

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

Christopher Jerdonek, President  
Robin M. Stone, Vice President  
Lucy Bernholz  
Cynthia Dai  
Nancy Hayden Crowley  
Renita LiVolsi  
Michelle Parker



John Arntz, Director of Elections

**REGULAR MEETING AGENDA**  
**(amended 1/17/2023)**

**San Francisco Elections Commission**  
**Wednesday, January 18, 2023**  
**6:00 p.m.**  
**City Hall, Room 408**  
**1 Dr. Carlton B. Goodlett Place**  
**San Francisco, California 94102**  
**& Remote meeting via WebEx**

The meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation, it is possible that some members of the Elections Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment either at the physical meeting location listed above or remotely / online. Instructions for providing public comment remotely / online appear on the last page of this agenda.

In addition to participating in real time, interested persons are encouraged to participate in this meeting by submitting public comment in writing by 12:00 p.m. on the day of the meeting to [chris.jerdonek@sfgov.org](mailto:chris.jerdonek@sfgov.org).

**Video Conferencing**

To access this meeting using the WebEx application, use the following link:

<https://sfgov.webex.com/sfgov/j.php?MTID=ma5d37ee595efc78920d507adef92c00a>

Event number: 2490 058 9640  
Event password: vote (use 8683 from phones)

While you may enter your name before joining the meeting, you are not required to

do so to participate.

### **Audio Conferencing**

To access the meeting by telephone, do the following:

Call 1-415-655-0001

For Global call-in numbers, use this link:

<https://ccsf.webex.com/cmp3300/webcomponents/widget/globalcallin/globalcallin.do?siteurl=ccsf&serviceType=EC&eventID=1619915032&tollFree=0>

Dial Access code: 249 005 89640

**For instructions on providing public comment remotely / online, please see the last page of this agenda.**

### **Order of Business**

[As discussed at the December 12, 2022 meeting, if all agenda items are not addressed by 9:00 p.m. the Commission may have a Special Meeting later to address remaining items. This potential meeting is tentatively scheduled for Tuesday, January 31, 2023 at 6:00 p.m. in Room 408.]

#### **1. Call to Order & Roll Call**

A member of the Commission will state the following (from the Commission's October 19, 2022 Land Acknowledgment resolution):

The San Francisco Elections Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone, who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors and relatives of the Ramaytush Community and affirming their sovereign rights as First Peoples.

Announcement: Welcome to new Commissioner Michelle Parker, who was appointed by the Board of Education and sworn in on January 17, 2023.

#### **2. General Public Comment**

Public comment on any issue within the Elections Commission's general jurisdiction that is not covered by another item on this agenda.

### **3. Discussion and Possible Action on Resolution on Continuation of Remote Elections Commission Meetings**

**Attachments:** City Attorney Memo Regarding Public Meetings and Findings Motion; Draft Resolution of the San Francisco Elections Commission

### **4. Election of Commission Executive Officers**

Discussion and possible action to elect a new Commission President and Vice President, per Commission Bylaws Article V, Sec. 1(B). The procedure will be as follows:

The Chair of the meeting will open nominations for President. Any commissioner who wishes to nominate a candidate will state the name of that person. If that person agrees to run, then that person is nominated. When there are no further nominations, the Chair will close the nominations and call a roll call vote in which each Commissioner shall state the name of the nominee for whom he or she is voting. If a nominee receives four or more votes, that person is elected President. If no nominee receives four votes, the Commission may have further discussion, and proceed to another vote. This process shall repeat until one nominee has received four or more votes. The same process will then be used to elect a Vice President.

Per the bylaws, the terms shall begin immediately at the conclusion of the meeting.

### **5. Redistricting Process Initiative**

Discussion and possible action regarding the Commission's potential recommendations with respect to the San Francisco redistricting process, including historical background and the proposed project plan.

**Attachments:** Summary of Redistricting Reform Recommendations (Dai)

### **6. Director's Report**

Discussion and possible action regarding the Director's Report.

**Attachments:** January 2023 Director's Report

### **7. Move to SF.gov website**

Discussion and possible action regarding the new citywide SF.gov website and the move of the Elections Commission and Department of Elections websites to SF.gov.

Invited Speaker:

- Amy Martin (she/her/hers), Project Manager, Digital Services

**Attachments:** SF Digital Services Slide Presentation

## **8. Process to Conduct Annual Performance Evaluation of Director of Elections**

Discussion and possible action regarding the process to conduct the Annual Performance Evaluation of the Director of Elections.

**Attachments:** Previous Years' Performance / Appraisal Report Form

## **9. Possible Closed Session Regarding Public Employee Appointment/Hiring: Director of Elections**

Discussion and possible action regarding appointing the incumbent Director to an additional five-year term. The Director of Elections' current five-year term expires at 12:00 a.m. on May 21, 2023. The Charter requires that the Commission appoint a Director for the next term at least 30 days before the expiration of the current term. S.F. Charter § 13.104. Portions of this item may be held in closed session pursuant to California Government Code § 54957(b) and San Francisco Administrative Code § 67.10(b).

