




MEMORANDUM

November 22, 2024

TO: MEMBERS, PORT COMMISSION
Hon. Kimberly Brandon, President
Hon. Gail Gilman, Vice President
Hon. Willie Adams
Hon. Stephen Engblom
Hon. Steven Lee

FROM: Elaine Forbes
Executive Director 

SUBJECT: Request approval to adopt the 2025 Port Commission calendar which sets dates outside of regular meetings held on the second Tuesday of each month, and on the fourth Tuesday during the months of February and April.

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution No. 24-53

EXECUTIVE SUMMARY

Port staff have proposed a 2025 Port Commission calendar that sets dates outside of regular meetings held on the second Tuesday of each month and on the fourth Tuesday during the months of February and April.

The San Francisco Charter Sections 4.101-4.103 set forth the general powers and duties of boards and commissions of the City and County of San Francisco. The powers and duties enumerated in those sections relate to the general organization and operation of each commission and the holding of regular and special meetings. Charter Section B3.581 enumerates the specific powers and duties of the Port Commission. The Charter empowers and requires the Port Commission to use, conduct, operate, maintain, manage, regulate, and control the Port of San Francisco.

The Port Director has the duty to implement the Port Commission's policies, execute priorities and programs, and manage staff.

THIS PRINT COVERS CALENDAR ITEM NO. 11B

RULES OF ORDER

According to Robert's Rules of Order, every governmental body has an inherent right to regulate its own procedure subject to the provisions of the constitution, statutes, charter, or other controlling authority. Although governmental bodies have the right to adopt special rules governing some of their procedures, none of these adopted rules can conflict with the law or with public policy.

PROPOSED CALENDAR

The policy rationale for allowing the Commission to adopt a calendar that sets other dates outside of regular meetings held on the second Tuesday of each month, and on the fourth Tuesday during the months of February and April, is to allow meetings to be set on the first, third or fifth Tuesdays if necessary to avoid holidays or other known conflicts.

The 2025 Port Commission calendar is proposed as follows:

- January 14
- February 11
- February 25
- March 11
- April 8
- April 22
- May 13
- June 10
- July 8
- August 12
- September 9
- October 7 (first Tuesday of the month)
- November 18 (third Tuesday of the month)
- December 9

RECOMMENDATION

Port staff recommends the adoption of the proposed 2025 Port Commission calendar that sets dates outside of regular meetings held on the second Tuesday of each month and on the fourth Tuesday during the months of February and April.

Prepared by: Jenica Liu
Commission Affairs Manager

For: Elaine Forbes
Executive Director

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 24-53

WHEREAS, San Francisco Charter Sections 4.101-4.103 set forth the general powers and duties of boards and commissions of the City and County of San Francisco; and

WHEREAS, According to Robert's Rules of Order, every governmental body has an inherent right to regulate its own procedure subject to the provisions of the constitution, statutes, charter, or other controlling authority; and

WHEREAS, Although governmental bodies have the right to adopt special rules governing some of their procedures, none of these adopted rules can conflict with the law or with public policy; and

WHEREAS, The policy rationale for allowing the Commission to adopt a calendar that sets other dates outside of regular meetings held on the second Tuesday of each month, and on the fourth Tuesday during the months of February and April, is to allow meetings to be set on first, third or fifth Tuesdays if necessary to avoid holidays or other known conflicts; now, therefore be it

RESOLVED, That the Port Commission adopt the proposed 2025 Port Commission calendar.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of November 25, 2024.

Secretary