

Virginia Redistricting Commission and Subcommittees Meeting Schedule

Monday, May 17

Citizen Engagement subcommittee

- Discussion of the goals and needs for the Commission's citizen engagement efforts.
- Develop list of citizen engagement priorities to provide to the Budget & Finance subcommittee

Wednesday, May 19

Budget & Finance subcommittee

- Develop prioritized list of expenditure categories to propose to the full Commission for approval

Thursday, May 20

Citizen Engagement subcommittee

- Develop public input guidelines

Monday, May 24

Full Commission meeting

- Budget & Finance subcommittee to present proposed expenditure priorities
- Approve proposal

Tuesday, May 25

Budget & Finance subcommittee

- Develop proposed allocation of funds based on the Committee-approved priorities
- Discussion re: procurement process options

Wednesday, May 26

Citizen Engagement subcommittee

- Finalize advertising and accessibility plans based on B&F subcommittee's proposed allocation
- Finalize public input guidelines
- Develop schedule for Commission public hearings

Thursday, May 27

Budget & Finance subcommittee

- Finalize budget proposal to present to the full Commission for approval *at first meeting in June*
- Determine the procurement process to be followed

Budget and Finance Subcommittee

Proposed Work Plan

Meeting Schedule

- Wednesday, May 19 / 2:00-3:30pm
- Tuesday, May 25 / 10:00-11:30am
- Thursday, May 27 / 10:00-11:30am

Meeting 1: Wednesday, May 19 (2-3:30)

- Develop prioritized list of expenditure categories to propose to the full Commission for its approval.
 - Review the various potential expenditure categories.
 - Potential cost categories:
 - Consultants
 - Legal compliance
 - General counsel
 - Litigation counsel
 - Specialized VRA counsel
 - Section 2 statistical analyst
 - Mapping
 - Line drawer
 - Plan development consultant
 - Statistical analyst (communities of interest)
 - Public outreach
 - Communications consultant/director
 - Community outreach coordinator
 - Commission administration
 - Executive director
 - Event coordinator
 - Advertising
 - Accessibility costs: translation services; transcription services
 - Website maintenance
 - Public meetings and hearings
 - How many are required?
 - In-person or virtual?
 - In-person considerations: cost of travel, meals, lodging for commissioners and staff; facility rental costs
 - Administrative costs
 - Per diems
 - Discussion re: prioritization of expenditure categories based on the Commission's needs and goals.

- Determine topics that will require additional information or research from DLS staff in order for final decisions to be made.

Meeting 2: Tuesday, May 25 (10-11:30)

- Develop proposed allocation of funds based on the Committee-approved priorities
- Discussion re: procurement process options.
 - Determine the timeline for procuring goods and services needed by the Commission
 - Regular procurement process
 - Timeline
 - What is required?
 - VPPA exemption
 - How to get the exemption?
 - If granted, what process will the subcommittee follow?
- Determine topics that will require additional information or research from DLS staff in order for final decisions to be made.

Meeting 3: Thursday, May 27 (10-11:30)

- Finalize budget proposal *to present for full Commission approval at first meeting in June*
- Determine the procurement process and timeline to be followed.
 - Assign procurement process tasks to subcommittee members.

Citizen Engagement Subcommittee

Proposed Work Plan

Meeting Schedule

- Monday, May 17 / 2:00-3:30pm
- Thursday, May 20 / 10:00-11:30am
- Wednesday, May 26 / 10:00-11:30am

Meeting 1: Monday, May 17 (2-3:30)

- Discussion re: the needs and goals for citizen engagement
 - Public hearings
 - The purpose of the public hearings is to inform the public about the redistricting process, the purpose and responsibilities of the Commission, and, most significantly, solicit information and input from the public that will aid the Commission in its work.
 - The Constitution and the Code of Virginia requires a certain number of public hearings:
 - At least three prior to drawing a map
 - *Think of these as informal listening sessions*
 - At least three after a map has been drawn but before voting to submit to the General Assembly
 - *Think of these as formal hearings*
 - What will the Commission's role be?
 - All commissioners present or a subgroup of commissioners?
 - Staff support
 - Will the public hearings be held virtually or in-person?
 - In-person considerations: COVID restrictions; cost of travel, meals, lodging for commissioners and staff; should be held in locations across the Commonwealth
 - How will the Commission receive and synthesize information from the public so that it usefully informs the map making process?
 - Advertising
 - What are we advertising?
 - The Code of Virginia requires "All meetings and hearings held by the Commission" to be "adequately advertised"
 - Where are we advertising?
 - Regional vs. statewide; specific communities
 - How are we advertising?
 - Print media
 - Social media
 - Other media
 - Flyer for dissemination

