

**BYLAWS & OPERATING PROCEDURES**  
**of the**  
**CITY OF SAN DIEGO 2020 REDISTRICTING COMMISSION**

**ARTICLE I – Name and Purpose**

- Section 1. The name of this commission is the CITY OF SAN DIEGO 2020 REDISTRICTING COMMISSION, hereinafter referred to as the Commission, with each member registered to vote in the City of San Diego. All of the activities of this Commission will be conducted in its official name.
- Section 2. The sole and exclusive authority to adopt plans which specify the boundaries of districts for the City Council is vested in the Commission. After the decennial census, the Commission will adopt plans that redistrict the City into nine (9) Council Districts designated by one (1) to nine (9) inclusively. Those districts will be used for all elections of Council Members, including their recall, and for filling any vacancy in the office of a member of the Council. No change in the boundary or location of any district by redistricting as herein provided will operate to abolish or terminate the term of office of any member of the Council prior to the expiration of the term of office for which such member was elected.
- Districts formed will each contain, as nearly as practicable, one ninth (1/9) of the total population of the City as shown by the Federal census immediately preceding such formation of districts.
- Section 3. It is the intent of the Commissioners to perform their duties to ensure fair and equitable redistricting for all racial, ethnic and language minorities, and be in conformance with the requirements of the U.S. Constitution and federal statutes as amended and the San Diego Charter.
- Section 4. To the extent it is practical to do so, districts will preserve identifiable communities of interest; be geographically compact-populous contiguous territory will not be bypassed to reach distant populous areas; be composed of whole census units as developed by the United States Bureau of the Census; be composed of contiguous territory with reasonable access between population centers in the district, and not be drawn for the purpose of advantaging or protecting incumbents.

Section 5. Positions and opinions of the Commission will not be established or determined by any other criteria than contained in Section 5 of the San Diego Charter.

## **ARTICLE II - Commissioners**

Section 1. Members of the Commission will be composed of nine (9) persons and two (2) alternates who have been appointed by three (3) retired Judges of the Superior Court, San Diego Judicial District drawn at random by the City Clerk pursuant to Section 5.1 of the San Diego Charter.

Section 2. Any vacancy in the Commission which occurs after the Commission is constituted will be filled by the first designated alternate and second designated alternate, respectively. Any further vacancies may be filled according to applicable law.

Section 3. Any vacancy created by continuous absences (without approval of the Chair) will not exceed three (3). Upon such occurrence the Commission, by the majority vote, can recommend to the Appointing Authority, removal of the member for cause.

## **ARTICLE III - Officers and Chief of Staff**

Section 1. Officers will include a Chair and Vice Chair, who will be approved by a vote of at least six (6) votes of the Commission.

Their duties are as follows:

- The Chair will convene and conduct regularly scheduled and or special Commission meetings, order committee meetings and other activities germane to the Commission.
- All public statements will be the responsibility of the Chair and any inquiries will be directed to his or her attention.
- The Vice Chair will chair meetings and duties in the absence or instruction of the Chair.

Section 2. The Commission shall employ a Chief of Staff who shall serve at the Commission's pleasure, exempt from Civil Service, and shall contract for needed staff, technical consultants, and services, using existing City staff to the extent possible. Aye votes by six (6) members of the Commission shall be required for the appointment of its Chief of Staff.

The duties of the Chief of Staff will be consistent with the job description approved by the Commission, and consistent with such other instructions or requests that are later provided by the Commission.

Section 3. The Chair of the 2020 Redistricting Commission will be the point of contact for the Chief of Staff and will supervise the Chief of Staff's work for the purpose of performance evaluation. The Vice Chair will be the designated alternate should the Chair not be available.

The Redistricting Commission requires that the process of redistricting be open and transparent to the fullest extent possible. It is only with the trust and cooperation of the public that the Commission can succeed in its task. To ensure that the Commission's standards are met, Commissioners Require the Chief of Staff to abide by the following:

- The Chief of Staff shall keep a log of all substantive communications advocating for a specific position or providing information regarding redistricting they have with the public, organizations or interest groups. This log will be published on the Redistricting Commission website. The log will include the name of the person or organization, date of contact and general description of the communication.
- The Chief of Staff will also collect information for a similar log from Commissioners and publish this on the Redistricting Commission website.
- The Chief Staff shall not have private meetings or discussions with the Mayor, or any member of the City Council, or their representatives. This provision, however, is not intended to prohibit the discussion by the Chief of Staff with such persons of procedural information, such a discussion of the time, place, and list of items on the agendas of upcoming meetings, conversations necessary to coordinate the holding of public meetings, or conversations necessary to conduct the day-to-day operations of the Commission.
- The Chief of Staff must keep the website current.

