**Memorandum**

**To: Elections Commission Date March 12, 2021**

**From: Roger Donaldson, Commissioner**

**Re: Redistricting Task Force – Appointment**

Please find a revised, draft Redistricting Task Force appointment cover memo and application attached. This revision takes into account public and commissioner comments from the December 16, 2020 Elections Commission meeting. Changes to qualifications and the application itself are based on a review the Charter, City conflict of interest regulations and the Board of Supervisors application for [Boards, Commissions and Task Forces](https://sfbos.org/vacancy-boards-commissions-task-forces)

Proposed Timeline:

* Post Task Force Application Invitation: March 19, 2021
* Application Deadline: May 3, 2021 5:00 PM PST
* Public Awareness/Outreach: March 19, 2021 – April 2, 2021
* Review Submitted Applications for Qualification: May 4-7, 2021
* Public Hearing and Seat Appointments: May 19, 2021 (regular meeting of Elections Commission)

A public awareness plan will be provided in a separate document.

**D R A F T** (City Masthead, Commissioners, Director, Secretary to be added)

**2020 Redistricting Task Force for the City and County of San Francisco for Supervisorial Districts,**

**Invitation by the San Francisco Elections Commission to Apply for Open Seats**

**Posting Date: March 19, 2021**

**Application Deadline: May 3, 2021**

The San Francisco Elections Commission extends an invitation to residents of San Francisco to apply for appointment to one of three seats of the nine-member Redistricting Task Force comprised of three are appointed by the Board of Supervisors, three are appointed by the Mayor, and three are appointed by the Elections Commission.

Following each decennial census, San Francisco redraws the district lines of the Board of Supervisor districts to account for population changes. The Task Force works with an outside consultant to rebalance the population counts in each supervisorial district. The task force will make decisions on district lines based on the federal census and in accordance with the law and the criteria established in the Charter of the City and County of San Francisco SEC. 13.110, and make .adjustments as appropriate based on public input at public hearings. The task force will convene no earlier than August 1, 2021 and must complete its work no later than April 15, 2022.

In applying, please consider your ability and availability to fully participate in this important work. As a reference, the 2010 Redistricting Task Forces had 30 meetings and met as required with higher meeting frequency as the deadline approached. The actual dates, times, place and number of meetings will be decided by the task force in due course of its work.

Interested persons should complete the attached application. Completed applications should be submitted to the Secretary of the Elections Commission at 1 Dr. Carlton B. Goodlett Place, Rm 48, S.F 94102 or as an email attachment to elections.commission@sfgov.org.

**Next Steps**:  Applicants who meet the minimum qualifications will be contacted by the Secretary of the Elections Commission to appear at one of its regular meetings on the 3rd Wednesday of the month once the Commission President determines the date of the hearing.  Members of the Elections Commission will consider the appointment(s) at the meeting and applicant(s) may be asked to state their qualifications.  The appointment of individuals will be considered and approved by the Elections Commission.

The Elections Commission has established the following minimum criteria for applicants:

1. Resident of San Francisco and 18 Years of age or older per City Charter 4.101 (b)
2. Has not been a candidate for political office or paid by a political campaign in the last 5 years;
3. Has general knowledge of San Francisco’s neighborhoods, and geography;
4. Has a flexible schedule to attend meetings;
5. Has no conflict of interest as defined in the Conflict of Interest and Other Prohibited Activities for City officers (San Francisco Campaign and Conduct Code [3.1-100 – 3.1.500](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_campaign/0-0-0-957) and [Chapter 2](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_campaign/0-0-0-1566))
6. Is not currently a direct hire employee of an elected official in San Francisco.

For consideration by the Elections Commission, applicants must provide the following:

1. A statement of interest in a seat on this task force;
2. A statement confirming that you meet the minimum criteria for appointment;
3. A statement of availability and flexible schedule;
4. Description of your civic and electoral engagement;
5. Describe your work experience; and
6. State how your qualifications represent the communities of interest and diversity of San Francisco

**D R A F T**

**City and County of San Francisco, 2020 Decennial Census Redistricting Task Force: Application for appointment by the San Francisco Elections Commission**

Please provide a response to requested information in the space provided. You may extend your response on a separate page or substitute a document providing the same information.

Name:

Contact Address:

Contact Phone number:

Contact Email Address:

I am a resident of San Francisco: Yes [ ] No[ ]

I am 18 years of age or older: Yes [ ] No[ ]

1. Please provide a statement of interest in a seat on this task force
2. Please provide a statement confirming that you meet the minimum criteria for appointment
3. Please provide a statement regarding a flexible schedule to attend meetings
4. Describe your civic and electoral engagement
5. Describe your work experience
6. Describe how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Applicant’s Signature: (required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Manually sign or type your complete name. NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)