

Guidelines for Selecting Members of the Advisory Group to Assist with Minneapolis Redistricting in 2011 -2012

COMMENT: The guidelines in this document fall into ten categories. Note that some activities, such as recommendation and appointment, may occur at the same meeting. Special meetings of the Charter Commission may be needed. Guidelines are formatted in italic font. In all guidelines, the term “Advisory Group” refers to the group of up to nine citizens appointed by the Charter Commission to assist with redistricting.

1. Job description and application

- 1.a The Advisory Group Committee will draft a job description and application for persons interested in serving on the Advisory Group.*
- 1.b The information on the application form will be public information to the extent permitted by law.*
- 1.c The Advisory Group application will conform to requirements in the Charter that exclude certain employment and elected officials.*
- 1.d The application form will include questions to ascertain the applicant’s: ability to bring diversity to the Redistricting Group (the combined Charter Commission and Advisory Group); active citizenship; knowledge of communities in the City; and ability to serve on a non-partisan basis.*
- 1.e The job description and application will be available for review and comment at a properly noticed public hearing.*
- 1.f The job description and application will be adopted by the Charter Commission at a properly noticed public meeting before distribution to the public.*

Background

At the December Charter Commission meeting, the Commission appointed a committee to consider issues relating to the appointment of an advisory group in conformance with the Principles adopted in October 2010.

Additional background is found in the Charter amendment and Principles adopted in October 2010:

Charter: The application will include such information as may be specified by the Charter Commission. Applicants shall not currently be, or within two years previous to appointment have been, an elected official of municipal, county, state or federal government, nor an employee of a political party, nor a candidate in a primary or general election for a public office for which the ballot indicates a political party designation of candidates, nor an employee of City government.

Principles II. B. Prior to the appointment process, the Charter Commission or a committee of Commissioners will write a proposed job description and an application form which persons interested in serving on the Advisory Group will be asked to complete. This is an open process and all information on the application form will be public information.

Principles II. C. The Charter Commission or a committee of Commissioners will hold a citywide meeting with the citizens to discuss the proposed job description and the application form for prospective members of the Advisory Group.

Principles II. D. The Charter Commission or a committee of Commissioners will review the citizens’ input and will finalize the job description and the application form for prospective members of the Advisory Group. The Charter Commission will approve the job description and the application form to be used to select Advisory Group members.

Principles II. E. Members must be eligible voters in the city of Minneapolis and meet the other requirements of the City Charter.

Principles II F. The Charter Commission will be looking for persons to serve on the Advisory Committee who will bring diversity to the Redistricting Group, are active citizens, have knowledge of the many communities within the city, and will serve on a non-partisan basis.

2. Communication

- 2.a. *The Advisory Group Committee will develop a communication strategy to notify the public about the application process including the timeline, opportunity to obtain applications, and eligibility requirements.*
- 2.b. *The communication strategy will utilize the City's website and other methods.*
- 2.c. *Before implementation, the communication strategy will be approved by the Charter Commission at a properly noticed public meeting.*
- 2.d. *Requests for presentations and media requests during the application period will be sent to the Committee Coordinator, who will forward information to the appropriate Charter Commission member(s).*

Background

Principles II. E. The Charter Commission will follow the procedure outlined in the Charter amendment to choose the members of the Advisory Group. The public will be notified through the city's website, and other available means, where and when the applications for the Advisory Group are available, the final date applications will be received, and the eligibility requirements for membership on the Advisory Group.

3. Alternates

- 3.a. *At the time of appointment of the Advisory Group, up to five (5) alternates will be identified who will be available to replace any Advisory Group member who either resigns from the Redistricting Group or who fails to attend three (3) meeting of the Redistricting Group not including public hearings.*

OPTION 1

- 3.b.1. *Alternates are encouraged to attend Redistricting Group meetings as a member of the public.*

OPTION 2

- 3.b.2. *Alternates are encouraged to attend Redistricting Group meetings. In the event a member of the Advisory Group is absent, the Redistricting Group Chair will select one of the alternates present to participate as a member pro tem.*

Background

The Charter and Principles are silent on the role of alternates. However, given the possible time commitment and likely loss of members, a pool of alternates makes sense.