- a) Public comment on all matters pertaining to this agenda item, including any comment pertaining to the Director of Elections' appointment and/or whether to meet in closed session.
- b) Vote on whether to hear Item 9(c) in closed session. (Action)
- c) Discussion and possible action regarding appointing the incumbent Director of Elections to an additional five-year term (in open or closed session, per the Commission's vote).
- d) If closed session is held, reconvene in open session. Report action taken in closed session as specified in California Government Code § 54957.1(a)(5) and San Francisco Administrative Code § 67.12(b)(4).
- e) Discussion and vote pursuant to Sunshine Ordinance § 67.12(a) on whether to disclose any portion of the closed session discussion. (Action.)

## **10. Approval of Minutes of Previous Meetings**

Discussion and possible action to approve Minutes for the September 21, 2022 and October 19, 2022 Elections Commission Meetings and to review Minutes for the December 12, 2022 Meeting.

**Attachments:** Draft Minutes

## **11. Commissioners' Reports**

Discussion and possible action on Commissioners' reports on topics not covered by another item on this agenda: meetings with public officials; oversight and observation activities; long-range planning for Commission activities and areas of study; proposed legislation which affects elections; update on Commission Secretary hiring process.

**Attachments:** Job Posting for Executive Secretary I - Elections Commission (1450): <https://careers.sf.gov/role/?id=3743990000954056>

## **12. Elections Commission Section of the Department of Elections' Racial Equity Action Plan and Progress Report**

Discussion and possible action regarding Section 7 ("Boards and Commissions") of the Department of Elections' revised Racial Equity Action Plan and Section VIII ("Boards and Commissions") of the Department's Racial Equity Progress Report for 2021, including possible additions and status updates.

**Attachments:** Memo and Attachments (Jerdonek)

## **13. Agenda items for future meetings**

Discussion and possible action regarding items for future agendas.

## **Adjournment**

There will be an opportunity for public comment on each agenda item.

Materials contained in the Commission packets for meetings are available for inspection and copying during regular office hours at the Department of Elections, City Hall Room 48. Materials are placed in the Elections Commission's Public Binder no later than 72 hours prior to meetings. Any materials distributed to members of the Elections Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the Department of Elections, City Hall Room 48, in the Commission's Public Binder, during normal office hours.

**Cell phones, pagers and similar sound-producing electronic devices:** The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Disability Access:** The Commission meeting will be held in Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The 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.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in a meeting, please contact the Department of Elections at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Late requests will be honored, if possible. Services available on request include the following: 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 Department of Elections at (415) 554-4375 or our TDD at (415) 554-4386 to make arrangements for a disability-related modification or accommodation.

**Chemical-Based Products:** 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.

**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: Sunshine Ordinance Task Force; 1 Dr. Carlton B. Goodlett Place; Room 244; San Francisco, CA 94102-4689. Phone: (415) 554-7724; Fax: (415) 554-5163; Email: [sof@sfgov.org](mailto:sof@sfgov.org); Website: <http://sfgov.org/sunshine>. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://sfgov.org>.

**Lobbyist Registration and Reporting Requirements:** Individuals that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue; Suite 220; San Francisco, CA 94102. Phone: (415) 252-3100; Fax: (415) 252-3112; Email: [ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org); Website: <http://www.sfethics.org>.

## **Public Comment Instructions for Remote Participants**

### **When calling in by telephone (preferred):**

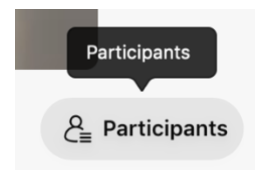
When your item of interest comes up, dial \*3 (star button followed by the number 3) on your phone to raise your hand and be added to the public comment line. You will then hear, "You have raised your hand to ask a question." Please wait until the host calls on you.

The line will be silent as you wait your turn to speak. Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including television, radio, or computer. It is especially important that you mute your computer if you are watching via the web link to prevent feedback and echo when you speak.

If you change your mind and wish to withdraw yourself from the public comment line, press \*3 again. You will hear the system say, "You have lowered your hand."

### **Using your computer web browser (when phone not available)**

Make sure the "Participants" side panel is showing by clicking the "Participants" button shown in the picture at the right.



Then, make sure the "Participants" panel is expanded in the side panel by pressing the small arrow indicator in the panel. You should see a list of Panelists, followed by a list of Attendees. At the bottom of the list of Attendees is a small button or icon that looks like a hand (see where the red arrow is pointing in the picture at the right).

Press the hand icon to raise your hand. The host will unmute you when it is time for you to comment. When you are done with your comment, click the hand icon again to lower your hand.

