

STRUCTURAL AND OPERATIONAL GUIDELINES OF THE  
SAN FRANCISCO COLLABORATIVE AGAINST HUMAN TRAFFICKING

Approved at the Collaborative General Meeting on May 4, 2010

CHAPTER I  
GENERAL PROVISIONS

Art. 1. These guidelines present a structure and operational framework for the San Francisco Collaborative Against Human Trafficking, further referred hereinafter as “the Collaborative”.

Art. 2. (1) The Collaborative will facilitate coordination and collaboration between participating local governmental and non-governmental anti-trafficking agencies.

(2) The Collaborative facilitates planning and coordination of local activities that support City and County of San Francisco agencies, local law enforcement, and NGO efforts to curtail and prevent human trafficking and provide protection and assistance to victims.

Art. 3. Two Co-chairs will lead the Collaborative, supported by such committees as are needed. One Co-Chair will represent the governmental agencies, and the other will represent the non-governmental agencies.

Art. 4. The Collaborative will develop an annual plan highlighting its goals, objectives, and strategies.

CHAPTER II  
MEMBERSHIP

Art. 5. (1) Membership in the Collaborative is open to any governmental or nongovernmental agency (NGO) that shares the Collaborative’s mission (as stated in the Collaborative’s mission statement) and work.

Art. 6. (1) An agency may apply for membership to the Collaborative by outlining the agency’s mission, structure, and current work in the field of trafficking. The Collaborative will respond to applications within 60 days.

(2) Membership in the Collaborative can be terminated at any time by the agency or the Collaborative’s request. Participation in the Collaborative shall be terminated upon:

- a. agency’s request;
- b. agency’s closing;
- c. Collaborative’s decision that agency’s activities contravene the Collaborative’s mission statement

Art. 7. (1) The Collaborative will publish a membership list with member affiliations annually.

### CHAPTER III GOVERNANCE

Art. 8. The Collaborative operates through plenary meetings. Between meetings its operation is ensured by the two Co-Chairs, and any committees required for the operation of the Collaborative as detailed in the strategic plan. These committees may include, but are not limited to:

1. Steering Committee
2. Legislative Committee
3. Data Collection Committee
4. Governance Committee
5. Public Awareness Committee
6. Survivor Outreach Committee

Art. 9. The Co-Chairs are chosen every two (2) years by an in person consensus vote in June.

Art. 10. The Co-Chairs shall:

1. Represent the Collaborative pursuant to plenary and Steering Committee decisions;
2. Facilitate meetings of the Collaborative;
3. Approve meeting agendas;
4. Submit an annual report of the Collaborative's activities;
5. Coordinate the activities of the various committees;
6. Correspond with members and the public;
7. Review applications from organizations seeking membership in the Collaborative or on one of its committees.

Art. 11. The Co-Chairs will be assisted by a Steering Committee consisting of at minimum, an equal number of governmental and nongovernmental representatives. The Steering Committee members will be elected every 2 years.

Art. 12. The Steering Committee will administer the Collaborative's operations:

1. Facilitate activities;
2. Prepare meeting agendas, organize meetings, follow-up, and implement decisions;
3. Publish the membership list pursuant to Article 7;
4. Prepare an annual action plan for combating human trafficking and providing victim assistance and protection;
5. Post agendas and meeting minutes on the SFCAHT website;
6. Carry out other tasks designated by the Co-Chairs and plenary.

Art. 13. The Collaborative may appoint a secretary and other administration to assist its work.

CHAPTER IV  
PLENARY MEETINGS AND DECISIONS

Art. 14. (1) The Collaborative will hold regularly scheduled meetings at least 3 times a year

(2) The Steering Committee will post meeting agendas, approved by the Co-Chairs, on the SFCAHT website and will distribute them to the e-mail list seven (7) days prior to the meeting.

(2) Agencies will confirm attendance via email and will update the Co-Chairs on any changes to agency contact information.

(3) Participants may propose, in writing, additions to the agenda, additional action and discussion items, and written statements of opinion, at least five (5) days prior to a meeting.

(4) Collaborative meetings will be open to the public.

(5) Voting rights are limited to member agencies as per Article 7. Each agency will designate one representative to cast their agency's vote at meetings and/or via phone or email when allowed by the operational guidelines.

Art. 15. (1) The Collaborative will make decisions through consensus. A meeting shall be considered to have quorum to make decisions if at least two thirds of the members under Article 7 that confirmed participation attend in person or by phone.

(2) The Collaborative as a coalition does not take policy positions or lobby specific bills, budget items or administrative procedures. Rather the Collaborative is a forum for member agencies to have discussions about policies and issues, identify shared concerns and priorities, and collaborate on advocacy positions and strategies.

(3) The Collaborative shall only be listed as a sponsor or supporter of an event or issue if all participating agencies under Art. 7 agree. Information about events or issues that the Collaborative is asked to sponsor or support will be sent via e-mail to participating agencies and/or presented at a Collaborative meeting with notice given to members that sponsorship or support will be discussed. Members will have seven (7) days to respond via e-mail or in person whether or not the Collaborative should be listed as a sponsor or supporter. Agencies that do not respond will be considered to have abstained.

(4) Notes will be taken at every meeting. A copy of the notes and decisions will be circulated to members within 10 working days of the meeting and will also be posted on the SFCAHT website.

CHAPTER V  
FINANCES AND ASSETS

Art. 16. The Co-Chairs of the Collaborative shall oversee the operation of the budget and assets of the Collaborative.

Art. 17. When the Collaborative applies for funding for a Collaborative event or to support operational expenses, participating agencies shall:

- a. Discuss and reach consensus on whether to apply for funding
- b. Discuss and reach consensus on which organization will manage the funding or be the fiscal sponsor as per the process in Art. 15. (1).

Art. 18. The Collaborative shall have its own seal and letterhead.

Art. 19. The fiscal year of the Collaborative shall begin on the first day of January and end on the last day of December.

CHAPTER VI  
AMENDMENT OF STRUCTURAL AND OPERATIONAL GUIDELINES

Art. 20. Every three (3) years, the Co-chairs shall appoint an ad hoc committee which shall review these guidelines and report to the Collaborative. The Committee may propose amendments for consideration and adoption by the Collaborative.

Art. 21. These guidelines may be altered, amended, or repealed and new guidelines adopted by majority approval of the Collaborative at a duly held meeting as provided in Articles 14 and 15 above.