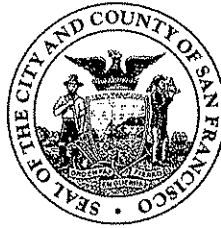


**ELECTIONS COMMISSION**  
*City and County of San Francisco*



Gerard Gleason, President  
Jennifer Meek, Vice President  
Richard P. Matthews  
Joseph B. Phair  
Arnold Townsend  
Winnie Yu

John Arntz  
Director of Elections

Shirley Rodrigues  
Commission Secretary

**Elections Commission Meeting**  
**Wednesday, May 21, 2008**  
**At 6:00 pm**  
**City Hall Room 408**

**Order of Business**

1. **Call to Order**
2. **Roll Call**
3. **Announcements**
4. **Public comment on any issue with the Elections Commission's general jurisdiction**
5. **Director's Report**

• Ballot Distribution	• Poll Locating/ADA
• Budget/Personnel	• Poll Worker Division
• Campaign Services	• Technology Division
• Outreach	• Voter Services
• Publications	•

6. **Commissioner's Reports**

- Meetings with public officials
- Oversight and Observation activities
- Long-range planning for Commission activities and areas of study

7. **Old Business**

- a. **Commissioner Matthews will continue his report of his observations and activities related to the conduct of the February 5, 2008 Presidential Primary Elections.**
- b. **Discussion and possible action to approve the Elections Commission Operations Calendar. [Report from Commissioner Gleason]**

- c. **Discussion regarding randomization and posting of precinct election results from use of the DRE (Direct Recording Electronic) voting machines at polling sites. (San Francisco Charter Section 13.107.5) [Report back from Director]**
- d. **Discussion and possible action to investigate, adopt a policy, and/or recommend action regarding how the City provides information to voters to determine their registration status when those voters have cast provisional ballots because the Department has no record that they are registered, or voter disputes political party registration as appears in Department voter registration data. Draft letter to Secretary of State regarding the issue to be discussed and possible action. [Gleason]**

## **8. New Business**

- e. **Discussion and possible action to approve the Minutes of the May 7, 2008 Special Commission Meeting.**
- f. **Discussion and possible action to adopt a policy and/or recommend action regarding public access to source documents and information allowing individual voters to determine their voter registration status and pursue having provisional ballot counted. [Gleason]**
- g. **Discussion and possible action to determine areas of Commission interest and observation for the June 3, 2008 Consolidated Primary Election, and which Commissioners will make those observations, allowing for evaluation of the Election Plan.**
- h. **Discussion and possible action regarding line items related to the City's proposed budget for the Department and Commission, including staffing for Department and Commission.**

## **9. Closed Session**

Closed Session held pursuant to Ralph Brown Act, section 54956.9 and Sunshine Ordinance Section 67.10(d)

- a. **Closed Session discussion and possible action regarding Commission-appointed personnel annual reviews.**
- 10. Discussion and possible action regarding disclosure of Closed Session pursuant to Ralph Brown Act, section 54956.9, and Sunshine Ordinance, section 67.10(d).**

## **11. Discussion regarding items for future agendas**

**Adjournment**

## Disability Access

The Elections Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Commission meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact The Elections Office at (415) 554- 4375 or our TDD at (415) 554-4386 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

### **Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, DONNA HALL, CLERK, CITY HALL, ROOM 409, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4683 AT PHONE NO.: (415) 554-7724; FAX NO.: (415) 554-7854; E-MAIL: DONNA\_HALL@CI.SF.CA.US. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.ci.sf.ca.us](http://www.ci.sf.ca.us).

Materials contained in the Commission packets for meetings is available for inspection at the Elections Department, City Hall Room 48, in the Commission's Public Binder, no later than 72 hours prior to meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

### **Lobbyist Registration and Reporting Requirements**

**Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).**

**ELECTIONS COMMISSION  
OPERATIONS CALENDAR FOR 2008**

<b>DATES</b>	<b>EVENT</b>	<b>Materials Submitted by DOE</b>
April 2	<b>BOPEC – June 3 Election Plan for Approval</b>	
April 16	<b>Commission Meeting – June 3 Election Plan for Approval</b>	<b>Election Plan from BOPEC</b>
April 30	Review of June Election Plan submitted to Commission	Election Plan from Director
May 7	<b>BOPEC – April 8 Election plan Evaluation or Election Plan to Commission</b>	<b>Statement of Vote, Reports: Provisional Ballots, Remakes, Action Log, Communications from Public.</b>
May 21	<b>Commission Meeting – April 8 Election Plan Evaluation -</b>	<b>Statement of Vote, Reports: Provisional Ballots, Remakes, Action Log, Communications from Public (From BOPEC)</b>
June 4	<b>NO BOPEC</b>	
June 18	<b>Commission Meeting -</b>	
July 2	<b>BOPEC – June 3 Election Plan Evaluation</b>	<b>Statement of Vote, Reports: Provisional Ballots, Remakes, Action Log, Communications from Public</b>
July 16	<b>Commission Meeting – June 3 Election Plan Evaluation</b>	<b>Statement of Vote, Reports: Provisional Ballots, Remakes, Action Log, Communications from Public (From BOPEC)</b>

