

# **Lake Merced Task Force Rules** (draft February 20, 2003)

## **1. Name**

The name of the organization is the Lake Merced Task Force (LMTF or the Task Force).

## **2. Mission and Goals**

The mission of the Lake Merced Task Force is to advocate the protection, enhancement and restoration of Lake Merced as a natural, aesthetic, recreational and educational resource.

The goals of the Task Force are to:

- Develop and maintain a framework within which the Lake's many stakeholders can communicate and cooperate in a united effort
- Create, refine and update long-term plans and programs for the stewardship of Lake Merced
- Maintain cooperative working partnerships with responsible agencies at all levels of government, assisting in the development and implementation of programs designed to preserve and improve Lake Merced
- Assure the implementation of the stewardship program through advocacy, fundraising, and public outreach

## **3. Task Force Participation**

All organizations as generally defined in Section 4 with a stakeholder interest in the well-being of Lake Merced are welcome to participate in the Lake Merced Task Force. The organizations listed in Appendix A are considered members of the LMTF as of January 30, 2003.

## **4. Membership**

Members of the Lake Merced Task Force shall be organizations, not individuals. Decision making for the LMTF rests with the membership.

#### 4.1 Qualifications

Organizations eligible for membership shall be those that have a stakeholder interest in the well-being of Lake Merced and that support the mission and goals of the Task Force.

The Task Force shall seek to maintain a balance of interests within its membership that includes, without limitation:

- € Neighborhood groups in the vicinity of Lake Merced
- € Recreational interest groups
- € Environmental and scientific groups
- € Community/civic groups for which Lake Merced is a major interest
- € Educational institutions and associated student organizations
- € Governmental institutions and legislative offices with regulatory authority over Lake Merced

#### 4.2 Admission

Application for membership will be made to the Membership Committee, which will review the application for consistency with the qualifications and submit a recommendation for acceptance or denial to the full Task Force.

The application for membership will include a letter from the prospective member organization that includes:

- endorsement of the Task Force's mission and goals;
- a concise description of the organization's stakeholder interest in the Lake;
- a commitment to designate two members of that organization to serve as a representative and alternate who shall be authorized to vote on behalf of that organization;
- a commitment to participate actively (to be represented at all full Task Force meetings and on at least one committee) in the Task Force for at least two years; and
- an indication of willingness to pay annual dues as set annually by the membership.

Acceptance of a membership application requires a majority vote of the membership. New member organizations will be entitled to vote at the next meeting following the meeting of the whole at which their membership has been accepted, provided that the first dues payment (prorated to the quarter) and a signed Memorandum of Understanding (MOU) have been received.

#### 4.3 Membership Duties, Rights and Privileges

No one may speak on behalf of the LMTF except to convey positions duly adopted by resolution of the full Task Force and recorded in the minutes.

Subsequent to signing the MOU, each member organization will continue to provide the Task Force with any changes in contact information by sending an email to the entire Task Force list. Any organization that does not have e-mail capability will be responsible for obtaining Task Force communications from another representative.

In addition to fulfilling the terms of the Memorandum of Understanding, the duties of the member organizations shall include:

- maintain awareness of the principal programs and activities of the Task Force
- publicly support Task Force programs and activities
- pay annual dues.

Membership in the LMTF shall not constrain any member organization from pursuing its own advocacy efforts on behalf of the lake.

Each member organization in good standing shall have one vote. An organization loses voting privileges for non payment of dues or upon two consecutive unexcused absences.

Each member organization shall designate, from among its members, a representative and alternate who will be authorized to vote on behalf of that member organization.

The membership has the authority and responsibility to:

- set dues
- create and appoint members to the Standing and Special committees,
- approve an annual budget
- accept or deny applications for membership
- approve requests for and acceptance of grants and gifts
- elect officers and fill vacancies in office
- adopt policies and approve projects pursuant to the implementation of the stewardship plan
- take any other actions consistent with the Task Force's mission

#### 4.4 Withdrawal

An organization may withdraw from the Task Force at any time.

#### 4.5 Revocation

A membership may be revoked for cause, but only by a two-thirds vote of the members present at a regular meeting of the Task Force. A cause for revocation might be: public misrepresentation of a Task Force position, a persistent lack of participation, or ceasing to share the Task Force's mission and goals.

