San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

NOTICE-POSTING FACT SHEET FOR NONPROFITS

July 2007

All non-profit organizations which receive a cumulative total per year of at least $250,000 in funds provided or administered by the City and County of San Francisco must hold two (2) designated public meetings per year. *See* San Francisco Admin. Code § 12L.4(a). Such non-profit organizations must provide the public with notice of each designated public meeting at least 30 days in advance of the meeting. *See* San Francisco Admin. Code § 12L.4(d)(1). A written notice of the date, time and location of each designated public meeting must be submitted to the Clerk of the Board of Supervisors and to the Government Information Center at the San Francisco Main Public Library, which will post the meeting notice where notices of meetings of City boards and commissions are posted. *See* San Francisco Admin. Code § 12L.4(d)(2).

The meeting notice that must be submitted to the Government Information Center of the San Francisco Main Public Library may be mailed, hand-delivered, faxed or emailed. The notice shall include the date, time and location of the next designated public meeting only. The meeting notice must arrive at the Government Information Center no later than **4:00 p.m**. (Monday – Friday) on the day you wish to have the notice posted. If you require confirmation of receipt, please inform the Government Information Center and confirmation will be faxed to you. **It is the responsibility of each non-profit organization to ensure that a notice is posted at least 30 days before each designated public meeting.**

POSTING INFORMATION

The Government Information Center maintains a binder where meeting notices and agendas for City departments, boards and commissions are posted. The binder is arranged chronologically by meeting date with the most current date filed at the beginning. Meeting notices for nonprofits will be posted in the same binder, but will be discarded after the date of the meeting. The public can review agendas and documents in the Government Information Center, 5th Floor of the Main Library, during open hours. The Main Library is open Mondays 10-6; Tuesdays, Wednesdays and Thursdays 9-8; Fridays 12-6; Saturdays 10-6; and Sundays 12-5.

CONTACT INFORMATION

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