San Francisco Elections Commission
Open Source Voting System Technical Advisory Committee

BYLAWS
April 19, 2017

Section 1. Name
There is hereby established an Open Source Voting System Technical Advisory Committee ("TAC").

Section 2. Duties and Responsibilities
The TAC shall provide technical guidance, ideas, and support to the Elections Commission ("Commission") on ways to improve and help ensure the success of the City and County of San Francisco's open source voting system project.

To carry out its duties and responsibilities, the TAC is encouraged to consult with experts in the community.

The TAC shall provide the Commission with at least three written reports per year (at least one in every four-month period), but preferably one written report every two months. The reports shall describe the TAC's activities, respond to any questions posed by the Commission, provide any recommendations, advice, and feedback, and include any other information and/or documents the TAC deems relevant to the performance of its duties. Advice can be in areas including but not limited to requirements-gathering, design, architecture, development, documentation, security, testing, certification, manufacturing, deployment, and system maintenance. Other topics for advice include strategies for procurement; project management; and managing interaction with the public around the open source software code (e.g. dealing with feedback, bug reports, and contributions).

The first report shall be due three months after the TAC is fully constituted.

At least one TAC member other than the Chair shall attend each Commission meeting and be available during the relevant agenda items to respond to questions posed by Commissioners. All TAC members are encouraged to attend Commission meetings.

Section 3. Membership
The TAC shall be comprised of five members. The officers of the TAC shall consist of a Chair and Vice Chair. The duties and responsibilities of the Chair and Vice-Chair are set forth in Section 6 of these Bylaws.

One of the members shall be a San Francisco Elections Commissioner ("Commissioner"), who shall be the Chair of the TAC. The Chair shall be selected by the Commission to serve a term of one calendar year that begins from the date of selection. The same Commissioner may serve multiple terms, and there is no limit to the number of terms a Commissioner may serve.

The remaining four TAC members shall be selected by the Commission to serve terms of one calendar year, which begin from the date of selection. The same TAC member may serve multiple terms, and there is no limit to the number of terms a TAC member may serve.

Each of these four TAC members shall have a minimum of two years of professional experience in at least one of the following categories, with at least two satisfying the first category:

1) Software engineering (including contributing to open source software projects),
2) Hardware engineering,
3) User experience (UX) or human-computer interaction (HCI),
4) Project management of software or hardware projects, and
5) Using agile methods in government procurement of technology.

Greater preference should be given to applicants with more years of relevant experience.

The tenure of a member of the TAC, including the Chair, shall terminate no later than 90 days after the expiration of the member's term, unless the member is re-appointed. A member may not hold-over for more than 90 days after the expiration of his or her term.

The TAC shall elect a Vice-Chair.

Section 4. Application Process
The Commission shall use an application that is substantially the same as the one attached hereto, which is hereby incorporated into these bylaws.

Members of the TAC who wish to re-apply for an additional term need not submit a new application, but rather, may inform the Commission or its designee in writing that they wish to re-apply.

TAC applications shall be public records, but shall be subject to any exemptions provided by law, including the Sunshine Ordinance, as it may be amended from time to time.

Section 5. Duration
The TAC shall exist until such time as the Commission votes to dissolve it.

Section 6. Officers

Chair. The Chair shall preside at all meetings of the TAC, and shall be responsible for submitting any documents and materials to the Commission. Unless another member is otherwise designated, the Chair shall be the spokesperson for the TAC representing the views of this body.

Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. The Vice-Chair shall be selected by the TAC to serve a term of one year. The same member may serve as Vice-Chair for multiple terms.

Section 7. Meetings and Attendance
The TAC shall meet at least once every two months. TAC members shall endeavor to attend every TAC meeting. The Chair shall notify any member who misses two meetings in any 12 month period that if a third absence occurs, the Chair shall notify the Commission regarding the member's lack of attendance.

Three members shall constitute a quorum for the purpose of conducting the TAC's business, exercising its powers and for all other purposes. An affirmative vote by three members shall be required for approval of any question brought before the TAC. When a quorum is not present, the other members shall adjourn a meeting until a quorum is obtained.

Section 8. Compliance with Open Meeting and Public Records Laws
The TAC shall comply with all applicable laws, including but not limited to the Sunshine Ordinance, the Public Records Act, and the Brown Act.

Section 9. Agendas
Agendas shall be posted on the Commission's website, outside the Department of Elections, and at the San Francisco Public Library.

Section 10. Website
The TAC may, but is not required to, create and maintain a website that includes agendas, minutes, and other documents and things related to the TAC's work and the development of an open source voting system in San Francisco.

Section 11. Commission Secretary
The Commission Secretary shall attend each TAC meeting and, upon request by the TAC Chair, prepare and post agendas. The Commission Secretary shall, upon request by the TAC Chair, prepare the minutes after each meeting. The Commission Secretary may perform other administrative duties for the TAC at the TAC's request and subject to the Commission's approval.

Section 12. Statement of Incompatible Activities
Each member of the TAC shall comply with the Statement of Incompatible Activities ("SIA") applicable to the San Francisco Elections Commission, as that SIA may be amended from time to time.

Open Source Voting System Technical Advisory Committee Application

Name _____ Date _____

Home address _____

Phone number _____ Email Address _____

Date of birth _____

Please respond to the following questions (either in this document or on a separate one):

1. Why do you want to be on the TAC?

2. What relevant skills and experience would you bring to the TAC?

3. Why do you believe it is important for San Francisco to develop an open source voting system?

4. Have you reviewed the TAC's bylaws? Do you agree to abide by them?

Please list at least two references:

Name _____   Name _____

Position_____   Position _____

Company_____   Company _____

Contact Information_____   Contact Information _____

Additional Requirements

When you submit this application, please provide an up-to-date resume. As an alternative, you may provide a printout of or link to your LinkedIn profile, so long as it contains a complete and accurate summary of your relevant experience.

Applicants are encouraged but not required to provide links to projects they have contributed to or otherwise participated in – e.g. GitHub or Bitbucket repositories in the case of category (1) and online portfolio in the case of category (3). Software engineer applicants should also provide their GitHub and/or Bitbucket usernames.

By signing below, I certify all information in this application and any attachments I submit herewith is true and correct to the best of my knowledge.

_____   _____
SIGNATURE OF APPLICANT   DATE

I hereby acknowledge that if I become a member of the TAC, I am precluded from serving as a consultant to or employee of the City and County of San Francisco to play any role in the development of the City's open source voting system.

_____   _____
SIGNATURE OF APPLICANT   DATE

This application and any attachments submitted with it are subject to
San Francisco's Sunshine Ordinance, Administrative Code Ch. 67.