

THE SAN FRANCISCO
PEDESTRIAN SAFETY ADVISORY COMMITTEE
By-Laws

Article I. Membership:

In accordance with the provisions of the San Francisco Administrative Code Section 5.20 and 5.21, there is hereby established a Pedestrian Safety Advisory Committee.

Article II. Officers

Section 1. The officers of the Pedestrian Safety Advisory Committee shall be a Chairperson, Vice-chairperson and a Secretary. Their duties shall be as follows:

Chairperson: The committee shall elect from its membership a chairperson to preside over committee meetings to compile the monthly meeting agenda; to distribute minutes to the Committee and to represent the Pedestrian Safety Advisory Committee before agencies, representatives and other activities.

Vice-chairperson: The committee shall elect from its membership a vice-chairperson to, in the absence of the Chairperson, preside over Committee meetings; conduct other duties as delegated by the Chairperson, perform additional duties as may be assigned by the Pedestrian Safety Advisory Committee, and to take minutes in the absence of the Secretary.

Secretary: The committee shall elect from its membership a secretary to take minutes and oversee the record keeping and correspondence of the committee.

Section 2. On an annual basis, the committee shall elect a chairperson, vice-chairperson, and secretary. When a position becomes vacant or a person is unable to complete his or her term of office, the committee shall elect a successor.

Article III. Meetings

Section 1. Committee shall meet hold its regular meetings at City Hall on the 4th Monday of every month.

Section 2. A quorum requires the presence of six members of the committee at any regular or special meeting to conduct committee business.

Section 3. Attendance: Any committee member who has unexcused absences from three consecutive meetings or four unexcused absences in a twelve month period shall automatically resign his or her seat.

Section 4. Meeting Place. Regular meetings shall take place at City Hall room 408.

Section 5. Agenda. In the absence of the chair, the agenda shall be compiled by the Vice-Chairperson.

Article IV. Sub-Committees

Section 1. Working Committee. The Working Committee is established as a permanent sub-committee. The Working Committee shall have regular publicly noticed meetings. The Working Committee shall have a minimum of three members to form a quorum.

Section 2. Additional standing committees may be established by the Pedestrian Safety Advisory Committee, as needed.

ARTICLE V. Parliamentary Authority

Section 1. Robert's Rules of order and these by-laws shall govern all meetings of the committee.

ARTICLE VI. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the Pedestrian Safety Advisory Committee by a two-thirds vote of the entire committee after adequate public notice is given.