

## **Grants for the Arts GFTA Advisory Panel Framework and Structure**

### *Article I – Name and Purpose*

#### Section 1. Name

The name of this passive meeting body shall be the Grants for the Arts (GFTA) Advisory Panel.

#### Section 2. Purpose

The City Administrator created the GFTA Advisory Panel, a multi-member advisory body, to serve as a non-governmental advisor to the City Administrator and the GFTA staff on matters related to GFTA grant eligibility, criteria, and funding amounts.

### *Article II – Members*

#### Section 1. Members

The City Administrator appoints eleven residents of the City and County of San Francisco to serve as Members of the GFTA Advisory Panel. These appointees are expected to be deeply knowledgeable about the arts, arts education, cultural equity, travel and tourism industry, promising practices of nonprofits, cultural facility and capital needs, or issues in historically underserved communities.

The City Administrator does due diligence to ensure that the make-up of the panel is equitably representative of San Francisco's demographics in terms of racial/ethnic representation, gender representation, LGBTQ representation, special needs representation, as well as equitable representation of artistic disciplines and organizational expertise.

If the City Administrator determines that any Member of the GFTA Advisory Panel may have a conflict of interest with regard to the matters being handled by the panel, the City Administrator may remove that member from the panel.

Members of the GFTA Advisory Panel serve without compensation at the pleasure of the City Administrator.

#### Section 2. Terms of Office

The Members shall hold offices for a period of two years from date of appointment or until their successors are appointed by the City Administrator. There are no term limits.

In the first year of the GFTA Advisory Panel, six members will serve an initial term of one year expiring one year from date of appointment or until their successor is appointed; five members will serve an initial term of two years expiring two years from date of appointment or until their successor is appointed.

#### Section 3. Duties

The volunteer Members of the broadly based GFTA Advisory Panel assure public accountability and offer their fiscal, management, and cultural expertise to the grantmaking process. In addition, community meetings are held twice a year, before and after the funding cycle, for applicants to present their organization's needs, plans, and updates directly to the GFTA Advisory Panel.

GFTA Advisory Panel members review grant applications and meet in publicly-accessible settings to discuss, score, and, make funding recommendations to the City Administrator.

### *Article III – Officers*

#### Section 1. Officers

The Officers of the GFTA Advisory Panel shall be a Chair and a Vice Chair.

#### Section 2. Terms of Office

The Officers shall hold offices for a period of two years or until their successors are named by the City Administrator. There are no term limits.

#### Section 3. Appointment of Officers

The City Administrator shall appoint the officers. If any GFTA Advisory Panel office becomes vacant, that office shall be filled by the City Administrator.

#### Section 4. Duties of the Chair

The Chair shall preside at all meetings of the GFTA Advisory Panel. The Chair, working with members of the City Administrator's office, the GFTA Advisory Panel and the GFTA staff, shall oversee the preparation and distribution of the agenda for the GFTA Advisory Panel meetings and shall perform all other duties as prescribed by the GFTA Advisory Panel.

#### Section 5. Duties of the Vice Chair

In the event of the absence, or inability of the Chair to act, the Vice Chair shall preside at the meetings and perform the duties of the Chair. In the event of the absence of the Chair and the Vice Chair, the City Administrator shall appoint one of the members to act temporarily as Chair.

### *Article IV – Passive Meetings*

#### Section 1. Regular Passive Meetings

Regular passive meetings of the GFTA Advisory Panel shall be held at least three times per fiscal year.

#### Section 2. Special Passive Meetings

The City Administrator may call special meetings of the GFTA Advisory Panel.

#### Section 3. Notice of Passive Meetings

GFTA staff will post the agendas of all regular meetings and notices and agendas of all special meetings on the GFTA website. Agendas and notices shall be e-mailed to each GFTA Advisory Panel member, any person who files a written request for such notice with the GFTA staff, and all GFTA grant applicants.

#### Section 4. Cancellation of Passive Meetings

The City Administrator or a GFTA staff member may cancel a meeting of the Advisory Panel if the City Administrator or staff member is aware that a quorum of the body will not be present, or if the meeting date conflicts with a holiday or other responsibilities of the GFTA Advisory Panel members. GFTA staff will post notices of cancellation on the GFTA website and email cancellation notices to

GFTA Advisory Panel members, any person who files a written request for such notice with the GFTA staff, and any GFTA grant applicants.

#### Section 5. Conduct of Passive Meetings

(a) All GFTA Advisory Panel meetings shall be conducted in compliance with the requirements for passive meeting bodies under the San Francisco Sunshine Ordinance (See, San Francisco Administrative Code, Section 67.4).

(b) Cell phones shall be turned off during meetings of the GFTA Advisory Panel. The Chair may issue a warning to any member of the public whose cell phone disrupts the GFTA Advisory Panel meeting. In the event of repeated disruptions caused by cell phones, the Chair shall direct the offending member of the public to leave the meeting until the cell phone disruption has stopped.

#### Section 6. Setting Agendas

The panel may, but is not required to, have an agenda for its meetings. If there is an agenda, GFTA will provide a copy of the agenda to members of the public upon request.

#### Section 7. Action at a Meeting; Quorum and Required Vote

The presence of a majority of the Members (six members) of the GFTA Advisory Panel shall constitute a quorum for all purposes. The affirmative vote of a majority of the members of the GFTA Advisory Panel (six votes) shall be required for the approval of all substantive matters. Procedural motions require an affirmative vote of a majority of the members present. If a quorum is not present, no official action may be taken, except roll call and adjournment.

#### Section 8. Voting, Attendance, and Abstention

GFTA Advisory Panel members must be present to vote and participate. Teleconference participation is not permitted. Each member present at a GFTA Advisory Panel meeting shall vote “Yes” or “No” when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present or the member has a conflict of interest or potential conflict of interest that may legally preclude participation in the discussion and vote. The GFTA Advisory Panel shall take action on items on the agenda by roll call, voice vote or by show of hands.

Members who are absent for more than two meetings per calendar year may be removed at the discretion of the City Administrator.

#### Section 9. Public Comment and Testimony

The GFTA Advisory Panel shall hold meetings open to the public in full compliance with passive meeting practices. The GFTA Advisory Panel encourages the attendance of all interested persons.

The public, especially grant applicants, are encouraged to attend and observe the meetings, but are not permitted to engage in discussion with the Panel or GFTA staff during the meetings.

### *Article V—Records*

#### Section 1. Meeting Notes

GFTA staff takes notes on Panel comments during deliberations, which are made available to the public. The public may contact [gfta@sfgov.org](mailto:gfta@sfgov.org) to obtain Advisory Panel comments.

#### Section 2. Public Review File

The GFTA Advisory Panel shall maintain a public review file viewable at the GFTA main office.

*Article VI – Attendance*

Members of the GFTA Advisory Panel shall notify a GFTA staff member if the member is unable to attend a regular or special meeting.

*Article VIII - Amendment of This Framework*

This framework of the GFTA Advisory Panel and its meetings may be amended by the City Administrator.