



**CITY OF OAKLAND  
REDISTRICTING COMMISSION  
(SPECIAL MEETING)**

**Meeting Agenda**

**Wednesday, October 14, 2020**

5:00 PM

Via Teleconference

Redistricting Commissioners: Benjie Achtenberg, Amber Blackwell, Daniel Chesmore (Alternate), Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Masoud Hamidi (Alternate), Martha Hernandez, Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commission website: [www.oaklandca.gov/redistricting](http://www.oaklandca.gov/redistricting)

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**Pursuant to the Governor's Executive Order N-29-20, Redistricting Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.**

**PUBLIC PARTICIPATION**

The Oakland Redistricting Commission encourages public participation in the online board meetings. The public may observe and/or participate in this meeting in several ways.

**OBSERVE:**

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/86358720017> at the noticed meeting time.

Instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage entitled "Joining a Meeting"

- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

+1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799. For each number, please be patient and when requested, dial the following Webinar ID: 863 5872 0017

After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled "Joining a Meeting By Phone."

**PROVIDE PUBLIC COMMENT:** There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance. To send your comment directly to the Redistricting Commission and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Richard Luna at [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov). Please

**CITY OF OAKLAND  
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**Meeting Agenda (Continued)**

**Wednesday, October 14, 2020**

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note that eComment submissions close one (1) hour before posted meeting time. All submitted public comment will be provided to the Commissioners prior to the meeting.

- By Video Conference. To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled “Raise Hand In Webinar.”

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing STAR-NINE (“\*9”) to request to speak when Public Comment is being taken on a eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to make your comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting by Phone.”

If you have any questions about these protocols, please e-mail Richard Luna, at [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov).

**CITY OF OAKLAND  
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**Meeting Agenda (Continued)**

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**1. Roll Call and Determination of Quorum**

**2. Welcome and Introductions**

The Redistricting Commissioners will introduce themselves and provide comments about their background and interests in working on the Commission.

**3. Open Forum**

Speakers will be called on by the facilitator as speakers “raise their hand” through video conference or by telephone. All speakers will be allotted a maximum of three minutes to address the Commission.

**4. Ralph M. Brown Act, Oakland Sunshine Ordinance and Open Meeting Requirements Training**

The Commission will receive training on the Ralph M. Brown Act, Oakland Sunshine Ordinance and on requirements for conducting open meetings. [[Training presentation](#)]

**5. Measure DD and City Charter Section 220 Training**

The Commission will receive training on Measure DD and City Charter Section 220. [[Training presentation](#)]

**6. Selection of Chair and Vice Chair**

The Commission will discuss and take possible action on selecting a permanent and/or temporary Chair and Vice Chair to preside over Commission meetings. [[Staff report](#)]

**7. Next Meeting Date and Regular Meeting Schedule**

The Commission will discuss and take possible action on scheduling their next meeting date and/or selecting a regular meeting schedule. [[Staff report](#)]

**8. Ad Hoc Committee Assignments**

The Commission will discuss and take possible action on assigning Commissioners to work in Ad Hoc Committees. Committees include, but are not limited to, Bylaws and Rules of Procedure Ad Hoc Committee, Consultant Selection Ad Hoc Committee, Community Outreach Ad Hoc Committee. [[Staff report](#)]

**CITY OF OAKLAND  
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**Meeting Agenda (Continued)**

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**9. Adjournment**

The meeting will adjourn upon the completion of the Commission's business.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov) or call (510) 238-4756 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov) o llame al (510) 238-4756 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov) 或 致電 (510) 238-4756 或 (510) 238-2007 TDD/TTY.