## **5. Lake Merced Task Force Partners**

All government agencies and legislative offices with a responsible role in the management of Lake Merced and/or its aquifer are invited and encouraged to contribute their knowledge and expertise and to participate in discussions at Task Force meetings. Governmental agencies and legislative offices wishing to participate regularly are invited to apply to become Task Force Partners. Partners do not pay dues. Participation by their representatives will be welcomed and encouraged in presentations and discussions, including discussions of motions to be voted on, at Task Force and committee meetings. Their designated representatives and alternates will receive all agendas, minutes and other information distributed to the membership. Member organizations and Partners will work together to carry out the Task Force's goals.

Partners will be expected to provide the Task Force with any changes in contact information, and will

€ maintain awareness of the principal programs and activities of the Task Force, and

€ publicly support Task Force programs and activities.

## **6. Officers**

The officers shall be: a chair, a vice-chair, a secretary and a treasurer. They shall be elected annually by the Task Force for a term of approximately one year.

### 6.1 Responsibilities of Officers

The Chair shall:

- preside over the regular and special meetings of the Task Force, or assure that they are chaired by a qualified meeting chair
- prepare a draft agenda to be distributed in advance of each meeting;
- assure that all meetings are conducted according to Robert's Rules of Order
- assure that all Task Force committees distribute agendas and minutes
- assure that the proceedings of the Task Force are accessible for public review
- coordinate the preparation of an annual State of the Lake Report

The Vice-chair shall:

- serve as chair in the chair's absence
- provide an orientation for the representatives of any new member organization, including the distribution of relevant background materials such as the membership roster, these Rules, the Stewardship Plan and other important documents
- assist the chair in the preparation of the annual State of the Lake Report

The Secretary shall:

- assure that minutes of each Task Force meeting are prepared and distributed to member organizations in a timely fashion
- assure that meeting minutes, after approval, are made available to the public
- maintain records of past meeting minutes
- maintain a roster of all committees and their members
- manage correspondence
- maintain an up-to-date contact list of all members, and forwarding to the membership any changes in contact information as they occur

The Treasurer shall:

- maintain records of dues payments
- oversee the management of all financial assets of the Task Force
- provide financial reports at meetings, including a list of any organizations that are in arrears
- file any necessary tax reports

## 6.2 Election of officers

Any duly selected representative or alternate of a member organization in good standing may run for office. The Task Force members shall elect the Task Force officers and the at-large members of the Steering Committee at the Annual Meeting.

## 6.3 Nominations

At the regular Task Force meeting preceding the Annual Meeting, the representatives present shall appoint a Nominating Committee of not fewer than three members to select a slate of qualified candidates for election to office and three at-large positions on the Steering Committee. The Nominating Committee shall make its report by e-mail to all representatives and alternates no later than three weeks in advance of the Annual Meeting.

Additional nominations may be made by any three representatives by submitting names to the membership by e-mail at least one week prior to the election. The Secretary will circulate such additional nominations to the representatives and alternates by email. Nominations for officers and at-large members of the Steering Committee will also be accepted from the floor during the Annual Meeting of the Task Force.

## 6.4 Term of Office

Officers and Steering Committee members shall serve for a term of approximately one year, commencing with the Annual Meeting and ending when successors are elected.

Any vacancies shall be filled by vote of the Task Force representatives present at the next meeting following the occurrence of the vacancy.

## **7. Meetings of the Task Force**

### 7.1 Regular meetings

The Task Force shall meet at least quarterly, at dates, times and locations to be determined by the membership.

One meeting a year shall be designated the Annual Meeting, at which officers will be elected, the dues amount will be set, and the State of the Lake Report will be presented.

### 7.2 Special meetings

Special meetings may be called by the representatives present at a regular meeting, or upon the written request of the representatives of at least ten percent of the member organizations. At least one week's notice must be given, and the purpose of the meeting must be stated in a prepared agenda.

### 7.3 Quorum

At least 50% of the member organizations must be represented for the conduct of business to occur.

### 7.4 Voting

Each member organization in good standing shall have one vote.

Most administrative or procedural actions of the Task Force will be decided by a simple majority of the member organizations represented at the meeting.

Motions requiring a two-thirds vote, in addition to those specified in Roberts Rules, shall be those relating to the adoption of policy or approval of projects. Any question regarding whether a proposed action is policy or procedure will be settled by a majority vote of the organizations represented.

