

**City and County of San Francisco  
Elections Commission**

Approved: \_\_\_\_\_

Minutes of the Meeting at City Hall Room 408

**September 19, 2007**

1. **CALL TO ORDER.** President Jennifer Meek called the meeting to order at 7:02 pm.
2. **ROLL CALL. PRESENT:** Commissioners Gerard Gleason, Winnie Yu, Arnold Townsend, Tajel Shah, and Richard P. Matthews, Deputy City Attorney Jon Givner, and Director of Elections John Arntz.
3. **Announcements.**  
President Meek announced that Commissioner Victor Hwang has resigned and that the appointing authority for the seat is searching for a replacement.
4. **Public Comment.** *Danny Swarzman*, of Open Voting Solutions, Inc., said that his group's mission is for elections to use open source software. *Jade Lai* said the last Elections Commission meeting had been stressful and that she wants to correct a misunderstanding. She said that the public and the Commission are passionate about the right to vote, and honest, accurate, verifiable votes. (Ms. Lai provided the Commission with a copy of her comments which are attached to these minutes.)
5. **Director's Report.**  
Ballot Distribution: The generic ballots have arrived, and are being organized to be used at the early voting counter at City Hall. The Division is currently examining the test ballots. Staff is being hired to handle the larger shipments of ballots that will be arriving at 240 Van within the next two weeks.

Budget/Personnel: The Division is currently working on the next fiscal year's budget, and the nine month report to the Controller's Office on expenditures since July 1, 2007. Temporary employees are being brought in, and hours are being tracked according to the procedures code in the DoE manual. The tracking is important for reimbursement from the state for the absentee ballot program and for budget forecasting purposes.

Campaign Services: Guides for the February Primary election are being prepared. Open House will be next month. The training for the Phone Bank staff starts next week. The Phone Bank will work with the Mayor's "311" program and it is hoped this cooperation will lighten the load of the DoE.

Outreach: The Division is preparing a mailing regarding Ranked Choice Voting which will go out next week in English, Chinese and Spanish to low voter turn out

areas, and to new voters. Outreach has attended 120 events since August for the upcoming election.

Publications: The Voter Guide is now on line – this is ten days earlier than expected. The guides in Spanish and Chinese are now in production. Ballots have been formatted and are being printed.

Poll Locating and ADA: The Division is constantly identifying new polling sites. A primary focus is to replace sites that are inaccessible with those that are.

Pollworkers: The Division is securing parking for the inspectors who will be taking classes to work on election day. Currently, 62 percent of the inspectors and clerks the DoE needed have been hired and assigned to polling sites. These numbers include: 582 Chinese language and 188 Spanish language speaking pollworkers. The High School workers recruitment has begun with 28 presentations completed. The pollworker manual is expected to be on line by Friday. Clerk training classes begin October 5, FED (Field Election Deputy) training classes start in two weeks – with 46 FEDs hired already. The training program is a power point presentation and well organized. The Director said that it's a wonderful example of what staff is able to do between elections and it demonstrates why year round staffing is so important.

Technology: The Division is working on the canvassing database in Access instead of a Excel spreadsheet because of the large amount of data needed to be input. Permanent Absentee files are being prepared so that the ballots can be mailed out on time. And this division has been setting up phones and computers for the arriving temporary staff, and getting the databases ready for their use.

Voter Services: The Division is preparing the generic ballots for early voting. Overseas ballots to military personnel (1,863 ballots so far) have been sent, a petition for the February election has been certified, a review for recall of the Supervisor for District 1 was found to have insufficient signatures to qualify for the ballot.

Update on securing a voting system for 2007-2008: The Secretary of State (SoS) sent a letter to Elections Systems and Software's (ES&S) regarding certification of their system for use in San Francisco. There has been no response from ES&S yet. The Director said he plans to respond to the SoS's letter shortly. The SoS has granted a conditional certification, however there are changes. These conditions include that no ballots can be tabulated at the polling place, but must be brought back to City Hall and visually inspected to assure the proper writing device was used by the voter. This also applies to every Absentee Ballot. If the wrong device was used, the ballots will have to be re-made. The manual tally after the election has been increased from 1% to 10%. The real challenge will be to accomplish all this within the 28 day window, mandated by law, after the election. A 25% manual tally will be required for all Absentee Ballots. The AutoMARK

machines sold by ES&S to five California Counties, including San Francisco, had not undergone federal and state review at the time they were last used. The SoS will assess penalties on SoS for selling the uncertified equipment. The AutoMARKs cannot be used, and Contra Costa and Sacramento counties have offered to let the five counties use their certified machines for the November election because these counties will not be conducting countywide elections this November.