# **BROWN ACT AND OAKLAND SUNSHINE ORDINANCE QUICK OVERVIEW**

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October 7, 2020

# Brown Act & Sunshine provide:

**“In enacting [the Brown Act], the legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.” (Ralph M. Brown Act – Gov. Code § 54950)**

**“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided [under the Ralph M. Brown Act].” (Gov. Code § 54953.)**

**“[The Sunshine Ordinance] is intended in part to clarify and supplement the . . . Brown Act . . . to assure that the people of the City of Oakland can be fully informed and thereby retain control over the instruments of local government in their city.” (Sunshine – Oakland Muni. Code § 2.20.010)**

- **All meetings of a legislative body must be open and public, except for closed sessions authorized by law.**
- **Closed session authorizations must be narrowly construed.**
- **All persons must be permitted to attend open and public meetings.**
- **Voting by secret ballot is prohibited.**
- **The body must report all actions taken and the vote or abstention of each member present for the action.**

**(Gov. Code § 54953)**

# Legislative Body means:

- **Oakland City Council and Board of Port Commissioners.**
- ***Board, commission, task force established by the Charter (e.g., Public Ethics Commission, Civil Service Board, Police and Fire Retirement Board, Police Commission and Redistricting Commission).***
- **Board, commission, task force established by the City Council or Port Board by ordinance, resolution or motion.**
- **Advisory board, commission or task force created and appointed by Mayor that exists for longer than 12 months.**
- **Standing committees of the above, with continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution or formal action.**

**(Oakland Muni. Code § 2.20.030)**

# MEETING includes:

- **Congregation of a quorum or majority of the Commission:**
  - **Face to face meetings,**
  - **Teleconference participation,**
  - **Meal gatherings (before, during or after a meeting).**
- **Serial communications regarding matters within the subject matter jurisdiction that involve a quorum or more of the Commission.**
- **Use of intermediaries to discuss, deliberate, take action or develop a consensus on matters within the subject matter jurisdiction of the Commission.**

## **Examples:**

- **Email communications among a quorum or more of the Commission regarding matters within its subject matter jurisdiction.**
- **Conversations between a quorum of the Commission at a dinner, conference, party or other social/public event regarding matters within its subject matter jurisdiction.**
- **Asking council aides, staff or city officials about the positions of other Commissioners regarding matters within the Commission's subject matter jurisdiction.**

**(Gov. Code § 54952.2; Oakland Muni. Code § 2.20.030)**

# **Provided Commissioners do not discuss City business among themselves, a quorum may attend:**

- **Conferences open to the public;**
- **Open and public community meetings organized by persons or organizations other than the City;**
- **Open and noticed meetings of another local agency;**
- **Open and noticed meetings of the legislative body of another local agency;**
- **Social or ceremonial events.**

**(Gov. Code § 54952; Oakland Muni. Code § 2.20.030)**

# Meeting Location and Time

- **Commission meetings must be held within City of Oakland boundaries.**
- **Meetings should be held on weekday evenings “whenever reasonably possible”.**
- **Meetings must be video and audio taped.**

**(Gov. Code § 54954; Oakland Muni. Code § 2.20.060 & 2.20.160)**

# AGENDA REQUIREMENTS

- **Purpose**
  - **Establish the scope of what may be discussed at the meeting – discussions outside the scope of what is described in the Agenda are not permitted;**
  - **Describe the set of permissible action(s) that may be taken at the meeting.**
- **Agenda Description.**
  - **Brief, general description of items, preferably no more than 20 words.**
  - **Clear and specific language sufficient “to alert a person of average intelligence and education whose interests are affected by the item that s/he may have reason to attend the meeting or seek more information.”**
  - **Abbreviations and acronyms must be spelled out in titles and text.**
  - **Time and location of the meeting.**
  - **Contact information to request disability-related accommodations.**

## AGENDA REQUIREMENTS, cont'd

- **Agenda Publishing/Posting.**
  - Agendas must be posted at a public, accessible location. [City Hall, 14<sup>th</sup> Street display cases].
  - Copies of agendas and agenda-related materials must be placed on file in City Clerk's Office and Main Library.
  - Agendas and agenda-related materials should also be posted online; but, failure to timely post online due to software/hardware problem is not a defect in noticing.

(Gov. Code § 54954.2; Oakland Muni. Code § 2.20.030)

# PUBLIC TESTIMONY

- **Speaker Cards:** The Commission may require speakers to submit speaker cards for open forum and agenda items for in-person meetings.
- **Open Forum:** Must provide opportunity for public comment on non-agenda matters at beginning or end of meeting. Commission Chair can allow open forum speakers to address agenda items.
- Each member of the public that wishes to speak on an item must be allowed to speak prior to Commission vote on the item.
- Members of the public must be allowed to speak on all items appearing on the agenda, even if the Commission removes the item.

