

Language Accessibility Advisory Committee (LAAC) Meeting Minutes

September 6, 2018

2:00 p.m. – 3:30 p.m.

City Hall, Room 305

Meeting Attendance:

John Arntz, Director	Department Of Elections
Nataliya Kuzina, Deputy Director	Department Of Elections
Kimberly Daniel	Department Of Elections
Clint Wolfrom	Department Of Elections
Mayank Patel	Department Of Elections
Jonathan Aaberg	Department Of Elections
Nicole Wong	Asian Americans Advancing Justice/Asian Law Caucus
Jonathan Stein	Asian Americans Advancing Justice/Asian Law Caucus
Annette Wong	Chinese for Affirmative Action
Hazel Lee	SF Shanghai Association
Pedro Hernandez (on phone)	Fair Vote California
Lulu Feliciano (on phone)	Municipal Transportation Agency
Heather Kittel	Mayor's Office on Disability
Frances Hsieh	Office of Civic Engagement and Immigrant Affairs
Randy Weaver	SFPL Project Lead

Meeting Minutes

- I. Welcome and Introductions
- II. Prop N: Non-Citizen Voting in School Board Elections.
 - A. Review of online tools for non-citizen voters.
 - i. The Department presented an online vote-by-mail (VBM) application and a Voter Information Portal developed specifically for non-citizen voters in the Board of Education election. A VBM application can be accessed on the Department's website from the page dedicated to Non-Citizen Registration and Voting, and paves the way for a non-citizen registrant to request to receive a ballot by mail. In addition to this online application, non-citizen voters can

request to vote by mail by initialing in the designated section of the Registration Affidavit or by telephone.

Based on the person's registration status, the application is programmed to display screens with information specific to that individual. If a person is not registered to vote, the application alerts the person of the registration requirements and allows for easy navigation to the page on the Department's website where the person can learn about the registration process and download an affidavit in his or her preferred language.

- ii. The Department is in the final stages of testing the functionality of the Voter Informational Portal. The portal is designed to provide one centralized place for non-citizen voters where they can obtain information about their registration details, check the status of their vote-by-mail ballots, and review other relevant resources such as their sample ballot and the School Board Election Booklet with information specific to School Board candidates.

As with other materials developed for non-citizen voters, the portal provides the Important Notice to give people yet another opportunity to learn about potential consequences resulting from participation in Board of Education Elections and the resources that are available to them in making the decision to participate.

The portal also provides a reminder that registering in Board of Education Elections does not permit the person to vote in any other federal, state or local elections and that the voter's registration is only valid for the November 6 election.

The portal provides links to other resources that might be helpful to non-citizen registrants, including a link to the Booklet that will be mailed to every non-citizen registrant in early October, sample ballot, immigration related resources, etc.

B. Review of the official ballot for non-citizen voters.

- i. The Department finalized the official quadrilingual ballot, with only the Board of Education contest, that will be used to facilitate voting for non-citizen voters by mail, at the Voting Center, and at the polls.

Just like on the other ballot containing all the November 6 contests, voters will complete the arrow to mark their choices. The School-Board-only ballots will be read and tabulated by the same voting equipment used to tabulate the regular ballots.

- ii. The ballot for non-citizen voters will differ in several ways from the ballot for citizen voters.

First, while citizen ballots are composed of four double-sided cards, the School Board-only ballot is a single, one-sided card.

Second, while citizen ballots are bilingual (in Chinese, Spanish or Filipino in addition to English), non-citizen ballots are quadrilingual (with English, Chinese, Spanish and Filipino).

Finally, as an aid to poll workers in selecting the correct ballot for non-citizen voters, the code "EDU" will appear in the bottom right hand corner of the ballot card. This code will also be printed in the Roster of Voters next to the names of non-citizen voters alerting poll workers to issue the ballot that presents only the Board of Education contest.

C. Review of Vote-By-Mail materials for non-citizen voters

- i. The Department finalized designing various materials to facilitate voting by mail to non-citizens voters who prefer this voting option. These materials include the outer envelope, the postage paid return envelope, and the voting instructions that will be enclosed with School Board-only ballots.
- ii. The Voting Instructions were designed to meet the needs of non-citizen voters who might not be as familiar with the voting process as customary voters. The Department strove to produce an informational piece that is functional, clear, and concise and attempted to preemptively address some of the questions that non-citizen voters might have when voting by mail.

First, the insert begins with the Important Notice featured on materials designed for this set of voters - another opportunity to remind voters about the possibility of their information becoming public and the resources that can help them make the informed decisions.

Second, the layout of the insert is designed to encourage voters to begin by reading the four primary voting steps and then be drawn to the secondary information. By following the four essential steps, voters are given the information on where they can learn about the candidates running for the School Board, how to mark their ballot and complete the return envelope, what are their ballot return options, and how they can confirm acceptance of their ballots.

