



Voting Accessibility Advisory Committee (VAAC)

Agenda

March 13, 2018

2:00 p.m. – 4:00 p.m.

City Hall, Room 305

2:00 p.m. – 2:10 p.m.

I. Welcome and Introductions:

2:10 p.m. – 2:30 p.m.

II. Presentation from the Mayor's Office on Disability

A. Update on the next Mayor's Disability Council (MDC) meeting (Friday, March 16, 1p.m. – 4 p.m., City Hall Room 400).

B. Update on topics from previous MDC meetings or programs.

2:30 p.m. – 2:45 p.m.

III. Modeling accessible practices within VAAC meetings.

A. Consider best methods to provide VAAC participants with accessible documents and communications.

B. Consider best methods for conducting meetings that are accessible, especially to those who are blind or have low vision.

2:20 p.m. – 2:45 p.m.

IV. Implementing Remote Accessible Vote-by-Mail System.

A. Discuss VAAC members' feedback on materials associated with the City's implementing a remote accessible vote-by-mail system.

1. Ballot format from San Mateo County's remote accessible vote-by-mail system.

2. Draft of information from San Francisco Elections on the remote accessible vote-by-mail system
- B. Consider outreach methods to inform voters that San Francisco is implementing a remote accessible vote-by-mail system and the benefits of using this new system.
- C. Consider outreach methods specific to people who are blind or have low vision.

2:45 p.m. – 3:00 p.m.

V. Grant funds under Help America Vote Act.

- A. Information on the list of items the Department of Elections can purchase using grant monies.
- B. Information on the items the Department of Elections will or may purchase.

3:00 pm. – 3:15 p.m.

VI. Request for Proposals (RFP) to Lease or Rent a Voting System.

- A. Update on the status of the RFP
- B. Discuss VAAC's involvement in assessing proposed systems.

3:15 p.m. – 3:30 p.m.

VII. All-mail ballot elections and Voting Centers under California Voter Act (SB 450).

- A. Explanation of the requirements under the California Voter Act.
- B. Consider future discussion topics regarding the California Voter Act.

3:30 p.m. – 4:00 p.m.

VIII. Wrap-up and Discussion on Items to Discuss at Future Meetings.

IX. Suggestions for Discussion Groups

A. Technology, Accessibility and Usability.

1. Discussion may focus on items III-V on this agenda, for example

B. **Outreach.** Identify audiences and relevant topics regarding voting in a confidential and independent manner and develop the content and methods that will effectively reach and inform these audiences.

1. Identify audiences.
2. Determine methods that effectively reach diverse audiences.
3. Define topics appropriate for identified audiences.
4. Develop content relative to the topics, methods, and content used to reach identified audiences.

C. **Voting.** Develop information that explains the various voting options available to voters with disabilities and develop methods to obtain user feedback to remedy deficiencies and identify areas for improvement.

1. Explain voting options.
2. Describe each voting option relative to voting in a confidential, independent manner, emphasizing the accessibility features of each voting option.
3. Develop methods to obtain feedback regarding the Department's practices associated with confidential, independent voting opportunities.

D. **Election Services.** Obtain user feedback on election services to improve existing practices and to develop new practices that will increase the level of and expand services that are accessible.

1. Identify the Department's practices and processes that may restrict the provision of accessible election-related services.
2. Identify practices and processes the Department can adopt to expand accessible election-related services and improve their quality.

Appendix A:

Implementation Timelines

1. Remote accessible vote-by-mail system

- a. January, 2018, finalize agreement with Democracy Live
- b. Mid-January, begin preparing materials and notices
- c. Mid- February, begin announcements regarding availability of remote accessible vote-by-mail system
- d. Mid-February, provide demonstration ballot for users
- e. Mid-April, provide official ballots to overseas and military voters who prefer to receive their ballots electronically and will be using remote accessible system
- f. May 7, provide official ballots to other voters using remote accessible system
- g. Mid-July, assess the remote accessible system.
- h. August, prepare materials and notices for the November, 2018, election

2. Leasing new voting system

- a. Mid-January, 2018, Department issues RFP
- b. Mid-February, bids due
- c. Mid-March, Department begins planning pilot program for public to assess voting equipment
- d. Mid-March, if bids include a remote accessible vote-by-mail system, develop a pilot program for this system
- e. Beginning of April, tentative timeframe for pilot program(s)
- f. End of April, City selects system
- g. January, 2019, Department begins obtaining new voting system
- h. March, Department begins developing outreach materials associated with the new system

- i. May, Department organizes pilot program for people to use equipment and provide feedback in relation to the development of informational and outreach materials and poll worker training
- 3. Possible next steps based on information included in the business case**
- a. End of December, 2017, beginning of January, 2018, Contractor scheduled to complete draft of the business case
 - b. January 26, Contractor scheduled to submit final draft of business case
 - c. February, City to consider the feasibility of any options described in the business case to develop an open source voting system.
4. Script for poll workers to use when informing voters about the availability of accessible voting equipment at polling places and the City Hall Voting Center.
- a. December, 2017, Department has begun drafting language for a script for poll workers and departmental staff to reference informing voters that accessible voting equipment is available.
 - b. January, 2017, Department begins drafting language for notices to post in polling places and the Voting Center to inform voters of the availability of accessible voting equipment
 - c. February, Department obtains feedback regarding language associated with informing voters who visit polling places and the Voting Center that accessible voting equipment is available
 - d. March, Department provides the VAAC with the script poll workers and staff will reference and with samples of the notices the Department will post in polling places and the Voting Center.

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