The Optical Scanners (Eagles) at the polling places will be programmed to note over and under-votes so that the voter will have the opportunity to correct his/her ballot. However, the results of the votes taken into the Eagles will not be counted. The ballot results will not be reported until they are counted in the IV-C counters at City Hall. On election night, the only ballots reported will be the ballots that came in before election day – those are the early voting and absentee votes.

**Public Comment.** *David Pilpel* commended the DoE for dealing as best as it can under the circumstances and asked that all information be released as soon as possible to the public including the costs in temporary staff salaries. *Steven Hill* said it was good to hear something from the SoS. However, what the SoS has developed is very difficult for the DoE. Mr. Hill said that information from the cartridges from the Eagles should be released as preliminary results. *Brent Turner* informed the Commission about a "Black Box Voting" lawsuit in Arizona and offered to forward the information to the Commission and commended the Commission for its resolution in favor of open source in election systems.

*President Meek* asked the Director if the City could release preliminary results on election night. Director Arntz said that he could ask, but that the wording of the memo seems to suggest that this cannot be allowed. However, the Director said he could have that conversation with the SoS.

*Chandra Friese* said that the results from the Eagles should be allowed. She said that New Hampshire, where 3600 votes are cast in precincts on election night, has the results from complex ballots done and reported on election night. She suggested that all the votes be counted by hand at the precincts, with the help of the League of Women Voters and other volunteers on election night. *Sacha Ielmorini* commented that a split shift for the pollworkers would be a good idea.

6. **Commissioner's Reports.** Commissioners Gerard Gleason and Richard P. Matthews made a power point presentation of their experiences observing the Baja State (Mexico) elections on Sunday, August 5, 2007.
7. **COMMITTEE REPORT. Discussion and possible action regarding the Budget and Oversight of Public Elections Committee's proposed policy regarding Elections Commissioner Duties on Election Day.** Committee Chairperson Gleason reviewed the Committee's discussion on this topic and presented the Proposed Policy Regarding Commissioner Duties on Election Day to the full

Commission. Commissioner Gleason summarized the Committee's findings and reported that there is no actual assigned duty that is mandatory for Commissioners, but that Commissioners are allowed to fill various roles, if they feel inclined to do so. He reminded members that if they work as pollworkers, they are working under the direction of the Elections Department during that assignment on election day. The primary focus is to serve the voters of that particular precinct on that day.

Commissioner Gleason MOVED and Commissioner Townsend SECONDED adoption of the Committee's recommended policy. President Meek said that she agreed with the policy and that Commissioners should look at the entire period around an election when making their observances. A Roll Call Vote to adopt the proposed policy was UNANIMOUS.

## 8. OLD BUSINESS

- (a) **Discussion and possible action regarding securing a voting system for 2007-2008.** President Meek reminded the Commission that this is a continuing item for meetings and asked if there were suggestions from the members. President Meek suggested that the Commission might contact the Secretary of State's Office (SoS), to push the Commission's view and suggest the manual tally requirement be lessened. Commissioner Matthews asked the Director if this action would be useful. Director Arntz replied that he believes the SoS believes strongly in the numbers she has relayed in her memo.

Commissioner Matthews asked the Director if it would be harmful to San Francisco if the Commission made one last request to lower the manual tally numbers and to permit the unofficial use of the results gathered in the precinct Optec (Eagle) machines on election day. Director Arntz replied that he did not know.

Commissioner Shah asked the Director if he intended to negotiate the manual tally percentages with the SoS. Director Arntz said that he is taking the letter at face value and not looking to make any changes. He said that a conversation regarding the release of preliminary results might be a primary objective. Commissioner Shah asked the Director if he will be communicating to the SoS the consequences of their memo. Director Arntz replied affirmatively.

Commissioner Matthews said that he supports the Commission contacting the SoS on the two issues of the percentages of the hand tally and the release of results of the Optech machines.