(Gov. Code § 54954.3, Oakland Muni. Code § 2.20.150)

# PUBLIC TESTIMONY, cont'd

- **Cannot prohibit speakers from expressing public criticism about City services, procedures, activities, etc.**
- **Public speaker time.**
  - **Two (2) minutes minimum should be allowed for public speakers unless the circumstances described below warrant a reduction.**
  - **Commission Chair may reduce time to 1 minute maximum -**
    - ✓ **Time reduction must be “reasonable” and applied uniformly.**
    - ✓ **What is a ‘reasonable’ depends on several factors, e.g.:**
      - **Time constraints of the meeting,**
      - **Number of agenda items,**
      - **Complexity of the items,**
      - **Number of persons that have submitted speaker cards**

**(Gov. Code § § 54954.3, Oakland Muni. Code § 2.20.150)**

# Notice of Meetings

Regular Meetings: **72 Hours Notice.**

Special Meetings: **48 hours.** Weekends and holidays cannot be counted towards the 48 hours.

## Exceptions:

- Agendas and agenda-related materials for a special meeting scheduled on a Monday may be posted **by noon, the prior Friday.**
- Special meetings held offsite requires **10 days notice.**
- Special meeting scheduled in place of a regular meeting that falls on a holiday requires **5 days notice.**

## Who may call a special meeting?

- Commission Chair (if one is elected).
- Commission by majority vote.

(Sunshine § 2.20.070 & 2.20.080; Charter § 208)

# Enforcement & Penalties

## Public Ethics Commission (PEC)

- Complaints may be filed with the PEC.
- May investigate and/or conduct public hearing following investigation.
- May issue a cure and correct demand to legislative body.
- May file a civil lawsuit against legislative body.

## Civil Actions

- Individuals or district attorney may file action:
  - Injunctive/mandatory/ declaratory relief, or
  - Void the action taken by the legislative body in violation of the Act.
- Legislative body would have opportunity to cure and correct actions.
- Costs and attorneys fees may be awarded.

## Criminal Penalties

- District attorney may seek misdemeanor penalties against individual members of the body, who:
  - participate in a meeting of the body where action is taken in violation of the Brown Act,
  - with “intent to deprive the public of information the member knows or has reason to know the public is entitled to receive .
- “Action” = collective decision, commitment or promise reached by the body.

(Gov. Code § § 54959, 54960, 54960.1, 54960.5; Oakland Muni. Code Chapter 2.20, Art. IV)

# References

- Board and Commission Member Handbook  
<https://cao-94612.s3.amazonaws.com/documents/Board-Commission-Handbook-2019-Final-W-COVER-2-4-19.pdf>
- Oakland's Sunshine Ordinance  
[https://library.municode.com/ca/oakland/codes/code\\_of\\_ordinances?nodeId=TIT2ADPE\\_CH2.2oPUMEPURE](https://library.municode.com/ca/oakland/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.2oPUMEPURE)



# Redistricting Commission

Measure DD & City Charter Section 220 Training

# Measure DD

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- Charter amendment proposed during the November 2014 election.
- Proposal to create an independent Redistricting Commission.
- Passed by the voters with over 61%.
- Created Section 220 of the City Charter.

## Section 220(B)

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- In 2021 and thereafter in each year following the national census, or whenever any substantial territory is annexed/consolidated with the City, the Commission shall adjust the boundary lines of the seven (7) City Council and Oakland Unified School Board of Directors districts in conformance with the standards and process set forth.

## **Section 220(B) - *continued***

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- Commission shall be established no later than September 1, 2020, and thereafter no later than September 1 in each year ending in the number zero (0).
- The Commission shall not draw district lines at any other time, except if the districts must be redrawn because of a judicial decision invalidating the existing district plan, in whole or in part.

## Section 220(C)(1)(2)(3)

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- The Commission shall:
  - Conduct an open and transparent process enabling full public consideration of and comment on the drawing of district lines;
  - Draw district lines according to the criteria in the article;
  - Conduct itself with integrity and fairness.