There will be no proxy voting.

### 7.5 Agendas

The Chair will be responsible for assuring that an agenda is drafted and distributed at least seven days in advance of each Task Force meeting. All items submitted by the Steering Committee or other Task Force committees or by any member organization will be included on the draft agenda. At the beginning of each meeting, the draft agenda will be finalized by the representatives present.

The meeting agenda, along with any draft resolutions, will be circulated by email at least seven days in advance of any meeting to all designated Task Force representatives and alternates.

No resolution on a substantive matter can be voted on by the Task Force unless a draft of the resolution has been distributed to all representatives and alternates at least a week in advance of the meeting. An exception may be made for "emergencies," which may be acted upon without advance notice. Members present may declare an emergency if the matter proposed for action: is directly relevant to the Task Force's goals; will become moot if action is delayed; and was not known about a week in advance of the meeting.

### 7.6 Order of Business

The standard order of business at each regular Task Force meeting shall be:

Call to order and introductions

Public comment

Approve draft agenda

Review and approve the minutes of the previous meeting

Announcements and communications

Treasurer's report

Committee reports

Unfinished business

New business (with discussion items differentiated from action items)

Set next meeting date

Adjourn

### 7.7 Minutes

Minutes of Task Force meetings shall be distributed by email to all Task Force representatives and alternates within 14 days after any meeting.

### 7.8 Public Access

The proceedings of the Task Force will be made public. All meeting agendas, approved minutes, resolutions passed, significant correspondence and other important documents will be posted to appropriate sections of the Task Force web site in a timely manner.

Members of the public will not be excluded from Task Force meetings except during closed sessions.

Appropriate opportunity for public comment will be provided at all Task Force meetings.

### 7.9 Closed Session

A closed session may be called by a two-thirds vote of the members present when there is a need to discuss or act on an item pertaining to employment, membership revocation, censure, or other disciplinary matters.

## **8. Steering Committee**

The Steering Committee shall consist of the four officers plus three at-large members elected by the membership.

The Steering Committee will be subject to policies and directives adopted by the Task Force, and none of its actions shall conflict with actions taken by the Task Force.

### 8.1 Responsibilities

The Steering Committee shall:

- Provide general supervision of the implementation of the Task Force programs and policies and advocate their implementation
- Work with the Resources/Fundraising Committee to secure funds to support the operations of the Task Force
- Provide oversight for any staff (professional, volunteer or intern) the Task Force may choose to engage
- Secure appropriate meeting spaces
- Maintain (or cause to be maintained by the Publicity-Outreach Committee) a web site to provide information to Task Force participants and the public
- Draft an annual budget, including allocations of staff time, for presentation to the full Task Force for approval
- Authorize expenditures consistent with the approved budget
- Interpret policies and positions established by the Task Force
- Assist in the preparation of the annual State of the Lake Report
- Perform additional tasks as needed to manage the affairs of the Task Force between Task Force meetings.

### 8.2 Steering Committee Meetings

Meetings of the Steering Committee will be open to all Task Force representatives and alternates.

Agendas and Minutes of Steering Committee meetings will be distributed to all Task Force representatives and alternates at the same time that they are sent to Steering Committee members.

Any action taken by the Steering Committee on behalf of the Task Force must be ratified at the next full Task Force meeting.

## 9. Standing and Special Committees

The structure and operation of committees shall serve to foster communication and coordination among Task Force members. Overlapping memberships and joint meetings are encouraged.

The authority to create committees and appoint their members rests with the Task Force membership. The committees operate at the direction of the membership and make recommendations to the membership.

All meetings of all committees shall be noticed, with agendas and proposed resolutions, to all Task Force representatives and alternates.

Each Committee will select a Chair and minute taker and develop its organizational structure as needed, and will accept the guidance of the Task Force in planning and executing its activities. The Committee Chair will assure that meeting notices and agendas are distributed in a timely manner and that minutes for all meetings are taken and distributed, and that appropriate reports are made to the Steering Committee and full Task Force.

### 9.1 Standing Committees

Standing Committees are those with an ongoing charge. The Standing Committees will report regularly to the Steering Committee and Task Force.

