speakers will not be called by speaker card. Those who wish to fill out a speaker card may do so to ensure their name is spelled correctly for the recording of the minutes, and shall deposit their card into one of the collection boxes.

- Vacant seats will be filled on a first come serve order with preference given to the special accommodations line first.
- Staff will escort those wishing to speak, row by row to be lined up on the aisle next to the windows in the following order:
 - Benches by the windows;
 - Benches by the doors;
 - Benches in the elevated area at the back of Chamber.
- As noted above, individuals requiring interpretation assistance, which shall be requested at least 48 hours in advance, will be allowed to testify for twice the amount of the public testimony time limit.
- After providing public comment, speakers will be required to leave the Chamber.
Note: individuals who do not wish to speak may stay in their seats. Once individuals have left the Chamber they may sit in the overflow area (1st Floor, North Light Court) to continue watching the proceedings.

GROUP PRESENTATIONS:

The group should understand that the individual is speaking on their behalf, and once that speaker has concluded, the entire group will depart the Chamber.

Group Process:

- Groups are required to stay together in the lines;
- If you are in a group, you have signaled that you do not intend to speak, and the designated person is speaking on behalf of the entire group;
- When the designated person's allotted time is over, the entire group leaves the Chamber.

Re-Entry to the Chamber: If anyone requests to leave the Chamber for any reason and has not yet had an opportunity to speak and wishes to return, they must inform the Deputy Sheriff and obtain a 'Re-Entry Stamp.' No re-entry will be allowed without the re-entry stamp.