## **Section 220(C)(3) - *continued***

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- The Commissioner selection process is designed to produce a Commission that is independent and is reasonably representative of the geographic, racial, ethnic and economic diversity of the City of Oakland.

## Section 220(D)(1)(2)

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- The Commission consists of 13 voting members and two alternates.
- Commissioners shall be residents of the City of Oakland for at least the three years preceding the date of application.
- The terms for Commissioners end after the final boundary lines are adopted and no longer subject to a legal challenge.

## Section 220(D)(3)

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- Nine Commissioners represent a quorum.
- Approval of the final map requires the affirmative votes of nine Commissioners.

## Section 220(D)(4)

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- After service, Commissioners are ineligible for a period of 10 years (ending September 1, 2030) to hold elective public office for the City of Oakland.
- Ineligible for a period of four years (ending September 1, 2024) to hold appointive public office for the City of Oakland or Oakland Unified School Board.

## Section 220(D)(4) - *continued*

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- Four year ineligibility includes:
  - Serving as a paid staff or consultant to the City Council or School Board.
  - Receiving a non-competitively bid contract.
  - Registering as a lobbyist.
- Applies to a member individually and all entities for which the member is a controlling person.

## Section 220(E)

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- The Commission shall establish the boundaries of the council and school districts for the City of Oakland in a plan using the following criteria as set forth in the following order of priority:

## Section 220(E)(1)

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- Districts shall comply with the United States Constitution. Each council and school district shall have reasonably equal population with other districts, except where deviation is required to comply with the federal Voting Rights Act or permitted by law.

## Section 220(E)(2)

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- Districts shall comply with the federal Voting Rights Act, commencing at [42 U.S.C. Section 1971](#), the California Voting Rights Act, commencing at [Section 14025](#) of the Election Code, and any other requirement of federal or state law.

## Section 220(E)(3)

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- Districts shall be geographically contiguous.

## Section 220(E)(4)

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- The geographic integrity of any local neighborhood or local community of interest shall be respected in a manner that minimizes their division to the extent possible without violating the requirements of any of the preceding subsections.

## **Section 220(E)(4) - *continued***

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- A community of interest is a contiguous population that shares common social and economic interests that should be included within a single district for purposes of its effective and fair representation. Communities of interest shall not include relationships with political parties, incumbents, or political candidates.

## Section 220(E)(5)

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- To the extent practicable, district boundaries shall be drawn to encourage geographical compactness such that nearby areas of population are not bypassed for more distant populations.

## Section 220(E)(6)

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- Districts may not be drawn for the purpose of favoring or discriminating against an incumbent or political candidate.

## Section 220(E)(7)

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- The Commission may establish and consider additional criteria that comply with the above listed criteria and the requirements of federal and state law.

## Section 220(F)

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- The Commission shall adopt permanent regulations governing its operation in consultation with the City Attorney.

## Section 220(G)

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- The Commission shall adopt the final district boundaries by December 31, 2021, and each year ending in one (1) thereafter.
- Upon adoption, the Commission shall certify the plan to the City Council.
- The City Council may not change the plan. The Plan shall have the force and effect of law.

## Section 220(G)(1)

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- The Commission shall issue a report that explains the basis on which the Commission made its decisions in achieving compliance with the criteria listed in Section 220(E).
- The report shall include definition of the terms and standards used in drawing the final plan.

## Section 220(G)(2)

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- If the Commission does not adopt a final plan by December 31, 2021, the City Attorney shall petition state court for an order prescribing the boundary lines of the districts in accordance with the redistricting criteria and requirements in Section 220(E).
- The plan shall be used for all subsequent City Council elections until a final plan is adopted by the Commission.

## Section 220(I)

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- Commissioners shall disclose all contact regarding the Commission's subject matter jurisdiction that occurs outside of a publicly noticed meeting. Commissioners shall disclose these contacts no later than the commission's next regular or special meeting. The Commission shall establish procedures for disclosure. These procedures shall, at minimum, require disclosure of contacts with incumbent members of the City Council and School Board regarding matters before the commission.

