

Position Description for the Advisory Group Member for Minneapolis Redistricting 2021-2022

Description of the Advisory Group:

In accordance with the Minneapolis City Charter, the Charter Commission is seeking applicants for appointment to the Redistricting Advisory Group for the purpose of redistricting boundaries for city wards and park districts. This Advisory Group will be comprised of up to nine eligible voters who will bring an array of diversity from across the city to the Redistricting Group. These positions are unpaid volunteer positions. Advisory Group members are expected to participate in a nonpartisan manner and serve without predisposition or bias on issues related to the City's representation for redistricting boundaries. The Advisory Group will work with the Charter Commission following the release of the 2020 Census data to redefine the boundaries of the Minneapolis Wards and Park Districts. The Charter provides that only Charter commissioners may vote on the final redistricting maps. However, the Charter Commission has established a set of principles that requires the Advisory Group to participate with the Charter Commission in all Redistricting Group (the combined Advisory Group and Charter Commission) activities except approval of the final map.

Advisory Group Members Duties:

1. Perform the work of Advisory Group to the best of applicant's ability.
2. Support the activities of the Advisory Group by assisting in publicizing the redistricting process and connecting interested people with the redistricting process. Facilitate other efforts needed to help ensure public awareness and involvement.
3. Attend all public hearings.
4. Come to all Redistricting Group meetings fully prepared to participate and provide input.
5. Review all written public comments received.
6. Be an active and engaged participant in the interest in advancing the welfare of the city.
7. Ensure the City's diversity is reflected in decision-making in the redistricting process.
8. Make every effort to attend all meetings:
 - a. Attend all meetings related to mapping discussions and conducting the principle work of the Group. from August 2021 through March 2022. This time commitment may be extended due to a court challenge.
 - b. Meetings may take place in evenings. Meetings may be up to three times per week. Meetings may be more frequent at the end of the redistricting process in 2022.
9. Absences:

Redistricting Advisory Group Members may not have more than three unexcused absences over the entire redistricting period, which may run from August 2021 through November 2022. Each Redistricting Advisory Group Member shall use their best efforts to provide the Charter Commission Coordinator with notice of inability to attend a Redistricting Group meeting and the reason therefore at least 24 hours prior to the time of a scheduled meeting. Excused absences may include but are not limited to, conflicts with a Redistricting Advisory Group Member's work, medical problems, a family emergency, or weather. The Chairperson or their designee determines whether an absence is excused. Excused absences may be granted by the Chairperson or their designee within 24 hours after the adjournment of a scheduled meeting under special circumstances. (Based on Amended Rules of the Minneapolis Charter Commission, Rule 2.1.6)

Timeline:

The application period will begin on May 10 and close on June 24, 2021. If conducted, interviews will likely be in July with terms starting no later than August 5, 2021. Terms will end with the completion of the final maps (City wards and Park Board districts) and approval by the Charter Commission, which will likely be the end of March 2022. Terms may be extended if there is a court challenge related to the approved maps and conclude when the court's objection is resolved.

Required Eligibility:

Advisory Group members must be eligible voters living in the City of Minneapolis. Advisory Group members must be able to serve in an unbiased and nonpartisan basis. Advisory Group members must be able to devote the time required for service.

Within two years of being appointed, Advisory Group Members must **not** have:

1. Held any elected public office.
2. Appeared on a ballot listing their political party affiliation in any election.
3. Worked as an employee of any political party (as defined by the Minnesota election law).
4. Worked as an employee for the City in any capacity other than as an election judge.

Desired Eligibility:

Desired qualifications include:

1. Being an active and engaged resident who is concerned with the welfare of the city.
2. Having knowledge and/or experience working with the various communities within the city.
3. Bringing depth and breadth of an understanding of diversity to the redistricting process. Diversity includes, but is not limited to, diverse backgrounds, cultures and perspectives.

Time Commitment:

The work of the Redistricting Group is extensive and will begin in August 2021. Maps will be likely be completed by April 1, 2022, depending on when the legislative boundaries are complete. The work may extend through November 2022 depending on any appeals of the maps in court. Once the legislative redistricting is completed, the Redistricting Group will have about six [October 2021 to end of March 2022] months to finish redistricting in Minneapolis.

This extensive work requires numerous committee meetings, public hearings and community meetings, some of which may be held in the evening --- all appointees will be expected to be active participants. There will be a minimum of four public hearings and up to three mapping meetings a week in the evenings. If, upon final vote of the Charter Commission on the resulting redistricting map, there are any court challenges filed, the Redistricting Group would be re-convened to address issues raised. As a result, the Advisory Group's time commitment will be extended until the court's objection is satisfied.

If the circumstances related to the local health pandemic continue, all meetings will be conducted by remote participation authorized under Minnesota Statute Section 13D.021. The City will provide reasonable accommodations to ensure equal access to technology for the purpose of attending virtual meetings.

Redistricting Group Members may be provided access to mapping software to redraw City Ward and Park District boundary lines but use of such software is not required.

Compensation:

This is a volunteer position. There is no compensation for this service. However, if in-person meetings are held, some parking or public transportation may be reimbursed.

Application Process:

Applications are available on the City of Minneapolis Redistricting Advisory Group webpage, <https://www.minneapolismn.gov/government/programs-initiatives/redistricting/redistricting-advisory-group/>, and at the City of Minneapolis website for Boards & Commissions openings, as well as in person at City Hall Monday – Friday 8am – 4:30pm with the exception of Memorial Day. <https://www.minneapolismn.gov/government/boards-and-commissions/current-openings/>. You may also find applications available from your local neighborhood organization. Please see the Department of Neighborhood & Community Relations website to find your organization: <http://apps.ci.minneapolis.mn.us/cofm/Neighborhood-Organizations/>; or you may contact NCR at 612-673-3737 or ncr@minneapolismn.gov for assisting finding your organization.

Applications must be submitted using one of the following methods:

1. Email to redistricting@minneapolismn.gov by June 24, 2021.
2. Mail to City Clerk Appointments, 304 City Hall, 350 South 5th Street, Minneapolis, MN 55415. Mail must be postmarked by June 24, 2021.
3. Fax to (612) 673-3812 to the attention of the City Clerk. Faxes must be received by June 24, 2021. Please ensure you have received a confirmation that it was received at that Fax number by June 24, 2021.
4. Submit form online by June 24, 2021. Form can be found at <https://www.minneapolismn.gov/government/programs-initiatives/redistricting/redistricting-advisory-group/>
5. Submit in person by June 24, 2021, to the Office of City Clerk at City Hall – Room 304, 350 South Fifth Street, Minneapolis, MN 55415, Monday through Friday 8 a.m. to 4:30 p.m., except legal holidays.

Selection Process:

The selection process will consist of a review of applications to determine if the applicant meets the minimum eligibility criteria and possesses the desired eligibility criteria. The City reserves the right to determine the maximum number of candidates to interview.

Contact:

If you have questions regarding this material, need this material in an alternative format, or need other reasonable accommodations, please call the Office of City Clerk at 612-673-2216 (Monday – Friday, 8 a.m. to 4:30 p.m.), or email redistricting@minneapolismn.gov.

Alternate Format:

Deaf and hard-of-hearing persons may use a relay service to call 311 agents at 612-673-3000.

TTY users may call 612-263-6850.

Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800

Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673- 2700

Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500