



San Francisco Public Library
Government Information Center, 5th Floor
100 Larkin Street, San Francisco, CA 94102

NOTICE-POSTING FACT SHEET FOR NONPROFITS

April 2023

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 (GIC) at the San Francisco Main Public Library, which will post the meeting notice date in *The Official Meeting Notices* binder located at the GIC's Reference Desk. *See* San Francisco Admin. Code § 12L.4(d)(2).

The meeting notice that must be submitted to the Government Information Center (GIC) may be mailed, hand-delivered or emailed. Please use only one method of delivery. The meeting notice must include the date, time, and location of the next designated public meeting. The meeting notice must arrive at the Government Information Center no later than **4:00 p.m.** (Monday to 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 emailed 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 (GIC) maintains *The Official Meeting Notices* 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 and agendas for nonprofits are posted in the same binder. The public can review meeting notices and agendas at the GIC's Reference Desk, on 5th Floor of the Main Library, during open hours. The Main Library is open Monday 9-6; Tuesday, Wednesday, and Thursday 9-8; Friday 12-6; Saturday 10-6; and Sunday 12-6.

CONTACT INFORMATION

San Francisco Documents Librarian
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San Francisco Public Library, 5th Floor
100 Larkin Street
San Francisco, California 94102

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