Commission Operating Procedures: Worksheet
as discussed July 12, 2011

1. General operating guidelines
   ___X__ Option A: Statewide
   ____ Option B: Regional
   ____ Other:

2. Initial public comment
   ___X__ Solicit public comments but do not hold hearings
   ____ Hold hearings to solicit public comments
   ___X__ Issue an op-ed to inform the public of the commission's desire for comments
   ____ Other options?
   ____ If the commissioners would like to encourage public comment before maps are drawn, what questions do they want the public to address?
   • The commission discussed the need to ensure the public understood the districting criteria exist and that the commissioners have to use the criteria when they make decisions. The emphasized they wanted the public to try to tie their comments back to the criteria, especially the communities of interest discretionary criteria.

3. Publicly submitted plans
   ___X__ Require one/two/three commissioners to "sponsor" a publicly submitted plan if the commission is to consider formally as an option
   ____ Require that each submitted plan be accompanied by a written explanation of the mandatory and/or discretionary criteria that justify any deviations from the ideal population

4. Population and geographic database
   ___X__ Use the official, final results of the 2010 federal decennial census (in the form of the P.L. 94-171 data) as the exclusive permissible database of population for use in developing the state legislative redistricting plan

5. Racial/ethnic data
   ___X__ Use numbers and percentages from the P.L. 94-171 data for the following groups: total population; American Indian (any part); voting age American Indian (any part); Hispanic origin; voting age Hispanic origin. If commissioners or the public has questions on other racial groups or pairings, the commission can request additional reports or information.

6. Copies of maps
   ____ Provide maps to county clerks/recorders and election administrators, party central committees, and tribal officials
   ____ Provide maps to other entities or individuals at cost of printing and mailing
   *** After discussion with staff, the commission suggested staff use existing Legislative Services Division guidelines on providing copies for members of the public.