**Elections Commission Meeting**

**Wednesday, November 20, 2013**

**6:00 p.m.**

#### City Hall, Room 408

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

#### San Francisco, California 94102

**DRAFT MINUTES**

1. Call to Order & Roll Call

Commissioner Jill Rowe called the meeting to order at 6:00pm. PRESENT: Commissioners Rich Matthews, Rosabella Safont, Jill Rowe, Winnie Yu, and

Charles Jung, EXCUSED ABSENCE: Commissioner Catalina Ruiz-Healy. ALSO PRESENT: Director of Elections JohnArntz, Deputy City Attorney Joshua White, and Commission Secretary Tachina Alexander. Commissioner Gleason arrived at 6:11pm.

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 October 16, 2013 Elections Commission Meeting and it was seconded by Commissioner Safont.

Commissioner Jung motioned to recuse himself from voting on the minutes and it was seconded by Commissioner Yu. NO PUBLIC COMMENT. The roll call vote was UNANIMOUS to APPROVE his recusal. The roll call vote was UNANIMOUS to APPROVE the previous minutes.

 **4. Director’s Report.**

 Director Arntz certified the election last Friday

 Division Reports

A. Administrative (Budget/Personnel) – Board approved the first extension of the

 contract with Dominion for 3 years, processing invoices, began budget

 planning for the next 2 fiscal years, tomorrow the Department is going to the

 Brisbane location to see if it will be feasible. The warehouse lease is valid

 through 2015 so they’re not in danger of not having space but they have

 plenty time and are just being proactive.

B. Ballot Distribution - Just finished archiving materials, envelopes, and ballots

 and sent them to the warehouse.

C. Campaign Services – Looking at guides for the June election to make sure

 they have that all set up.

D. Outreach – They’ve been off the canvass since last Friday and since the

 election they haven’t done much outreach. The vote-by-mail stations that they

 had set up outside City Hall was a great success and they’ll start debriefing on

 that and see what they will do going forward and how it can be improved.

 They are putting together their post-election report and it will be forwarded to

 the commission upon its completion. They did go to the naturalization service

 in Oakland.

E. Poll Workers – Recently completed the payroll for the poll workers and the

 checks will be in the mail tomorrow. They have also attached availability

 letters to checks for June election and a survey to see what their experience

 was this past November.

F. Precinct Services – Returned to City Hall picking up equipment from polling

 places; sent out checks to poll owners.

G. Publications - waiting on content to be emailed back from vendors for June

 ballot.

H. Technology - email system needs to be changed from Lotus notes to

 exchange to Microsoft Outlook.

I. Voter Services – The usual voter file maintenance

J. Warehouse – Hosted a lot of events and are getting things on pallets,

 inventoried, and shelves. They”ll get back together as a group and will begin

 debriefing meetings in two weeks to find out how they did in order to know how

 they can adjust for June.

 Chandra Friese couldn’t find the web cam on the website and had to call in to

 get help doing so. Someone helped her over the phone and she complimented

 them on their phone manner. She suggested that the webcam be left on 24/7 to

 enable people to see what’s going on at all times and no one is there when they

 shouldn’t be.

5. Discussion and possible action regarding individual Commissioner

 observation activities from the November 5, 2013 Municipal Election.

Commissioner Yu suggested LED lanterns in evening due the darkness as well as a pre-election newsletter with links to remind people to vote.

 Commissioner Gleason stated that the training was fantastic and the new ballot bag

 was amazing and helpful when there was only one electrical outlet it supplied us with

 a much needed extension cord.

 Commissioner Rowe suggested that there be more clear training on the 100ft sign

 and its placement.

 Commissioner Yu suggested that a string/rope of 100ft be included in the kit

 NO PUBLIC COMMENT

6. Discussion and possible action to encourage amendment of Municipal

 Elections Code section 530 to require that all authors of ballot measures be

 eligible to vote in San Francisco, and to require that the full text of the ballot

 argument come before the authors' names in the voter information pamphlet

Commissioner Rowe distributed a handout to all of the Commissioners entitled “Hand-Out Relating to Potential Revisions to MEC 530 With Respect to Submissions by Entities, Associations or Organizations.”

Deputy City Attorney White stated that his purpose in creating the documents was to address the concerns on how to deal with entities, associations, and organizations as a starting point.

Commissioner Gleason stated that this goes beyond anything that we’ve ever discussed before; we didn’t include entities.

Commissioner Mathews stated that subsection 3c the authors are listed as 9 individuals and we wanted to exclude all non San Francisco voters and we’re not sure that this language does that.

Deputy White attempted to deal with it by defining author; “*when an author …that individual must be eligible to vote in SF.”*

Commissioner Matthews subsection 3c third sentence directly refutes that;

Commissioner Rowe wanted to know if there was a requirement that at least one of the authors be listed. Initially authors could only mean persons then later on it switched to entities so that needs to be worked out. Last sentence of subsection 3 implies association and doesn’t have a person/author requirement but implies corporation (principle officer language) Do we want to exclude organizations all together or include them?

Commissioner Gleason would like to weed out any reference of entity and keep organization and association. People’s names should not be required in groups.

Commissioner Yu inquired about the timeline and proposed that the commission find out how other municipalities are handling this issue in being able to set some clear boundaries.

Commissioner Rowe feels that item #2 needs to be deleted on the handout.

Commissioner Matthews suggested the fields to be included Author, Body of Text, and Register to Vote.

Deputy City Attorney Joshua White will revise the draft in accordance with the Commissioner’s comments.

NO PUBLIC COMMENT

**7**. **Discussion and possible action regarding procedures for conducting**

 **performance reviews for Commission Secretary and Director of Elections**

 Commissioner Matthews volunteered to receive and compile all of the reviews.

 President Rowe thanked him for being willing to take on this task.

 NO PUBLIC COMMENT

8. Commissioner’s Reports.

 NONE

**9**. **Announcements.**

 Commissioner Rowe informed the commission that at the last meeting the

 commission secretary had a schedule modification and since then the secretary

 advised of a change. Her official schedule is now M&T 8am - 5pm W 8-12pm and on

 meeting days 1pm til the end of the meeting.

 BOPEC December 4, 2013 – Proposed amendments, codifying best practices,

 welcoming Commissioner Jung.

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

 NONE

**11. ADJOURNMENT 7:44pm**