## **ARTICLE IV – Meetings and Public Hearings**

- Section 1. Decision for comportment or action of the Commission will be by majority vote of members.
- Section 2. Commissioners will request acknowledgment from the Chair to speak to an issue.
- Section 3. Commissioners are expected to attend all meetings.
- Section 4. In all cases not provided by these bylaws, Robert’s Rules of Order Newly Revised will be used as a guide to the Commission’s conduct.
- Section 5. Commission meetings will be open to the public and all records and data will be available at no charge to the public for inspection in the Office of the City Clerk during normal business hours. Copies of records and plans shall be provided, for a reasonable fee, for any interested person.
- Section 6. The Chair will establish regular and special meetings according to the requirements of the activities of the Commission and provide notices to the public thereof.
- Section 7. The Commission shall make every reasonable effort to have meetings to afford maximum public access to its proceedings. It will solicit public comment and will hold at least nine (9) public hearings in various geographic areas of the City before the preparation of a preliminary redistricting plan. All virtual meetings will be held in compliance with state and local guidelines. The Commission will make translation services available as practicable.
- Section 8. Commission staff shall make its best efforts to count the number of members of the public attending a meeting and enter such tally into that meeting’s minutes. Commission staff shall also make its best efforts to include the number of phone calls, emails, and visits staff fielded from the public in the previous month. Commission staff shall report at each regular meeting the status of receipt of final Census data until such information is officially received.
- Section 9. During the thirty (30) day period after the filing of a preliminary plan, the Commission will hold at least five (5) public hearings in various geographic areas of the City before it adopts a final plan.

## **ARTICLE V - Policies**

- Section 1. Persons who accept appointment to the Commission, at the time of their appointment, shall file a written declaration with the City Clerk stating within five (5) years of the Commission's adoption of a final redistricting plan, they will not seek election to a San Diego City public office. The members of the Commission will serve until the redistricting plan is adopted and becomes effective and all legal and referendum challenges have been resolved.
- Section 2. Within sixty (60) days after the Commissioners are appointed, the Commission will adopt a budget and submit it to the Appointing Authority. If it is approved, the budget will be forwarded to the City Council for its consideration. The City Council shall appropriate adequate funds to the Commission and to the City to carry out their duties.
- Section 3. At least thirty (30) days prior to the adoption of the final plan, the Commission will file a preliminary plan with the City Clerk, along with a written statement of findings and reasons for adoption which includes notation of all criteria employed in the process and a full analysis and explanation of decisions made by the Commission.
- Section 4. The final plan requires six (6) votes by the Commission to meet the vote threshold for approval. Upon approval of the final plan, the Commission will adjust the boundaries of any or all of the Council districts of the City pursuant to the final plan. The final redistricting plan will be effective thirty (30) days after adoption and will be subject to the right of referendum in the manner as are ordinances of the City Council. If rejected by referendum, the same Commission will create a new plan pursuant to the criteria set forth in Sections 5 and 5.1 of the City Charter.
- Section 5. To avoid conflicts of interest, all Commissioners will be governed by the highest standards of conduct in compliance with any applicable conflict of interest laws regarding their actions or decisions on issues of redistricting matters which may be of personal or financial benefit to themselves, members of their immediate or extended family and associates.
- Section 6. Commissioners shall be mindful that the City Charter requires that they have "a demonstrated capacity to serve with impartiality in a non-

partisan role.” Commissioners should avoid any action or communication that could be interpreted to compromise their ability to serve in that regard.

In addition, the Commission is committed to transparency, fairness, and openness with the public and will conduct business in accordance with the Brown Act.

Commissioners shall not communicate outside of a public meeting with the Mayor or any member of the San Diego City Council, or their representatives, regarding redistricting matters. This paragraph shall not restrict the Commission Chair from communicating with City staff regarding administrative matters of the Commission.

Commissioners shall publicly disclose all substantive communications they have regarding redistricting with any member of the public, or organizations or interest groups, regarding redistricting outside of public meetings. This provision is not intended to prohibit the discussion of procedural information, such as discussion of the time, place, and list of items on the agendas of upcoming meetings.

Communications include all oral, written, and electronic communications. Copies of all written and electronic materials received by a Commissioner advocating for a specific position or providing information regarding redistricting matters shall be forwarded to the Chief of Staff for distribution to all Commissioners and the public.

Section 7. Commissioners and Commission staff should not publish opinions about Commission redistricting matters on social networking websites. This paragraph is not intended to prohibit the publication of information regarding the time, place and agendas of upcoming meetings.

Section 8. Commissioners and Commission staff shall make reasonable effort to archive operational information such as selection of IT and office resources, off-site locations, meeting attendance, budget matters, PR/marketing, logistics and other such operational information that will be beneficial to the 200 Redistricting Commission. Creating such an “Institutional Memory” is intended to facilitate and make more efficient future Redistricting Commissions. The City Clerk shall be asked to maintain such archives.

## **ARTICLE VI - Amendments**

Section 1. These Bylaws may be amended by majority vote of the Commissioners and be submitted to the Chief of Staff to be sent out with regular Commission notices.

These Bylaws were approved at a meeting of the City of San Diego 2020 Redistricting Commission on November 20, 2020.