Director Arntz suggested that the Commission not rely entirely on his report regarding the SoS's memo, but read the actual memo (which the Director will

forward to the Commission after this meeting), before making a decision regarding what action the Commission will take.

Commissioner Matthews MOVED that the Commission authorize President Meek to contact the SoS on the two issues mentioned, if, after reading the memo, she feels it necessary. Commissioner Gleason SECONDED this MOTION.

Commissioner Townsend said that he would like to see the memo before he votes.

**Public Comment.** *An unidentified speaker* requested that the Commission make the letter from the SoS public as soon as possible. *Brent Turner* said that he and his group are hopeful that the DoE will get the monies necessary to accomplish what the SoS is requiring. He warned that quick election results were really media-driven. *Sacha Ielmorini* requested that all memos and letters on this topic be posted to the DoE website in a manner easily accessible to the public and that a new RFP be sought for open source voting machines. *Steven Hill* suggested that the action of the SoS, to not allow preliminary results from the Optechs on election night, was punitive. The Roll Call Vote was: Gleason-Yes, Matthews-Yes, Shah-Yes, Yu-Yes, Townsend-No, Meek-Yes. The Motion PASSED 5 to 1.

- (b) **Discussion and possible action to adopt an amendment to the Bylaws to conduct annual performance reviews for the Secretary of the Elections Commission and the Director of Elections.** Commissioner Shah MOVED and Commissioner Yu SECONDED this item for discussion. A Roll Call Vote was UNANIMOUS to accept the Bylaws Amendment.
- (c) **Discussion and possible action regarding timing, structure and official policy for annual performance reviews for the Secretary of the Elections Commission and the Director of Elections.** Tabled at the Call of the Chair.
- (d) **Discussion and possible action to adopt suggestions from the Budget and Oversight of Public Elections Committee regarding the format, content and publicizing of the November 6, 2007 Election Plan and the post-election assessment of the Plan.** Commissioner Gleason referred to the re-worked plan as one that does not change any of the material submitted by the Department, but a streamlining of the first page introduction and, pages 3, 6 and 7 which have boxes for follow up of the evaluation. Commissioner Gleason said that the tracking of the ballot, as a public disclosure, has been included. This is an explanation about how ballots are issued and what happens to them and comes from the Pollworker training guide, and may need some minor reworking. Commissioner Matthews invited non-members of the Committee to let him know if they have suggestions to

make the information more visible, more concise, accessible and comprehensible.

President Meek thanked the BOPEC for its work on the Election Plan and asked all Commissioners to review it and offer suggestions. She added that this plan will probably not be used until June or November of next year.

9. **Discussion and possible action to approve the Elections Commission minutes for August 15, 2007.** Commissioner Matthews MOVED and Commissioner Shah SECONDED approval of these minutes. The Roll Call Vote was UNANIMOUS to approve the minutes.
10. **Discussion regarding items for future agendas.** Commissioner Shah announced that she will not be attending the October Commission meeting. President Meek asked members to send her their ideas about how to assess the election.

**ADJOURNMENT at 9:09 pm.**

#### STATEMENTS SUBMITTED BY PUBLIC SPEAKERS

From: Sacha Ielmorini

I understand that both a hand count or a machine count costs the same - \$1 million. Maybe we should consider a straight hand count.

I urge the Department of Elections and the Elections Commission not to be alarmists when speaking to the press and public, and to use the publicity from this to educate voters and encourage them to participate in our democracy by being pollworkers, and/or helping to count votes.

Also, as a pollworker (inspector) in past elections, I would like to see split shifts for pollworkers, possibly professionals working 9-5 will do evening shifts.

Activists want to help the department.

From: Jade Lai  
San Francisco, CA 94117  
September 19, 2007

Good Evening Election Department Commissioners,

Our last meeting was extremely stressful and I am here this evening to try to heal the rift which I see as a misunderstanding.

I wish to state that I believe that we, the Commission and the Public, are here, at great personal sacrifice, because we believe passionately that our enfranchisement is our most valuable and cherished right. I believe that we share the mission of securing honest, accurate and verifiable elections for all. I believe that we are here to help that process along as much as we can.