The current Standing Committees are: Administrative (Fundraising/Resources and Publicity/Outreach) and Technical (Nature, Recreation and Water)

#### *Administrative Committees*

The **Membership** Committee will review applications for membership and make recommendations to the Task Force regarding their acceptance or rejection. This committee may also make recommendations regarding refining of membership criteria, and encourage new organizations to join as appropriate to maintain a balanced representation of stakeholder interests. The Membership Committee may also work to foster communication among Task Force members and Committees.

The **Resources/Funding** Committee will research potential funding sources and solicit ideas regarding funding needs, both to support the Task Force's continued operation (staffing and administrative support) and to implement the Stewardship Plan. No funding application may be submitted without review and approval of the Task Force. The Resources Committee will also be responsible for grants management (securing a fiscal sponsor if needed, meeting reporting requirements, etc.)

The **Publicity-Outreach** Committee will explore and implement means to keep the public informed about and involved in Task Force activities. Tasks include the creation and maintenance of a web site, as well as media work, literature production, and public presentations.

### ***Technical Committees***

The three technical committees will conduct research, make policy and program recommendations to the Task Force, advocate the implementation of Task Force-approved policies and activities within their respective subject areas, and inform the work of the administrative committees.

The **Water** Committee will continue to study the causes of the decline in lake level, propose solutions to halt that decline and advocate the implementation of the solutions while also supporting the protection and enhancement of the lake's water quality.

The **Recreation** Committee will identify appropriate recreational activities and promote their enjoyment by developing and enhancing recreational facilities and programs.

The **Nature** Committee will study, protect, restore and enhance the lake's habitats and promote public involvement in environmental education and ecological stewardship programs.

### **9.2 Special Committees**

Special Committees are temporary committees created to perform a particular finite task and to present a report to the Task Force. A special committee is usually discharged upon the acceptance of its report by the full Task Force.

## **10. Parliamentary Authority**

Meetings of the Task Force and its committees are to be conducted according to Roberts Rules of Order, except as otherwise provided by these Rules.

## **11. Amendment of these Rules**

These Rules may be amended by a two-thirds vote at any regular meeting of the Task Force, provided that at least two weeks notice has been provided.

## **12. General Provisions**

To the extent possible, the activities of the Task Force shall be consistent with basic sustainability practices including resource and energy conservation.

## Appendix A - Task Force Members as of January 30, 2003

America True/True Youth  
California Native Plant Society, Yerba Buena Chapter  
California Parks & Recreation Society District IV  
California State Coastal Conservancy  
California Trout  
California Waterfowl Association  
City College of SF, Biology Department  
Water & Wastewater Resources Department, City of Daly City  
Committee to Save Lake Merced  
Crosby, Heafy, Roach & May  
Dolphin Swimming & Boating Club  
Friends of Lake Merced  
Friends of Recreation and Parks  
Girl Scout Council of the SF Bay Area  
Golden Gate Audubon Society  
Golden Gate Heights Neighborhood Association  
Greater West Portal Neighborhood Association  
Lake Merced Church of Christ Board of Trustees  
Lake Merced Hill  
Lake Shore Acres Improvement Club  
Lakewood Tenants Association  
Merced Manor Property Owners Assoc.  
\*National Park Service, GGNRA  
Neighborhood Parks Council  
Office of Assembly Member Kevin Shelley\*\*  
Office of the Mayor - SF  
\*Office of Senator Jackie Speier  
\*Office of Supervisor Tony Hall  
Olympic Club  
Olympic Club Rifle Team  
Pacific Junior Rifles  
Pacific Rod and Gun Club  
Park Merced Apartments  
SF Public Utilities Commission  
Recreation Center for the Handicapped, Inc.  
San Francisco Beautiful  
San Francisco Bicycle Coalition  
\*San Francisco Dept. of Parking & Traffic  
SF Police Dept. Youth Fishing Program  
SF Recreation and Park Department  
San Francisco Rifle Association  
San Francisco State University  
San Francisco Tyee Club  
San Francisco Zoological Society  
Sierra Club  
South End Rowing Club  
Sunset Parkside Education & Action Committee  
SPUR  
UCSF Rowing Club  
USF-War Memorial Gym  
West of Twin Peaks Central Council

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\* No MOU/Official Letter 2002-2003 MOU on file, 1/6/03

\*\* There is some question regarding whether this non-existent entity should be merely deleted, or should be replaced by "Office of District 12 State Assembly Member." (Denis Quinn of Leland Yee's office has expressed an interest in participating.)