## Section 220(K)(1)

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- In the event of substantial neglect of duty, gross misconduct in office, or inability to discharge the duties of office, a member of the Commission, having been served written notice and provided with an opportunity for a response, is subject to removal by the Commission. Removal of a Commissioner requires approval by two-thirds vote.

## Section 220(K)(2)

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- Any vacancy, whether created by removal, resignation, or absence, in the 13 commission positions shall be filled by the Commission within 15 days after the vacancy occurs, from the two available alternates.

## Section 220(L)(2)

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- The Commission shall approve consultants as needed following a competitive bidding process. Compensation of such persons shall be limited to the period in which the Commission is active.

## Section 220(L)(4)

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- The Commission shall establish and implement an open hearing process for public input and deliberation that shall be subject to public notice and promoted through an extensive outreach program to solicit broad public participation in the redistricting public review process. The hearing process shall include hearings to receive public input before the Commission draws any maps and hearings following the drawing and display of any Commission maps.

## **Section 220(L)(4) - *continued***

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- In addition, hearings shall be supplemented with other activities as appropriate to further increase opportunities for the public to observe and participate in the review process. The Commission shall display the maps for public comment in a manner designed to achieve the widest public access reasonably possible. Public comment and Commission meetings should include a variety of hours. Public comment shall be taken for at least 14 days from the date of public display of any map.

**Questions?**



# MEMORANDUM

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**TO:** Oakland Redistricting Commission      **FROM:** Richard J. Luna  
Assistant to the City Administrator

**SUBJECT:** Chair & Vice Chair Selection;  
Regular Meeting Schedule; Ad Hoc  
Committee Assignments      **DATE:** October 7, 2020

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## **ACTION REQUESTED**

For the Redistricting Commission to consider:

1. Selecting a Chair and Vice Chair for the Commission;
2. Selecting its next meeting date and/or establishing a regular meeting date;
3. Assigning Commissioners to Ad Hoc Committees.

## **SUMMARY**

This is the inaugural meeting for the Oakland Redistricting Commission. The Commission will receive training on the Ralph M. Brown Act, Oakland Sunshine Ordinance, open meeting laws, Measure DD and City Charter Section 220. After conclusion on the training, staff is requesting the Commission consider the following three action items.

The Commission will vote on a Chair and Vice Chair either on a permanent or temporary basis. The role of the Chair and Vice Chair is essential in conducting future meetings as they will facilitate discussion and finalize the next meeting Agenda with staff assistance.

The Commission will need to designate its next meeting date and ideally set a regular meeting schedule. Staff is proposing a regular meeting date of the second Wednesday of the month at 5:00 pm; however, a special meeting date will need to be identified in November due to the Veteran's Day Holiday.

Finally, staff is requesting the Commissioners elect to work in an Ad Hoc Committee structure to initiate work on immediate items. Staff is requesting three (3) to four (4) Commissioners volunteer for each of the following Ad Hoc Committees: Bylaws and Rules of Procedure; Consultant Selection; and Community Outreach. Commissioners should only volunteer for one Committee assignment.

## **BACKGROUND**

In November 2014, the Oakland electorate approved Measure DD establishing an independent Redistricting Commission tasked with setting new boundaries for City Council and School Board of Directors districts. The 2020-21 Redistricting Commission was formed in August 2020 and has a December 31, 2021 deadline to complete its work and approve the final district maps prior to the November 2022 elections.

October 14, 2020  
Redistricting Commission

## **Chair and Vice Chair Selection**

The roles of the Chair and Vice Chair are as follows:

### Chairperson

- Preside at all meetings of the Redistricting Commission, which includes managing and leading discussion.
- The Chairperson is accountable to the Commission as a whole in setting policy and shall also perform such duties as may be assigned by the Commission.
- Finalize the Agenda for Commission meetings with the assistance of City staff and Vice Chairperson.
- May call special meetings of the Commission.
- Represent the Commission in meetings or communications with local officials and the public.

### Vice Chairperson

- In the absence of Chairperson, or at the Chairperson's request, preside at meetings of the Commission, which includes managing and leading discussion.
- Work with the Chairperson and City staff in finalizing the Agenda for Commission meetings.
- At the request of the Chairperson, may represent the Commission in meetings or communications with local officials and the public.