It may be true, or even probably true, that as you stated, Commissioner Townsend, that 90% of the injustices done are caused by unfair practices that have nothing to do with electronic voting systems. But that 10% is extremely important, capable of changing the outcomes of presidential elections thereby affecting and forming domestic and foreign policies, and the accompanying appointments that affect us all for decades to come! The impact cannot be minimized. The threat of corporate control over elections cannot be ignored, either physically through secret code manipulation of the systems by the dishonest or by financial control through corporate contributions, and the privatization of our election systems. Remember what happened in Florida and Ohio! Imagine how different our nation and the world would be now had this great tragedy not befallen us due to our naivety and lack of vigilance! We agree that old time style injustices (as with the Jena 6) and contemporary injustices must be fought, and fought hard. Securing reliable and honest voting systems is key. Activism is another. Let's try to work together for the common good.

I think that under the present circumstances, prudence require the implementation of open source voting systems and or hand counting.

Sadly, but realistically,

Jade Lai

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**City and County of San Francisco**  
Elections Commission  
Approved: \_\_\_\_\_  
**Minutes of the Special Meeting held**  
**October 3, 2007**

1. President Meek called the meeting to order at 6:10 pm.
2. **PRESENT:** Commissioners Gerard Gleason, Richard P. Matthews, Tajel Shah, Arnold Townsend, and Winnie Yu, and Director John Arntz and Deputy City Attorney Jon Givner. **ABSENT:** none.
3. **PUBLIC COMMENT.** *Alec Bash* presented a resolution from the San Francisco Democratic County Central Committee supporting open source software for electronic voting machines. *Brent Turner* said that he wants the record to show that he firmly supports open voting systems. *Tim Meyer* said that it is important for the City to count its ballots without being committed to any equipment vendor and asked the Commission to listen to Alan Dechert, who is present in tonight's audience. *Gail Sredanovic* said she was not concerned that the voting results may be late, what is important is that the election is safe, fair and transparent. *Evelyn Myer* said that Debra Bowen has been "smeared" in the newspapers, but that she supports Ms. Bowen's bringing integrity to elections.
4. **Announcements.** Deputy City Attorney Jon Givner advised that one of three Deputy City Attorneys will be attending future Elections Commission meetings – he, Ann O'Leary and another Deputy City Attorney with Ms. O'Leary attending most of the meetings. Mr. Givner requested that communications to the City Attorney's Office be sent to both Ms. O'Leary and himself.

President Meek advised that the Election Plan was delivered two hours before this meeting and would probably not be approved today, but is available online.

5. **Discussion with a representative from ES&S who has been invited explain their participation in the November 6, 2007 Municipal Election.** President Meek announced that ES&S was not sending a representative to this meeting. This item is TABLED.
6. **Discussion and possible action to approve the letter or other communication to the Secretary of State's Office regarding Commission concerns about the conditional ES&S certification.** President Meek announced that the Secretary of State's (SoS's) office was unable to send a representative to this meeting. This item is TABLED.

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7. **Discussion and possible action to approve the letter or other communication to the Secretary of State's Office regarding Commission concerns about the conditional ES&S certification.** President Meek reminded the Commission that at the last meeting the Commission agreed that she could communicate with the SoS. However, the letter that she drafted generated commissioner concerns, and group discussion of it outside an agenda meeting would pose possible Sunshine Ordinance concerns. President Meek said that there was also concern whether the Commission was overstepping its powers because it is the Director who communicates with the SoS to assure that the City's elections are properly run, and it is the Commission's responsibility to assure that the Director is working with the SoS and meeting the policies that the SoS sets. The Commission does have the authority to make recommendations to the Director, the Board of Supervisors and the Mayor's Office. But the Director's role is to negotiate with the SoS.

Commissioner Matthews asked the Director if he felt the Commission's draft letter has sensible observations and requests. The Director said he hadn't read the letter yet. The Commissioner asked for a short break to allow everyone to read the two page letter and suggested that the draft be reviewed by the Director who could decide whether he approves the letter content and recommends that the Commission send the letter.

Commissioner Townsend said that he doesn't approve the Commission sending a letter to the SoS, and that he has no confidence in ES&S due to their past record. He said the SoS is correct to be concerned about the ES&S equipment.

Commissioner Matthews agreed that he, too, has no trust in ES&S, but, he added, the conditions placed on the election should be rational, make good sense, and be tailored to the precise areas of lack of trustworthiness of our particular voting system – which he reminded the Commission, is on paper and is then fed into the optical scanner, and is not DRE (touch screen) or black box.

