**Draft Minutes**

**Wednesday, December 5, 2012**

**6:00 p.m.**

**City Hall Room 421**

 **Call to Order & Roll Call**

Chairperson Jill Rowe called the meeting to order at 6:00pm. PRESENT:

 Commissioners Richard Matthews and Catalina Ruiz-Healy. ALSO PRESENT:

 Commission Secretary Tachina Alexander and Director of Elections John Arntz

 **Approval of Minutes**

Commissioner Matthews moved to approve the minutes of the September 5, 2012 meeting of the Budget and Oversight of Public Elections Committee. (Attachment: draft September 5, 2012 minutes) It was seconded by Commissioner Catalina Ruiz-Healy. The roll call vote was UNANIMOUS to approve the minutes.

 **November 6, 2012 Election Plan Review**

Discussion and possible action regarding the Department of Elections' compliance or non-compliance with the Election Plan for the November 6, 2012 Consolidated Presidential Primary Election.

Director Arntz stated that the department followed the plan that the department presented to the commission and is not aware of any instance where the plan was not followed. There were a lot of provisional ballots for this election. The accepted number of ballots was 77% due to people not being registered. Director Arntz reported that overall this was the best run election he'd seen from beginning to end in San Francisco, even though the Department was not over funded and had to watch its costs. The Department certified before Thanksgiving, the machines ran better, the website was functioning and informative, and outreach was extremely effective.

Commissioner Ruiz-Healy asked Director Arntz where he would put more resources for the next Election. Director Arntz stated that he would concentrate his efforts on notices to the voters. Even though the Department sends information out to voters, they don’t always look at it so the Department needs to provide them with multiple notices. The Department probably should have sent five notices out to voters whose polling places changed because the methods that were used proved to be ineffective. Commissioner Matthews suggested that the Department communicate consistently to voters that their polling places can change at any time for any reason.

Commissioner Rowe asked if Director Arntz received any feedback from the Election Observers. Director Arntz said that they praised the fact that the Department was so transparent. The Department dedicated specific people to respond to the observers' phone calls on Election Day. Observers from the Asian Law Caucus found a few instances where the bilingual clerks weren’t wearing their name tags but did not otherwise report issues.

Commissioner Rowe suggested that the name tag holders be replaced with ones that are a little sturdier due to the present holders that come apart.

Commissioner Matthews reported on the 4100 page Public Correspondence File. Nearly all of the correspondence related to voters inquiring about registration or polling places..

Commissioner Matthews asked that the Committee look further into the issue of DMV registrations at a future meeting. He stated his view that either the government has to stop promising voters that if they check the right box with the DMV they’ll be registered, or the government has to get those voters registered 100% of the time. Multiple times during this election there were voters who stated that they checked the voter registration box on their DMV form but were not registered. Commissioner Matthews would like to address this issue with the Secretary of State.

There was discussion between Commissioner Matthews and Director Arntz regarding the provisional ballot log and regarding the voter rosters. With respect to the rosters, the active and inactive voters are listed in separate places because there are more inactive voters than active voters in San Francisco. There are close to 2 million inactive voters, and listing them with the active voters would slow down voter processing at the polling places because it would take longer for clerks to find each voter's name.

Commissioner Matthews suggested that the Department increase awareness that vote-by-mail ballots cost money. He’s had multiple conversations with people regarding voters taking their vote-by-mail ballots with them to their polling places and gently reminded them of their costs and environmental impact.

Commissioner Matthews moved that BOPEC forward the November 6, 2012 Election Plan to the Elections Commission with a recommendation that this Election Plan November 6, 2012 substantially complied with the Election plan. It was seconded by Commissioner Ruiz-Healy. There was no public comment. The roll call vote was UNANIMOUS in favor of the motion.

 **Adjournment 6:42pm**