



# San Francisco Municipal Transportation Agency Citizens' Advisory Council

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## Citizens' Advisory Council Code of Conduct

We are on the SFMTA CAC to share our perspectives, expertise, and experiences with the agency to inform their decision-making. This Code of Conduct provides guidance to facilitate respectful, inclusive, and smooth meetings.

1. Be mindful of the time and space you are taking up.
2. Consider the questions you ask staff with others' time in mind. Prioritize questions that aid your understanding of the presentation and/or your proposals for a motion.
3. While sharing opinions and perspectives is encouraged during staff presentations and motion discussion, avoid lengthy lectures and aim for brevity.
4. Prioritize the motions you propose, considering what the SFMTA board would be able to act on. Avoid unnecessary arguments over wording.
5. Whenever possible, communicate requests for information or presentations over email rather than during the meeting.
6. Understand and respect our relationship with SFMTA staff and the SFMTA Board of Directors.
7. SFMTA staff presentations are to inform the SFMTA CAC, not to serve as government hearings. Our role is to provide public input, not oversight.
8. Ask staff members questions that are direct, clear, and genuine, not leading or accusatory.
9. If a staff member declines to answer a question for any reason, move on from that question.
10. Keep requests for information clear, and limited to information that the agency can produce.
11. Keep motions brief and clear. Motions should be relevant to the SFMTA board's decision-making and aligned with the SFMTA's board's authority.
12. Criticize ideas, approaches, and policies – not people. This goes for interactions with staff, other members, the secretary, and the public.
13. Avoid interruptions during staff presentations, other members' question time, and public comment. If you have something to add during a presentation or another members' question time, and it can't wait, ask the Chair before speaking. Don't interrupt members of the public during public comment, as their time is limited.
14. Avoid dismissive language or language that attributes bad intent or motives to other members or staff.
15. Support the Chair's role in keeping the meeting running smoothly and on time. Respect that the Chair's decisions during a meeting are final; if you disagree with them, discuss that with SFMTA CAC leadership outside of the meeting rather than during the meeting.
16. If you'll be absent or late for a meeting, communicate that to the Secretary as soon as you know. This helps us maintain quorum or cancel meetings where we don't have quorum.