Commissioner Shah asked the Director if the SoS contacted him before sending their memo? Director Arntz replied that he had had discussions with the SoS but didn't know what her final conditions would be. The Commissioner said that the SoS memo appeared to be more punitive to the City than to ES&S, and that the Department should continue negotiations with the SoS.

Commissioner Gleason said that if the tabulating equipment is tallying the ballots as they are submitted at the polling sites, the information should be released, otherwise, it is a black box. The tabulation devices could be disconnected; however, voters understand (from the past eight elections) that the machine counts the ballots. President Meek suggested that this assumption, by the voters, can be mitigated by having an announcement about the changes for this election. Commissioner Gleason said that even with the President's suggestion, people will ask why is the City, then, using the Eagle (tabulation equipment). The

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Commissioner said this is a public perception problem and there is only 30 days left to inform voters.

Director Arntz said that the challenges presented in the SoS's memo are difficult, but workable, and that the delay in getting the results to the public will not be as bad as he first thought when it appeared that the City would have to rely on a hand count of all the ballots. He said that the SoS has tried to find a balance of all the San Francisco concerns.

Commissioner Shah said that she would be interested in seeing the comparison of the Eagle tallies and the IV-C count of the November ballots.

Director Arntz said that a comparison will not happen because the information from the Eagles cannot be used to tally official or unofficial results, per the conditions laid out to the City by the SoS memo.

Commissioner Shah suggested that the tallies be used for administrative purposes, not for the public, but for administrative work and asked whether the SoS's letter allowed for that.

Deputy City Attorney Givner said he could not advise on that question at the meeting and said that the Department could speak to the SoS about this possibility.

President Meek said that perhaps we could use the results in a post-certification audit.

Commissioner Townsend said that if he were the SoS, he would be concerned that there is something wrong with the ES&S equipment because they are not forthcoming with having it tested. He said because of this, he understands why the SoS may not be willing to lift the restrictions she has placed on using the equipment. The Commissioner suggested that the SoS pick up the City's cost for the election and then get reimbursed from ES&S because they (SoS) are better equipped and have more leverage to pressure the company for the money.

Director Arntz said that he anticipates there will still be posting of ballot results at the precincts as the Charter requires. When he asked the SoS about this possibility, he did not receive a negative response. He will notify the Commission immediately if the SoS informs him that she will not allow this posting.

Commissioner Matthews stated that some of the SoS's conditions appear to infringe upon the S.F. Charter, such as Section 13.102(e) which covers the RCV rules regarding simultaneous elimination, and the handling of the bottom three vote holders. He said although there is no RCV election this November, one may occur next year, and what will the City be required to do in these cases. Director Arntz said that he has asked those questions of the SoS and no response has been received.

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Commissioner Gleason reminded the Commission that it has been reacting to a letter that the SoS sent to the vendor (ES&S), and it would be appropriate if the SoS, in conjunction with the Department would come out, publicly, and say what it has decided regarding San Francisco's elections.

**Public Comment.** *Steven Hill* said the letter should be sent because the letter from the SoS is not an official certificate and because it is a letter, he believes it offers flexibility. *Alan Dechert* said that two of the largest voting equipment suppliers are up for sale, but there have been no buyers because people see them as liabilities and this is why San Francisco needs to look into very different equipment. *Carol Bella* said it would be good to accept the conditions set forth by the SoS and move forward, and that her organization needs to know what they can do to assist the Elections Department in the next election. *Brent Turner* said the hybrid system proposed by the SoS is still not the answer, and that an open source systems is the real answer. *Sacha Ielmorini* suggested that the DoE make of copy of the precinct results posted at each location and use the copy for audits, and if ES&S doesn't present its equipment for the SoS's top-to-bottom review, the City should let the SoS have one of our machines for certification. Ms. Ielmorini also suggested sending absentee voters proper writing implements with their ballots, and that the DoE should start a new Request for Proposal for its voting equipment. *Gail Sredanovic* said she is very concerned about black box voting and the public should be as well. *Roger Donaldson* said that checking the ballots that are under-voted with the Eagles is important to help get more accurate ballots counted and the results out faster. *Alec Bash* reported that there have been many letters written to the editor on behalf of the DoE recently, and it would be helpful to get press releases out to the media about the changes in the way votes will be counted this November. *Eric Martinez* said that the single most important thing the public wants to know is that someone is in charge, that public participation is necessary, and the goal of the election should be accuracy and not speed of results.