Secondary information in this insert follows the primary four steps, where it will not distract voters who do not need answers to these common, but not universal, questions. Those interested in requesting a replacement ballot or using accessible voting option will find that information easily, while those who are not interested can just as easily skip over those sections.

- iii. One of the LAAC members suggested adding “City Hall” to the section on the voting center hours to avoid confusion about the location of the center.
- D. Review of draft procedures for administering voting to non-citizens at the polls
- i. The Department is developing a curriculum and updating the Poll Worker Manual in order to properly train all poll workers to serve precinct, vote-by-mail, and provisional non-citizen voters. The overarching goal is to provide clear instructions regarding the distribution of non-citizen ballots and to emphasize the importance of the procedures designed to prevent the improper issuance of citizen ballots to non-citizens or vice versa.
 - ii. The Poll Worker Manual will include a letter from the Director. The letter provides some background on non-citizen voting in the San Francisco Board of Education election, draws poll workers’ attention to the importance of issuing the correct ballots, and highlights the poll workers’ responsibility to discourage inappropriate political expression at polling places. The letter further emphasizes the right of every voter to vote free from intimidation and interference, and the necessity for all poll workers to behave in a professional manner toward all voters, regardless of their personal or political beliefs.
 - iii. The Poll Worker Manual will include a new graphic of an apple to alert them to new procedures associated with serving non-citizen voters.
 - iv. Most procedures regarding non-citizen voters will closely mirror existing polling place procedures for other voters. Upon arrival at a polling place, non-citizen voters will announce their names and addresses as voters customarily do for every election. Poll workers will need to look in a new section of the Roster of Voters to locate these voters’ information. After confirming the voters’ names and addresses, poll workers will issue a one-card ballot marked “EDU” that lists only the Board of Education. After marking the one-card “EDU” ballot, non-citizen voters will insert their voted cards into the voting equipment for tabulation. Accessible touchscreen and audio versions of the “EDU” ballot are also available at each polling place.
 - v. The Department presented the steps outlined on various job cards that poll workers will follow to assist standard, vote-by-mail, and provisional voters, and highlighted some key differences in the job cards intended to assist in processing non-citizen voters. The Department redesigned a Provisional Envelope. The envelope now includes a new section where a voter is required to self-identify whether he or she is a non-citizen voter. The poll workers will be trained to review this section on the envelope prior to issuing ballots to provisional voters to prevent the improper issuance of citizen ballots to non-citizens or vice versa.

- vi. One of the LAAC members commented on a color choice for the envelope and expressed that the chosen colors may not be recognizable by those who are color-blind.
- E. Update on outreach efforts to disseminate information about non-citizen registration and voting.
- i. The Voter Information Pamphlet sent to San Francisco registrants will include a letter from the Director. The letter will discuss, among other topics, the opportunity for certain non-citizens to vote in the Board of Education Election on November 6.
 - ii. The Department has been working closely with many City agencies and organizations to educate City residents about non-citizen voting. For instance, the Department and the San Francisco Unified School District (SFUSD) are working together to communicate information about non-citizen voting to parents, guardians and caregivers of students in the City's schools. In collaboration with SFUSD, the Department will distribute an informational flyer to all 55,000 students in the district.
 - iii. The Department's Outreach Team trained Neighborhood Ambassadors from the Office of Civic Engagement and Immigrant Affairs to share information on non-citizen registration and voting with community members.
 - iv. The Department's Outreach Team has attended several parent forums hosted by La Raza Community Resource Center.
 - v. The Department published ads in non-English newspapers about non-citizen voting that has been translated into Vietnamese, Korean, Spanish, and Chinese.
 - vi. The Department added registration and outreach materials in Arabic and Vietnamese to its library of translated documents on non-citizen voting that are now being distributed to the community.
- F. Certificate of Eligibility to Vote in the Board of Education Elections under City's Charter.
- i. The Department drafted and is prepared to provide, upon request, a certificate of eligibility, indicating whether someone voted in a particular School Board Election and stating the eligibility requirements set forth in the San Francisco Charter for non-citizens to vote in School Board elections. The purpose of this letter is to affirm that San Francisco allows certain non-citizens to vote in Board of Education elections under the City's Charter. The certification can also serve as evidentiary support of the voter's registration and voting history when applying for naturalization.

- ii. One of the LAAC members inquired whether the Department could produce an instruction sheet on how to request such a certificate that could be provided to organizations and advocacy groups conducting outreach on non-citizen voting.

III. Discussion of Future Agenda Items

No agenda items were proposed. The date for the next LAAC meeting is TBD.