

## Language Accessibility Advisory Committee (LAAC) Notes – July 30, 2018

### In Attendance:

Name	Organization
John Arntz	Department of Elections
Nataliya Kuzina	Department of Elections
Mayank Patel	Department of Elections
Kimberly Daniels	Department of Elections
Catherine Lee	Department of Elections
Jonathan Aaberg	Department of Elections
Clint Wolfrom	Department of Elections
Eric Anderson	Department of Elections
Jonathan Stein	Asian Americans Advancing Justice, Asian Law Caucus
Nicole Wong	Asian Americans Advancing Justice, Asian Law Caucus
Annette Wong	Chinese for Affirmative Actions
Heather Kittel	Mayor's Office on Disability
Frances Hsieh	Office of Civic Engagement and Immigrant Affairs
Hazel Lee	San Francisco Shanghai Association

### Meeting Minutes:

1. The group reviewed the packet of documents that the Department of Elections has prepared to facilitate registration and voting for eligible non-citizen San Francisco residents who were granted voting rights in School Board Elections under Prop N. Prop N is a Charter Amendment which allows a non-citizen resident of San Francisco who is of legal voting age, and the parent, legal guardian, or legally recognized caregiver, as defined in California Family Code Section 6550, of a child under the age of 19 living in the San Francisco Unified School District to vote for members of the Board of Education.
  - a. The forms reviewed were the Non-Citizen Voter Registration Form, Vote-by-Mail Application, Request to Cancel Voter Registration, and Voter Registration Notification Letter sent to voters to notify them that their registration form has been processed and accepted.
  - b. Voter Registration form, Vote-by-Mail application, and Request to Cancel Voter Registration form can be found on the Department Elections website on the [non-citizen-registration-and-voting page](#). Forms are also available from the Department of Elections office in room 48 of City Hall at 1 Dr. Carlton B. Goodlett Place. All of these documents include the Important Notice required under Municipal Elections Code section 1003.
    - i. Non-Citizen Registration forms and Vote-by-Mail applications generally mirror the forms provided to citizen registrants. Applicants may request to receive a ballot by mail on a registration form but a VBM application cannot be used in lieu of a registration card.
    - ii. Non-Citizen Registration forms have been fully translated into Chinese, Spanish, and Filipino, with the Important Notice translated into 48 languages.

- iii. The front page of the Registration Form features a checklist of eligibility requirements that serves as a supplemental tool for potential registrants to determine their eligibility.
  - iv. Inquiry was raised about including the English language version of the Important Notice on all forms along with the translated version of the notice.
    - 1. When designing the form, the goal was to keep the registration form to a single 8.5” x 11” standard paper to make it easier for a voter to print out and register from home; the inclusion of a second notice would push the form beyond the single page.
    - 2. Current format of the registration form also provides a postage-paid section, which allows for convenient and free of charge return option.
    - 3. The English language version of the notice is readily available from the current library of materials and can be obtained by an applicant should the applicant prefers to refer to the content in English.
  - v. Comments were made about one of the eligibility requirements listed on the forms. The Department already made the edits to the language to reflect comments.
    - 1. The Department will clarify, in relevant materials, that a child of the parent, legal guardian, or caregiver must live in San Francisco. An update to the materials has been already completed.
  - vi. Further comments were made about prominently featuring a list of eligibility requirements on the Registration Form. In accordance with this feedback, the Department listed the eligibility requirements in the first section of the form in addition to the listing of requirements on the eligibility checklist and affirmation section that the registrant must sign in order for registration to be valid.
  - vii. Suggestions were raised to include information on the Voter Registration Notification Letter about how to cancel the registration should the registrant need to do so. The Department already made the edits to the language to reflect comments.
2. The group then turned its attention to the new page on the San Francisco Department of Elections website on Non-Citizen Registration and Voting. The new page can be found at <https://sfelections.sfgov.org/non-citizen-registration-and-voting> or by going to the Department of Elections homepage → Voting → Non-Citizen Registration and Voting.
- a. The page contains background information on non-citizen registration and voting and six sections each addressing a specific topic. The page hosts a registration affidavit, translated notices, the voting forms, FAQs on non-citizen voting as well as information regarding voting, returning a vote by mail ballot, and immigration related resources.
    - i. Along with online Voter Registration, Vote-by-Mail Application, Registration Cancellation forms, and outreach materials, Community Organizations or interested parties can also find a request form for

Outreach and Educational Materials should the organizations wish to obtain the printed materials from the Department.