Commissioner Gleason made a MOTION that the Commission send a letter to the Secretary of State requesting immediate, direct and public interaction on this issue beginning tomorrow. Commissioner Matthews asked for more information regarding this proposal. Commissioner Gleason answered that he wanted direct discussion and disclosure of how our election in November is going to operate. Commissioner Matthews SECONDED this motion.

Commissioner Gleason reminded the Commission that all the Commission and Department has is a "cc" on a letter to the vendor. He said we need to take the vendor out of the picture because the vendor is not responding, and may not pay for the results of their not responding, and the SoS needs to come and take charge of this situation, 30 days before election day in whatever format the SoS and the DoE feel is appropriate.

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President Meek replied that as things now stand, it appears that the Director has the election under control, but that perhaps what can be done is to get more information to the public about what to expect on Election Day. She said that the SoS doesn't need to be involved at this point.

Commissioner Townsend reminded the Commission that the SoS has had direct contact with Director Arntz before and after the letter was sent to the vendor.

Commissioner Yu said what is needed is to take a proactive step to communicate precisely to the public what the next steps are, so that the press doesn't write what they think will happen.

**Public Comment.** *Steven Hill* said that if the Commission made a request of the SoS regarding the things that the Commission feels would be too much of a burden on the DoE, or cause a public relations problem – such as late results – there may be some receptivity on the part of the SoS.

Commissioner Matthews asked the Director if it was foregone that the DoE will be using this same ES&S equipment in February and June 2008. Director Arntz replied that this is his intent. The Commissioner then asked if the equipment would need to be re-certified for each of those elections. Director Arntz responded that the SoS's conditions would remain the same and that the only exception would be for RCV, for which the equipment is not certified beyond this November's election.

Commissioner Matthews asked the Director if he thought he could negotiate some of the SoS's current conditions after this next election. The Director responded that he has voiced his concerns with the SoS more than once, and that it appears to him that the SoS feels strongly about what she has written in her memo to ES&S.

President Meek suggested that the Commission, after observing this November's election, make recommendations to the Director and send them to the SoS with the SoS's directives attached and explain how the election was affected by those directives.

Commissioner Matthews said that the members of the Commission and the Public Speakers at this meeting have voiced their desire to compare the results from the Eagles with the results from the IV-Cs and the hand count tallies after the election is certified, as this situation offers a rare opportunity to evaluate the equipment, and asked Director Arntz for his opinion on doing this. Director Arntz responded that he understands that people would like to see this occur, but we may not actually get that picture because one of the complaints about the system is that for RCV, you do not have a true ballot image of the data. It's not "perhaps as elegant a solution as we think going into it." Mr. Arntz said that getting through the elections is primary right now that the audit is a question to pose to the SoS and that he is not looking to go beyond, at this point, what the SoS is requiring of us and this voting system

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because he really just wants to plan for the election. Mr. Arntz said that he's not necessarily against the post certification audit.

Commissioner Matthews asked if we could at least get the SoS to not disallow the DoE running a second tape of the Eagles results. Director Arntz responded that he would discuss that possibility with the SoS.

**Public Comment.** *Danny Swarzman* said that looking at individual precinct postings will not be of help in an RCV election, and that the necessity for hand counting in an RCV contest is larger than in non-RCV contests.

The Roll Call Vote was: Gleason – yes; Matthews – no; Townsend – no; Yu – no; Meek – no; Shah was absent from the meeting during this vote. The MOTION FAILED four to one.

8. **Discussion and possible action to adopt the November 6, 2007 Election Plan.** President Meek explained that the plan before the Commission tonight was just delivered and that the public and Commission need more time to review it before adoption. She explained to the public that the Election Plan is basically a template in which the Department enters dates and that the section beginning on page 2, "New Practices" and ending on page 5, and outlines all the information discussed at tonight's meeting is an addition to that template.