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<b>August 6</b>	<b>NO BOPEC</b>	
<b>August 20</b>	<b>Commission Meeting –</b>	

<b>September 3</b>	<b>BOPEC – November 4 Election Plan Approval</b>	
<b>September 17</b>	<b>Commission Meeting – November 4 Election Plan Approval</b>	<b>Election Plan from BOPEC</b>
<b>October 1</b>	<b>BOPEC -</b>	
<b>October 15</b>	<b>Commission Meeting -</b>	
<b>November 5</b>	<b>NO BOPEC</b>	
<b>November 19</b>	<b>Commission Meeting -</b>	
<b>December 3</b>	<b>BOPEC – November Election Plan Evaluation</b>	<b>Statement of Vote, Reports: Provisional Ballots, Remakes, Action Log, Communications from Public</b>
<b>December 17</b>	<b>Commission Meeting – November 4 Election Plan Evaluation</b>	<b>Statement of Vote, Reports: Provisional Ballots, Remakes, Action Log, Communications from Public (From BOPEC)</b>

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**DRAFT**  
**City and County of San Francisco**  
Elections Commission  
Approved:  
**Minutes of the Meeting held**  
City Hall, Room 421  
**May 7, 2008**

1. President Gleason called the meeting to order at 6:06 pm.
2. **Commission members present:** Commissioners Richard P. Matthews, Jennifer Meek, Joseph B. Phair, Arnold Townsend (arrived at 6:11 pm), Deputy City Attorney Jon Givner. Excused: Commissioner Winnie Yu.
3. **Discussion and possible action to approve the Minutes of the Wednesday, April 16, 2008 Commission meeting.** Commissioner Matthews MOVED and Commissioner Phair SECONDED this item. Commissioner Phair presented minor typing corrections and a correction of his vote on 9(h), and Commissioner Matthews requested that his comment regarding Commissioner Townsend's remark that the BOPEC handles too many of the topics that should be generated by the full Commission be included. Secretary Rodrigues agreed to make these changes. Commissioner Meek MOVED and Commissioner Matthews SECONDED the changes in the minutes. The vote to allow the changes was UNANIMOUS. The Roll Call Vote to approve the Minutes as amended was UNANIMOUS.
4. **Discussion and possible action to approve the Election Plan for the June 3, 2008, Consolidated Primary Election.** Commissioner Matthews MOVED and Commissioner Meek SECONDED this item. Commissioner Gleason presented his suggestions for changes in the Plan, and said he was particularly concerned that the Plan contain a disclosure of ballot tracking and vote counting. The proposed changes to the June Plan are in the addendum to these minutes. These changes will be made by the Commission Secretary and reviewed by the Director. Commissioner Meek highlighted areas in the Plan that she thinks are redundant and President Gleason agreed. Commissioner Meek questioned whether the Commission was overstepping its policy-making authority and getting involved in procedural matters when requesting

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information be put in the Election Plan. She said that a plan should cover a broad overview of how things operate on Election Day, not procedural elements. She suggested that there could be another document to explain the process, but that it should not be the Election Plan. Commissioners Gleason and Meek agreed that after the June Election, the template for the Election Plan should be reworked. The roll call vote to approve the edits presented was UNANIMOUS. The roll call vote to accept the Election Plan was UNANIMOUS.

5. **Discussion and possible action to submit a request to the Board of Supervisors for a waiver allowing certain City employees or officers to work on the June 3 2008 Consolidated Statewide Direct Primary Election.** Commissioner Matthew MOVED and Commission Meek SECONDED the item. President Gleason said that the template for the waiver that was created several years ago is still viable. Commission Secretary Rodriques said that if the letter is approved at tonight's meeting, it will be forwarded to the Board of Supervisors tomorrow. The roll call vote was UNANIMOUS to approve the request for a waiver.

6. **Discussion regarding items for future agendas.** President Gleason passed out information to each member regarding voter registration concerns that he will place on the agenda for the full Commission meeting on May 21, 2008.

ADJOURNMENT at 6:30 pm.

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