Staff recommends the Commission consider a temporary Chair and Vice Chair to serve the Commission at its next meetings. If multiple Commissioners would like to serve in this capacity, then a temporary Chair and Vice Chair assignment on a rotating basis is ideal. The Commission may also decide to select a permanent Chair and Vice Chair.

## **Next Meeting and Regular Meeting Schedule**

Based on meeting availability, evening meetings no earlier than 5:00 pm can produce a quorum of Commissioners on most evening nights (except Fridays) with the second and fourth Wednesdays and Thursdays of the month producing the most available Commissioners.

Staff recommends a regular meeting schedule of the second Wednesday of the month at 5:00 pm. This would ensure that all Redistricting Commission regular meetings be broadcast live on KTOP, the City's government access channel.

If the Commission decides to hold its regular meetings on evenings other than the second or fourth Wednesday of the month, staff cannot guarantee that the meetings would be broadcast live on KTOP, due to other broadcasting commitments. In any event, all meetings will be video recorded and available on-demand on the City's website.

Regular meetings are ideal for planning purposes and for community outreach. Regular meetings also have a mandatory 72-hour Agenda posting requirement, which ensures adequate time for the Commission and community to review Agenda materials prior to the meeting.

The Commission may also delay setting a regular meeting night and decide at a future date.

### November Meeting Date

If the Commission elects to hold its regular meetings on the second Wednesday of the month at 5:00 pm, then the November meeting will need to be cancelled due to the Veteran's Day Holiday and in turn, a special meeting will need to be called.

The Commission can decide the November meeting date at this meeting or staff can work with the Chair and Vice Chair to select a meeting night that works for the majority of Commissioners.

### **Ad Hoc Committee Assignments**

Staff recommends that the Commissioners elect to work in an Ad Hoc Committee structure so work can initiate on critical items. For these purposes, no more than four (4) Commissioners should be assigned to an Ad Hoc Committee and Commissioners should not work on more than one Committee assignment. Any proposal or recommendations developed in the Ad Hoc Committee structure will be forwarded to the full Commission for adoption.

### Bylaws and Rules of Procedure Ad Hoc Committee

This Committee, with staff assistance, would be responsible for drafting and proposing bylaws and rules of procedure to the Commission. Examples of items that need to be determined include, but are not limited to:

- Speaking time allotment for public comments.
- Setting Agenda posting deadline beyond the 72-hour minimum posting requirements.
- Setting time limits on action item discussion.
- Maximum time for Commission meetings.
- Process for disclosing contact outside of Commission meetings.
- Rotation schedule of Chair and Vice Chair, if rotation is elected.
- Powers and authority to the Chair and Vice Chair.

### Consultant Selection Ad Hoc Committee

On October 2, 2020, City staff released a Request for Proposals (RFP)<sup>1</sup> to identify consultants that can work with the Commission on finalizing the district maps. Per the City Charter, the Commission is responsible for approving the consultant and therefore, staff requests Commissioners to assist in the interview and selection process. This will result in staff and no more than four (4) Commissioners making a recommendation to the Commission on the consultant that will be hired.

Commissioners volunteering for this committee should have daytime availability, as interviews with the potential firms will be scheduled during business hours.

### Community Outreach Ad Hoc Committee

The Community Outreach committee will begin work, with staff assistance, in developing an outreach plan to ensure as many Oaklanders as possible provide input on the 2021 redistricting

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<sup>1</sup> <https://cao-94612.s3.amazonaws.com/documents/Redistricting-RFP.pdf>

process. Per state legislation, at least one public hearing is required prior to receipt of the 2020 Census data and before the Commission begins creating new maps. Staff recommends multiple public hearings given the size and diversity of Oakland, and the Ad Hoc Committee will provide input and help develop outreach criteria before the final outreach plan is presented to the Commission for adoption.

The Commission may create additional Ad Hoc Committees during this meeting or at a future meeting.

For questions regarding this report, contact Richard J. Luna at (510) 238-4756 or [rluna@oaklandca.gov](mailto:rluna@oaklandca.gov).



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RICHARD J. LUNA  
Assistant to the City Administrator