[Reporting Responsibilities Relating to the Centralized and Publicly Accessible Online Database of Appointments to Advisory Bodies]

Ordinance amending the San Francisco Administrative Code by amending Sections 1.57-2 through 1.57-5, to clarify the reporting responsibilities relating to the centralized and publicly accessible online database of information concerning appointments to City and County of San Francisco advisory bodies.

NOTE: Additions are single-underline italics Times New Roman; deletions are strike-through italics Times New Roman. Board amendment additions are double-underlined; Board amendment deletions are strikethrough normal.

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

Section 1. The San Francisco Administrative Code is hereby amended by amending Section 1.57-2 through 1.57-5, to read as follows:

SEC. 1.572. DEFINITIONS.

For the purposes of this Section, certain terms are defined as follows:

(a) "Appointing Authority" means the Mayor, the Board of Supervisors, the District Attorney, the Public Defender, and any other city officer authorized to make appointments to any city boards, commissions, task forces or committees, other than passive meeting bodies.

(b) "Advisory Body" means all City and County of San Francisco boards, commissions, task forces and committees with one or more appointed seats.

(c) "Department Liaison" means any advisory body's secretary or staff designee.

(d) "Appointments" means all appointments to advisory bodies made by an Appointing Authority.

(ed) "Centralized" means a single database containing all required information.

(fe) "Publicly accessible" means universally accessible and open for use by the general public.
Online database" means a catalogue of all appointments information, stored online, and publicly accessible via a website. The website must be hyperlinked from the front page of the City's official website. It must be universally accessible, easily searchable, and provide a user friendly interface with hyperlinks, to enable the public to access and search the database without difficulty.

"Administrator" means the Office of the City Administrator.

"Deliver to the Administrator quarterly" means to provide the required information to the Administrator in-person, or by certified U.S. mail, e-mail, or fax on or before January 1, April 1, July 1, and October 1 of each year.

SEC. 1.57-3. ONLINE DATABASE OF APPOINTMENTS.

(a) General Information. Not later than January 1, 2011, the Administrator shall establish a centralized and publicly accessible online database of information regarding all appointments. The Appointing Authority shall provide the Administrator with the following information and shall reside on the online database: (1) a description of each advisory body, with reference to the authorizing legislation or Charter provision; (2) the total number of appointed positions on the advisory body; (3) the appointing authority for each position; (4) the necessary qualifications for each position, (5) information regarding how to apply for a position, if applicable; and, (6) identification of the Department Liaison for the advisory body.

(b) Quarterly information. The Department Liaison Appointing Authorities shall provide the following appointment information to the Administrator: (1) the name of the appointee currently holding the appointment, or clear identification of an open seat; (2) the start date of the appointment; (3) the date the appointment expires; and, (4) the term limits of the seat, if applicable. Further, all Department Liaison Appointing Authorities shall notify the Administrator should the status of an appointment change before the required reporting date within 30 days of such change. The Administrator shall publish this information on the website quarterly, and
upon notification that the status of an appointment has changed, so that upcoming vacancies
are searchable immediately by the public.

(c) Duties of the Administrator. The Administrator shall be responsible for maintaining
the database and website, and updating all required information quarterly, or upon notification
from an *Department Liaison*Appointing Authority that any of the information contained in
subsection (a) or (b) of this Section has changed.

SEC. 1.57-4. ANNUAL AUDIT.

At the end of each fiscal year, each *Department Liaison*advisory body's secretary, or
staff-designee, shall submit a written report to the Administrator detailing all changes
concerning appointments throughout the year.

SEC. 1.57-5. ENFORCEMENT.

The Administrator shall publish quarterly on the website any failure by the *Department
Liaison*Appointing Authority to comply with this ordinance.

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

By: [Signature]
CHERYL ADAMS
Deputy City Attorney
File Number: 120044
Date Passed: March 20, 2012

Ordinance amending the San Francisco Administrative Code Sections 1.57-2 through 1.57-5, to clarify the reporting responsibilities relating to the centralized and publicly accessible online database of information concerning appointments to City and County of San Francisco advisory bodies.

March 01, 2012 Rules Committee - RECOMMENDED.

March 13, 2012 Board of Supervisors - PASSED, ON FIRST READING
Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Olague and Wiener

March 20, 2012 Board of Supervisors - FINALLY PASSED
Ayes: 8 - Avalos, Campos, Chiu, Elsbernd, Farrell, Kim, Mar and Olague
Excused: 3 - Chu, Cohen and Wiener

File No. 120044

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 3/20/2012 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor

Date Approved

3/20/12