**Elections Commission Special Meeting**

**Wednesday, October 2, 2013**

**6:00 p.m.**

#### City Hall, Room 421

#### 1 Dr. Carlton B. Goodlett Place

#### San Francisco, California 94102

**DRAFT MINUTES**

1. Call to Order & Roll Call

President Jill Rowe called the meeting to order at 6:01 pm. PRESENT: Commissioners Jill Rowe, Winnie Yu, Rosabella Safont, and Richard Matthews. ALSO PRESENT: Director of Elections John Arntz, Deputy City Attorney Andrew Shen, and Commission Secretary Tachina Alexander. Commissioner Catalina Ruiz-Healy's absence was excused. Commissioner Gleason arrived at 6:07pm.

1. **Public comment on any issue within the Elections Commission’s general jurisdiction unless otherwise included in an item on this agenda.**

NO PUBLIC COMMENT

1. **Approval of Minutes from previous meetings.**

Commissioner Matthews moved to approve the Minutes of the August 21, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont.

 The roll call vote was UNANIMOUS to APPROVE the minutes.

 NO PUBLIC COMMENT

 **4. Director’s Report.**

 Director Arntz

Division Reports

1. Administrative (Budget/Personnel) – Organizing the phone bank.
2. Ballot Distribution – Getting timelines, canvassing, and will be certified by 11/15/13. Working to reduce over time and have received precinct ballots. Most of the city is one-card ballots therefore there will be fewer ballots to review than previously. Organizing meeting with the Sherriff regarding routes and polling places.
3. Campaign Services – No applicant for official election observer panel, Open house October 16th 2-5pm.
4. Warehouse Services – Preventive maintenance took place two weeks ago and now they are doing “mock elections” by running cards through the machines to make sure they’re functioning properly.
5. Outreach Division – Be-A-Voter signs have been placed on buses, posters have been sent out to partner organizations, newspapers, mailers/postcards to households vs. individuals. Reviewed power point presentation and participated in National Voter Registration Day; have 46 presentations scheduled, 2 citizenship ceremonies, 2,000 poll workers for this election and they need 74 additional stand-by inspectors due to their 13% cancellation rate. They sent out over 3,000 applications to high school students and so far 700 have signed up. Intake room will be open tomorrow and the FEDS will attend a 5-hour hands-on equipment training class on October 27th.
6. Precinct Services – Located 391 places, creating an online map and preparing to delivery routes.
7. Publications Voter guides drop tomorrow. The large print was finalized and the audio finalized translation will be done by the end of the week if paid arguments are done by that time.
8. Technology Division – Streaming video by the end of the week in room 59.
9. Voter Services –The Department hasn’t received many overseas ballots; out of the 5,000 mailed, they’ve only received 12 back. Early voter counter is currently being set up.

 NO PUBLIC COMMENT

**5. Discussion and Possible action to request a waiver allowing City**

 **employees to assist the Department of Elections.**

Commissioner Matthews moved that the waiver request by the Director of Elections according to the August 23, 2013 memo be approved and forwarded to the Board of Supervisors for the November 5, 2013 Consolidated Municipal

 Elections. It was seconded by Commissioner Safont. The roll call vote was

 UNANIMOUS to approve.

 Commissioner Gleason would like to make sure that for future elections, the request for waiver remains specific as the Director has been doing, and not general; it should include the number of employees and the category of work.

NO PUBLIC COMMENT

**6. Discussion and possible action to approve the Election Plan for the**

 **November 5, 2013 Municipal Election.**

 Commissioner Matthews stated that BOPEC received and voted unanimously to

 recommend that the commission accept the November 5, 2013 Municipal

 Election Plan. Therefore he moved that the Elections Commission accept the

 November 5, 2013 Municipal Election Plan. Commissioner Safont seconded it.

 The roll call vote was UNANIMOUS to approve.

 Chandra Friese – Will the webcam film in real time? Will you keep a copy in

 your archives or will it be lost forever?

 John Arntz explained that no copies will be kept.

**7. Discussion and possible action regarding arguments published in the Voter Information Pamphlet for the November 5, 2013 Municipal Election** Discussion regarding pages 31 and 39 of the voter information pamphlet. Discussion in regards to formatting that included a "P.S." which resulted in the author's name being placed above a portion of the argument's text, and could create confusion for voters as to who is presenting which part of the argument. Further discussion in regards to the identification of people who are not eligible San Francisco voters in the list of an argument's authors. It was discussed that only eligible voters should be permitted to author argument s in the Voter Information Pamphlet. Deputy City Attorney Shen reported that the Commission has the authority to adopt a general policy regarding formatting of the Voter Information Pamphlet, or it can ask the Board of Supervisors to amend the Municipal Election Code to clarify formatting requirements.

 NO PUBLIC COMMENT

8. Discussion and possible action for the Commission to study current

 operations of Vote by Mail

 Commissioner Gleason introduced Chandra Friese to inform the commission

 about her study on this concern.

 Chandra Friese’s concern was that there are so many people who are voting by

 mail. While the Department is doing a good job with vote-by-mail, the procedures need to be protected for future elections. She indicated that they have an

 incomplete draft of what they’d like to see done.

 Commissioner Gleason said that before he left the Commission he’d like to see

 this action completed.

Commissioner Gleason moved to assign to BOPEC the task of reviewing and making possible recommendations to codify some vote-by-mail procedures in the Elections Code. Commissioner Safont seconded. The roll call vote was unanimous to approve.

 9. Commissioners’ Reports.

**10. Announcements**

**11. Discussion and possible action regarding items for future agendas.**

Municipal Election #530 provide better guidance to Department meeting on

 November 16, 2013

**12. ADJOURNMENT 7:21pm**