4. Accept applications

- 4.a. *The application period will be open for at least 45 days.*
- 4.b. *The City Clerk will receive all applications for those who wish to serve on the Advisory Group.*

Background

Charter: Applications for the Advisory Group will be accepted for at least 45 days prior to the appointment of its members by the Commission. The City Clerk will receive all applications to serve on the Advisory Group.

Principles II. E. The application period will be open for at least 45 days.

5. Review applications for eligibility

- 5.a. *The City Clerk's Office will review all applications and identify those applicants who meet eligibility requirements under the Charter.*

- 5.b. *The City Clerk's Office will send a letter to all ineligible applicants explaining the reason for his or her ineligibility.*
- 5.c. *The City Clerk's Office will provide the Committee with redacted copies of each eligible application.*
- 5.d. *A list of eligible applicants will be posted on the City's website.*
- 5.e. *Public information in eligible applications may be reviewed in a properly noticed public meeting.*
- 5.f. *Advisory Group Committee members may have access to the complete application in accordance with the Data Practices Act.*

Background

Principles II. F. The Charter Commission may appoint a committee of the body or use the Commission itself to review all applications, identify persons eligible under the Charter and recommend to the Charter Commission persons for the Advisory Committee. The process will be done in public meetings with the public being notified of the time, date and place of the public meetings.

Principles: II. B. This is an open process and all information on the application form will be public information.

6. Conduct Interviews

- 6.a. *Eligible applicants will be invited to participate in an interview before the Advisory Group Committee.*
- 6.b. *Interviews will be conducted by the members of the Advisory Group Committee.*
- 6.c. *During each interview, applicants will be asked identical questions that reflect requirements in the Charter and Principles adopted October 2010.*
- 6.d. *Interviews will be scheduled at properly noticed meeting open to the public.*
- 6.e. *Communications concerning applicants should be made at public meetings.*
- 6.f. *Elements of the interview process will be reported to the Charter Commission.*

Background

Both the Charter and Principles are silent on the interview process. Applicants were interviewed ten years ago.

7. Make recommendations for members of the Advisory Group and alternates

- 7.a. *Upon completion of interviews, the Advisory Group Committee will develop a list of recommended appointees.*
- 7.b. *Committee discussion about recommendations will occur at a properly noticed public meeting.*
- 7.c. *Discussion about recommendations will be limited to members of the Committee and any other members of the Charter Commission in attendance at that meeting.*
- 7.d. *Communications concerning recommendations should be made at public meetings.*
- 7.e. *In recommending members to the Advisory Group, the Committee will consider the diversity of the Advisory Group's membership.*
- 7.f. *Elements of the process for recommending members for the Advisory Group will be reported to the Charter Commission.*

Background

Charter: The Commission will appoint an Advisory Group of not more than nine members.

Charter: In appointing members to the Advisory Group, the Charter Commission will consider the diversity of its membership.

Principles II. F. The Charter Commission may appoint a committee of the body or use the Commission itself to review all applications, identify persons eligible under the Charter and recommend to the Charter Commission persons for the Advisory Committee. The process will be done in public meetings with the public being notified of the time, date and place of the public meetings.

8. Select members of the Advisory Group and alternates

- 8.a. *The Charter Commission will appoint up to nine (9) members of the Advisory Group and up to five (5) alternates.*
- 8.b. *Commission discussion about recommendations will occur at a properly noticed public meeting.*
- 8.c. *Discussion about recommendations will be limited to members of the Commission.*
- 8.d. *Communications concerning recommendations should be made at public meetings.*

Background

Charter: The Commission will appoint an Advisory Group of not more than nine members.

Charter: In appointing members to the Advisory Group, the Charter Commission will consider the diversity of its membership.

9. Public Input

- 9.a. *For three days following each public meeting, the Committee invites input from the public. Communications should be directed to the Charter Commission administrator, Peggy Menshek, at (612) 673-2287 or peggy.menshek@ci.minneapolis.mn.us. Communications concerning redistricting should be made at public meetings.*
- 9.b. *At any public meeting, there will be a 15-minute period for public comment.*

10. Amending the Guidelines

- 10.a. *Once adopted by the Advisory Group Committee, these guidelines may be amended at any time by the Advisory Group Committee.*