Commissioner Matthews asked the Director if he planned to expand the explanation of the visual review of each ballot card, or just list the conditions in the Election Plan. Director Arntz said in the past the Department demonstrated the steps that will take place when handling election information. The explanation will not get to specifics like "turn the card over", but there will be a clear picture for the public to see how we handle the ballots and election materials as they relate to the conditions now given to us by the SoS. Mr. Arntz said that what is presented tonight is just a draft and more will be added. The Commissioner asked if the Commission waits for two weeks, will it be ready for approval at the October 17, 2007 meeting. Director Arntz responded affirmatively.

This item has been moved to the October 17, 2007 Commission Meeting.

**Adjournment** at 8:05 pm.

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**Election Plan  
City and County of San Francisco**

Consolidated Municipal Election  
November 6, 2007

This Elections Plan is submitted to comply with the City & County of San Francisco Charter Section 13.105

An Elections Commission shall be established to oversee all public federal, state, district and municipal elections in the City and County. The Commission shall set general policies for the Department of Elections and shall be responsible for the proper administration of the general practices of the Department, subject to the budgetary and fiscal provisions of this Charter. These duties shall include but not be limited to approving written plans prior to each election, submitted by the Director of Elections, detailing the policies, procedures, and personnel that will be used to conduct the election as well as an assessment of how well the plan succeeded in carrying out a free, fair and functional election.

The Elections Plan is intended to provide an open and transparent documentation of procedures and operations to be followed by the Department of Elections for the preparation and conduct of the upcoming election. to the extent possible, care has been taken to document and disclose all possible procedures and operations that impact handling of voter registration, ballot handling and vote tabulation, however it is acknowledged that unforeseen circumstances and implementation of contingency plans may alter some procedures and operations that appear in this document.

Mission Statement of the Election Plan

The San Francisco Department of Elections must:

Conduct all public federal, state, district and municipal elections in the City and County...[This includes] voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.  
(San Francisco Charter, sec. 13.104)

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## A. Pollworkers

For the November 6, 2007 Consolidated Municipal Election the DOE will staff each polling place with five (5) pollworkers: 1 Inspector and 4 Clerks. In addition to the 2,800 pollworkers assigned to the precincts, the DOE will recruit 220 stand-by pollworkers, who will be stationed at City Hall and dispatched as needed on Election Day.

It is the DOE's plan to expand our services to voters who need language assistance on Election Day and exceed the 3% standard imposed by California Elections Code, Chapter 4, Article 1, Section 12303 (b)(c). We will place Chinese and Spanish-speaking pollworkers at precincts as follows:

- At least one bilingual pollworker in every precinct where 10 or more registered voters have requested election material in Chinese or Spanish;
- At least two bilingual pollworkers in every precinct where 75 or more registered voters have requested election material in Chinese or Spanish; and
- Three to four bilingual pollworkers in every precinct where 120 or more registered voters have requested election material in Chinese or Spanish.

To further target precincts that may require language assistance, the DOE will place Chinese and Spanish-speaking pollworkers in every precinct where 25 or more registered voters were born in Chinese and Spanish-speaking countries.

For the November 6, 2007 Consolidated Municipal Election, the DOE will also target precincts that may require language assistance in Russian. A Russian-speaking pollworker will be placed in every precinct where 25 or more registered voters were born in Russian-speaking countries.

After analyzing census data, precincts in certain neighborhoods have been identified as those that require language assistance. Therefore, a Chinese-speaking pollworker will be assigned to the precincts in the following neighborhoods: Richmond, Sunset, Inner Sunset, Lake Merced, West of Twin Picks, Chinatown, Civic Center, Ingleside, Excelsior, and Bayview-Hunters Point.

A Spanish-speaking pollworker will be assigned to the precincts in the following neighborhoods: Mission, Excelsior, Haight-Ashbury, South of Market, and Bayview-Hunters Point.

In summary:

- 326 precincts (58% of 561 precincts) will be staffed with Chinese-speaking pollworkers (447 pollworkers total);
- 154 precincts (27% of 561 precincts) will be staffed with Spanish-speaking pollworkers (154 pollworkers total); and

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- 46 precincts (8% of 561 precincts) will be staffed with Russian-speaking pollworkers (46 pollworkers total).
- Approximately 25 polling places will have an additional entrance to direct voters to the voting area via the accessible entrance. This will ensure voters follow the suggested path of travel for accessibility and alleviate security concerns for polling place owners.

Language Specific Bilingual Pollworkers:

Language	Planned Number	Post Election Actual
English		
Chinese		
Spanish		
Russian		

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