

Process for Proposed DoE Legislation  
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## **Background**

This proposed policy and process aims to address concerns raised in the July 19, 2023 and September 20, 2023 Election's Commission regular meetings regarding proposed legislation advanced by the Department of Elections (henceforth, "the Department"). In collaboration with the Director of Elections, I have drafted this proposed policy to offer the Elections Commission more formal visibility into some instances of potential legislation that could have material implications for elections and election administration in San Francisco, without impeding the daily operations of the Department.

## **30-day Notice Requirement**

The Department shall provide the full Elections Commission formal notice of proposed legislation affecting elections no later than 30-days prior to its submission to the Board of Supervisors. A brief explanation of the Department of Elections' position and/or rationale for the proposed legislation shall accompany the formal notice. The Elections Commission may then choose to independently review and take a position on the proposal.

The Elections Commission may not interfere with the Department's contracting decisions or related legislation; however, the Commission may independently review the process of and take a position on the Department's large contracts or transactions proposals requiring the Board of Supervisors' formal review (i.e., contracts exceeding ten years or \$10 million).

Importantly, these requirements do not obligate the Elections Commission to agendaize and/or formally vote on the proposed legislation.