- ii. The Department will provide the same three voting options to non-citizen voters as it provides to citizen voters—voting by mail, voting at the City Hall Voting Center starting 29 days before the election, and voting at the polls on Election Day.
  1. Approximately one month before the election, the Department will mail ballots presenting only the School Board contest to non-citizen voters who have requested to vote by mail, along with instructions on how to complete and return their ballots. Voters may mail their ballots to the Department postage paid, or return them in person to the Department’s office, to a drop-off station outside City Hall, or to any polling place on Election Day. Voters may also authorize someone to return the ballot for them. The Department will provide a toll-free telephone number by which non-citizen voters can confirm receipt and track the status of their vote-by-mail ballots.
  2. Polling place procedures for non-citizen voters will mirror those for citizen voters. Upon arrival, a poll worker will find the voter’s name and address in the roster, or list, of voters. Each roster will consist of two sections—one with records of citizen voters and another with records of non-citizen voters. After confirming name and address, the voter will be asked to sign the roster. The poll worker will then issue a secrecy folder and a ballot presenting only the School Board contest. After marking the ballot, the voter will insert it into an optical-scan voting machine for tabulation.
  3. The Department will provide accessible touchscreen and audio versions of the ballot for non-citizen voters. Both paper ballot and accessible versions of the ballot will be available at the Department’s Voting Center in City Hall and at all polling places on Election Day.
  4. The Voting Center will be open from Monday through Friday 8 a.m. to 5 p.m. starting on October 9 through Election Day for both citizens and non-citizens.
- iii. Non-Citizen registration and voting will follow the same timelines as standard registration and voting. Registration cards must be submitted in person or by mail on Monday October 22, 2018, which is 15 days prior to the November 6, 2018 election.
  1. If a voter does not register by the deadline they will still be able to register and cast a conditional provisional ballot by coming to the Voting Center at City Hall on or before Election Day.
  2. The deadline to apply for a vote-by-mail ballot—October 30, 2018—will apply to both non-citizen and citizen voters.
- iv. *Resources and FAQs Related to Registration and Voting* contains a list of 28 questions and answers about non-citizen voting. These are helpful resources for prospective registrants that may also be used by

- organizations and individuals conducting outreach about non-citizen voting. This page features the “Guide to Registration and Voting Process for Non-Citizens” that was created to help prospective registrants understand eligibility requirements and navigate the voting process from registering to vote to casting the ballot; and the “Non-Citizen Voting in the School Board Election on November 6 poster” designed to further facilitate voter education. Both guide and poster are available in print format for individuals and community members to display.
- v. *Immigration-Related Resources* Tab located at the bottom of the page contains links to resources for immigrants and their families including a link to the City’s new page from the Office of Civic Engagement and Immigrant Affairs. The page can be found at <https://immigrants.sfgov.org/>.
  - b. Discussion also centered on the draft of a “Right to Vote” letter for non-citizens.
    - i. Comments were raised to draft a letter so that non-citizens can use it as evidentiary support of their voting rights under Prop N for naturalization application purposes.
    - c. Question was raised about registration numbers on the affidavits for non-citizens.
      - i. The group was informed that the affidavit numbers are used for a variety of purposes and voters who vote under Prop N will have affidavit numbers associated with their registration records.
  3. The Department shared the proposed plan for outreach to non-citizen communities.
    - a. The Department of Elections has proposed a proactive outreach plan including working with the Office of Civic Engagement and Immigrant Affairs and the Department of Children, Youth, and Families.
      - i. The Department will be partnering with various community based organizations to provide information for non-citizens who would like to learn about their eligibility to register and vote in School Board elections.
      - ii. The group raised the point that so far the discussion in the community has been focusing on the mechanics of registration.
    - b. Ads in foreign language newspapers will be published on August 19, 2018 to coincide with the start of the San Francisco Unified School District’s academic year. Also considering sending the ads to English language newspapers.
    - c. SFUSD has been identified as a source of potential collaboration including supplying SFUSD with information packets to give to students as well as information for newsletters.
    - d. Press releases related to non-citizen voting are also scheduled to be released as it gets closer to the election and registration deadline. All past press releases can be found online at [the Department of Elections news page](#).
      - i. Education and Outreach Materials request form can be found at [the Department of Election's non-citizen-registration-and-voting page](#) under *Resources and FAQs Related to Registration and Voting*.
  4. The group broke to participate in an interactive demonstration of the potential new voting system.