- Consider how can this be disseminated, practically
 - Advertisement alternatives
 - Collaborate with community organizations
 - "Meetings and hearings shall be advertised in multiple languages as practicable and appropriate."
 - Which languages?
 - VRA minority language accessibility formula
 - Context-specific?
 - Translation services
 - Accessibility
 - Alternative languages
 - Website
 - Which content should be translated?
 - Which languages?
 - Meetings and hearings
 - Translated transcript available after meetings/hearings?
 - Which languages?
 - Cost considerations
 - Translation services
 - Deaf or hard-of-hearing individuals
 - Interpreter present in meetings/hearings?
 - Transcription of meeting/hearing available after?
 - Cost considerations
 - Additional outreach and communications needs
 - Will the commission solicit/accept draft map or information about communities of interest outside of designated public hearings?
 - How will the commission accept and synthesize this information?
- Develop list of citizen engagement priorities to provide to the Budget & Finance subcommittee.
- Determine topics that will require additional information or research from DLS staff in order for final decisions to be made.

Meeting 2: Thursday, May 20 (10-11:30)

- Receive updates from staff.
- Develop public input guidelines.
 - These are the guidelines for the public to refer to and follow when providing input to the Commission.
 - *"To ensure a productive and meaningful input session, we ask for your cooperative participation by adhering to the following guidelines:"*
 - Two sets of guidelines:
 - Written public comment
 - Public comment at a Commission meeting or public hearing
 - The guidelines should cover:
 - How and when public input is accepted

- What identifying information about the individual must be given? What identifying information about the individual will be shared?
- Whether there is a specified format for the public input
- Content rules and restrictions

Meeting 3: Wednesday, May 26 (10-11:30)

- Finalize advertising and accessibility plans based on B&F subcommittee's proposed allocation.
- Develop schedule for Commission public hearings.
- Finalize public input guidelines.

**Proposed Hearing Schedule
Discussion Document**

In-person Prior to Development of Redistricting Plans

No.	Region	Date
1.		7/13/21
2.		7/20/21
3.		7/27/21
4.		8/03/21

Virtual Prior to Development of Redistricting Plans

No.	Region*	Date
1.		7/15/21
2.		7/22/21
3.		7/29/21
4.		8/05/21

*Commission may choose to focus a virtual public hearing on a specific region(s)

Note: Receipt of census data and completion of redistricting plans can affect timing

