



Voting Accessibility Advisory Committee (VAAC)

Agenda

January 9, 2018

2:00 p.m. – 4:00 p.m.

City Hall, Room 305

2:00-2:10

- I. Welcome and Introductions: **Discussion Item:**
 - A. Modeling accessible practices within VAAC meetings.
 - B. Providing VAAC participants with accessible documents and communications.

2:10-2:20

- II. Update from Mayor's Office on Disability
 - A. Co-chair Nicole Bohn will provide an update on MOD activities and initiatives that may be of interest to VAAC members
 1. Transportation initiatives and support
 2. Age and Disability Friendly Task Force recommendations:
Implementation: subtopic: Community Engagement
 - B. Update on the next Mayor's Disability Council meeting (Friday, January 19 1-4pm City Hall Hearing Room 400)

2:20-3:00

- III. VAAC Involvement in Implementing Remote Accessible Vote-by-Mail System
 - A. Use demonstration ballot (actual ballot from an election in San Mateo County) to understand how this system provides ballot content.
 1. <https://sites.omniballot.us/06/sos/>

2. Chinese and Spanish versions are available using the links at the top-right of the page.
 3. A version in Filipino is not currently available for a demonstration ballot since San Mateo does not provide materials in this language.
- B. Review and provide feedback on demonstration materials and information developed by San Mateo's Elections Department to support San Francisco Elections' efforts in developing materials to implement the remote accessible vote-by-mail system.
1. <https://www.shapethefuture.org/avbm/>
 2. https://www.shapethefuture.org/avbm/documents/AVBM_Flyer.pdf
 3. <https://www.shapethefuture.org/pressreleases/2017/102517.asp>
- C. Share input on how San Francisco Elections can inform potential voters that the system is available starting with the June, 2018, election. SOS Testing of Dominion Voting Systems' Remote Accessible VBM System
1. Update from any VAAC members who participated in testing Dominion's Remote Accessible VBM System.
 2. Update from Dominion on how evaluations from testing the system are applied.
- D. **Discussion Item:**
1. VAAC's perspective on how these systems currently support (or prevent) accessible, independent voting by certain populations
 2. Where we go from here: Intersection SF VAAC with State VAAC efforts

3:00-3:10

IV. Business Case: City Possibly Developing Open Source Voting System

- A. Background on the purpose of the business case.
- B. Status of the business case and the accessibility/usability content
 1. Next status report due end of December/beginning of January.

3:10-3:20

V. Implementation Timelines: General overview (see Appendix A for details)

- A. Key Dates

B. Decision Points

3:20-3:55

VI. Organizing Discussion Groups: **Discussion Item**

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.

3:55-4:00

VII. Wrap-up and Next Meeting

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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