In-person Prior to Submission of Redistricting Plans

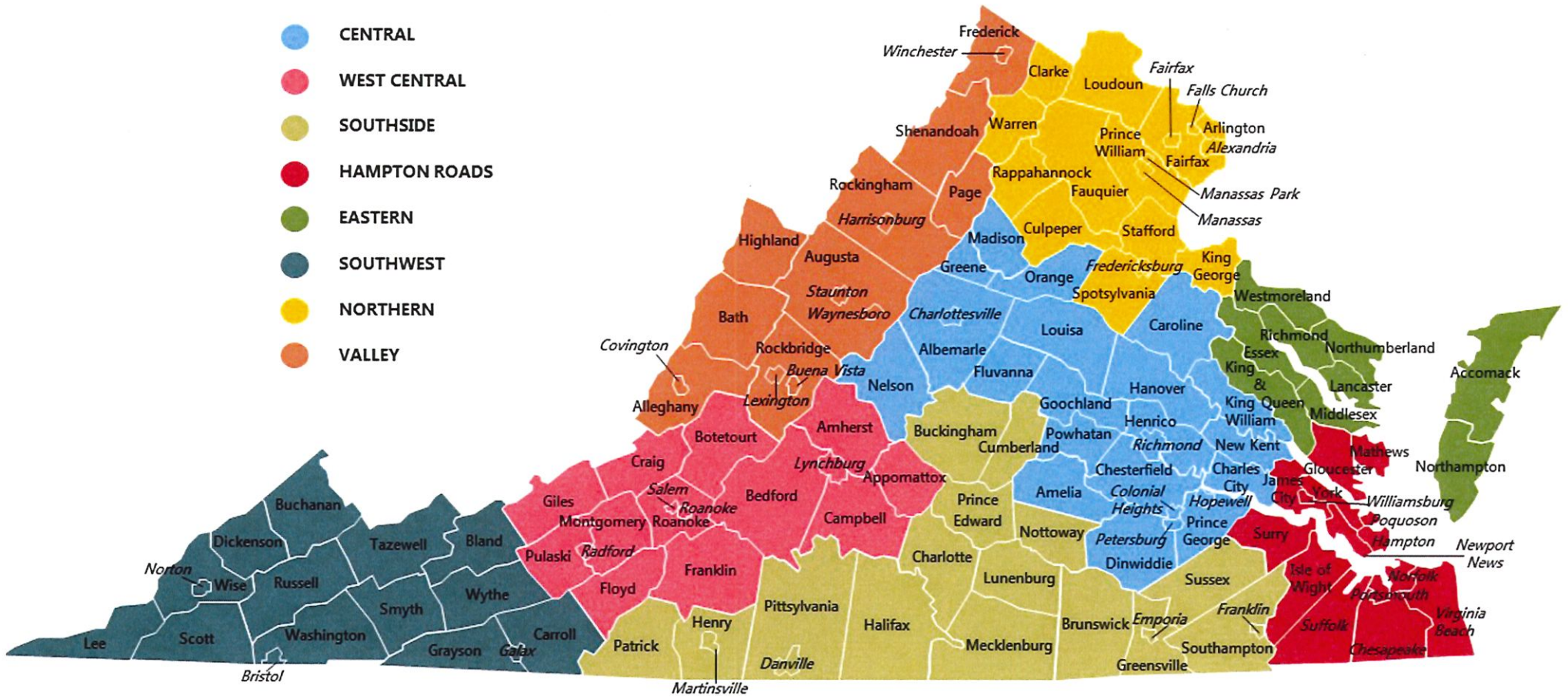
No.	Region	Date
1.		9/20/21
2.		9/20/21
3.		9/24/21
4.		9/24/21

Virtual Prior to Submission of Redistricting Plans

No.	Region*	Date
1.		9/21/21
2.		9/22/21
3.		9/23/21
4.		9/25/21

*Commission may choose to focus a virtual public hearing on a specific region(s)

- CENTRAL
- WEST CENTRAL
- SOUTHSIDE
- HAMPTON ROADS
- EASTERN
- SOUTHWEST
- VALLEY



July

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Independence Day (observed)	6	7	8	9	10
11	12	13 In-person #1	14	15 Virtual #1	16	17
18	19	20 In-person #2	21	22 Virtual #2	23	24
25	26	27 In-person #3	28	29 Virtual #3	30	31

August

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 In-Person #4	4	5 Virtual #4	6	7
8	9	10	11	12	13	14
15	16 Deliver of Census Data <i>(Tentative)</i>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20 In-Person #1 In-Person #2	21 Virtual #1	22 Virtual #2	23 Virtual #3	24 In-Person #3 In-Person #4	25 Virtual #4
26	27	28	29	30 Day 45		



Virginia Redistricting Commission

Public Participation Guidelines

<https://www.virginiaredistricting.org>

1 The Virginia Redistricting Commission (the Commission) is committed to providing opportunities
2 for the public to comment on the redistricting process and redistricting plans. The Commission
3 will endeavor to livestream all of its meetings and public hearings to provide the widest
4 opportunity for public comment, and members of the public are encouraged to engage the
5 Commission using these opportunities.

6 7 **I. Methods for Providing Public Comment**

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9 The following methods for providing public comment will be available to members of the public
10 at meetings of the Commission and public hearings.

11
12 **A. Written.** Members of the public may provide comments to the Commission in writing. Any
13 comments submitted are a part of the written public record of the Commission. Written
14 comments may be submitted in the following ways:

15
16 **1. Submission through email.** Comments may be emailed to varedist@dls.virginia.gov. The
17 comments will be posted on the Commission's website at:
18 <https://www.virginiaredistricting.org> and will be available to the Commission for review and
19 consideration.

20
21 **2. Submission through regular mail.** Comments may be sent by regular mail at the following
22 address:

23
24 Virginia Redistricting Commission
25 Pocahontas Building, 8th Floor
26 900 E. Main Street
27 Richmond, VA 23219

28
29 **B. Live commentary:** Members of the public may also provide comments to the Commission
30 live during a public hearing. These comments, as with all meetings of the Commission, will be
31 heard in real time by those in attendance and recorded. The public may provide live public
32 comments in the following ways:

33
34 **1. In-person:** At in-person public hearings of the Commission, members of the public can
35 attend the meeting and provide live, in-person comments to the Commission.
36

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38 **2. Virtual:** At both in-person and virtual public hearings, members of the public may attend
39 the meeting virtually and provide live, virtual comments to the Commission.
40

41 **II. Public Comment Process at Public Hearings**

42 43 **A. Written Comment**

44 Members of the public will be encouraged to submit their comments to the Commission by
45 email or regular mail at any time, regardless of public hearing schedule or locations. The
46 comments will be posted on the Commission's website and available to the Commission for
47 review and consideration. If the Commission receives any hard-copy written comments from
48 members of the public at in-person public hearings, those written comments will be collected,
49 scanned in PDF format after the meeting, and posted on the Commission's website.
50

51 **B. Live Commentary**

52 The opportunity to provide live commentary to the Commission will be provided for both in-
53 person and virtual attendees of public hearings.
54

55 **1. Facilitation:** At least four members of the Commission will be present at each public
56 hearing, including (i) one Democratic citizen commissioner, (ii) one Republican citizen
57 commissioner, (iii) one Democratic legislator, and (iv) one Republican legislator. One of
58 the four Commission members will be designated Presiding Commissioner. Live public
59 comment, both for virtual and in-person attendees, will be facilitated by the Commission
60 members designated to preside at the given public hearing.
61

62 **2. Sign-up:** There will be two primary methods through which a member of the public can
63 sign up to provide live comments:
64

65 **a. Virtual live public comment:** Participants must sign up in advance, and the link to
66 sign up will be provided in the public meeting notice. Members of the public must
67 register at least 24 hours before the time of the in-person or virtual public hearing
68 to allow for the meeting link and information regarding how to participate to be
69 provided to each participant via email. Members of the public will be emailed
70 instructions on what to expect and how to participate.
71

72 **b. In-person live public comment:** Participants may register to provide public
73 comment up to one hour after the commencement of the in-person public hearing.
74

75 **3. Speaking order:** Individuals will be invited to speak on a first-come, first-served basis
76 based on their sign-in time. Individuals registered to provide comment at in-person hearings
77 will sign in upon arrival. Individuals providing in-person comments will precede virtual
78 comments at such meetings.
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80 **4. Time limit.** Individuals will be given up to three minutes, exclusive of any clarifying
81 questions from Commission members, to provide comment.

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C. Rules of Conduct

To ensure productive and meaningful input during public hearings, the Commission has established rules of conduct applicable to all such public hearings. The Commission requests the cooperative participation of all individuals who engage in the public hearing process to adhere to the following rules of engagement for both in-person and virtual attendees of public hearings.

1. When called up to speak by the Presiding Commissioner, commenters will provide their name in an audible tone of voice for the record. All comments shall be directed to the Commission as a whole, not to any one individual or commissioner.
2. Commenters will be called up in the order that they have signed in, with in-person participants invited to provide their comments before virtual participants.
3. Commenters will be recognized by the Presiding Commissioner and invited to speak for a set time not to exceed three minutes.
4. Commenters are requested to respect the time allotted to each speaker. Commenters will be informed when their time has expired, and the next speaker will be invited to begin. Commenters may not yield any time to another speaker.
5. No person, other than members of the Commission and the individual making the comment, shall be permitted to enter into any discussion, either directly or through the members of the Commission. All questions to the Commission or its individual members shall be directed through the Presiding Commissioner.
6. Commissioners will practice active, effective listening and be respectful of all speakers and their feelings. With the focus on listening to public comment, Commissioners will ask questions only as needed to ensure clarity and understanding.
7. No banners, signs, bullhorns, or similar devices, items that could be used as weapons, or large bags or cases will be allowed into the room where an in-person public hearing is being held. All items may be subject to search prior to entering.
8. Any person making personal or slanderous remarks or who becomes boisterous or disruptive while addressing the Commission may be requested to stop speaking. The Presiding Commissioner may take action to address such actions or remarks, which may include a warning, a clarification, a request for the person to leave the lectern, or ruling the person out of order.
9. If any person becomes loud or unruly, the Presiding Commissioner may rule that person out of order and may forfeit that person's opportunity to provide comment. Such person shall immediately cease their remarks.
10. Any person attending a public hearing who, at the direction of the Presiding Commissioner, is escorted from the meeting room, will not be admitted for the remainder of the public hearing.

131 **D. Administration**

132 The Division of Legislative Services will administer the public participation guidelines at the
133 direction of the Commission.