






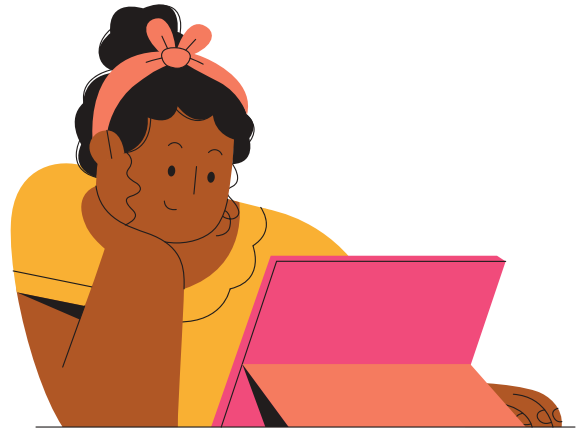
# Local Redistricting Checklist

## For city and county governments

This document was created to serve as a list of best practices for cities and counties to follow as they carry out their redistricting process. Items with a star  are suggested best practices to maximize the inclusivity and accessibility of the redistricting process. Aside from these suggestions, community groups should check state law to see what is required in your state. Community groups, advocates, and members of the public can use this document to monitor their local redistricting process and to advocate for their local government to go above and beyond what's required. For more information on redistricting requirements, visit [commoncause.org/fairmaps](https://commoncause.org/fairmaps) for more resources.




### Online Webpage

-  Create a webpage dedicated to local redistricting and maintain the webpage for at least 10 years.
-  Post an explanation of the redistricting process and the process for giving public comment in English and all legally required languages.
-  Cities should link to their county's redistricting webpage to help inform city residents about their county's redistricting process, and vice versa.
-  Include or link to all required information on the redistricting webpage, including a hearing calendar, notices and agendas, recordings or summaries of hearings, draft maps considered, and the final adopted map.



### Public Engagement



-  Identify local organizations that may be interested in redistricting and reach out to them with information and educational materials.
-  Invite local community groups to present to your redistricting body to provide recommendations on the best ways to engage the community in the redistricting process.
-  Identify a contact person for members of the public to contact for problems, questions, or accommodation requests.

## Public Engagement (cont.)

- ★ Counties and cities should partner together with local school boards and special districts to educate and notify residents of opportunities to engage in their redistricting.
- ★ Create an interested persons sign-up on the jurisdiction's webpage.
- ★ Identify the legally required languages for your city or county. Redistricting materials and meetings must be translated into these languages.
- ★ In addition to translating redistricting-related materials into and offering live translation in languages required by law, cities and counties should offer language access in other languages they know are spoken in the jurisdiction.
- ★ Create a process for receiving written public comment on redistricting, including a dedicated webform or email address and a physical address.

## Public Hearings

- ★ Hold multiple public hearings for the public to give testimony about their communities of interest and what they want the district map to look like.
- ★ Substantially exceed any minimum hearing requirement to maximize public access and discussion about maps.
- ★ Allow members of the public to provide live public comment during hearings without requiring speakers to sign up for public comment before the meeting begins.

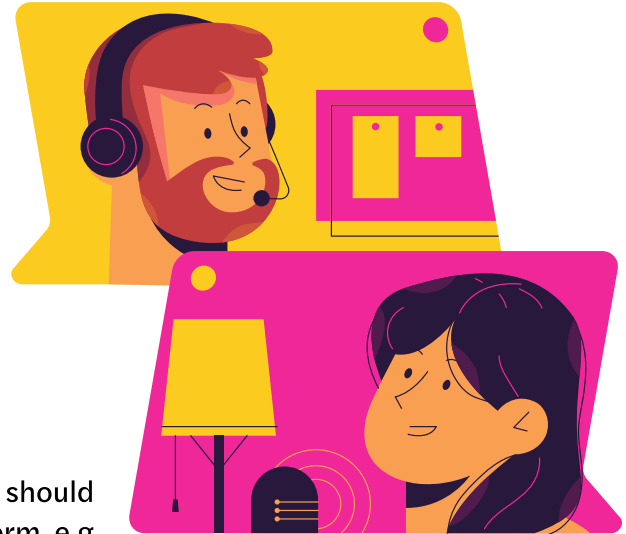


## Hearing Timing

- ★ Hold one hearing outside regular business hours so working people can attend.
- ★ In addition to holding more than the minimum number of required hearings, diversify the days and times of all hearings to encourage and maximize public engagement in the redistricting process.
- ★ If a redistricting hearing is scheduled within a regular meeting of a jurisdiction's governing body, provide notice for the hearing at a fixed time and begin the hearing at that time.
- ★ Cities and counties, as well as school boards and special districts in a region, should coordinate redistricting-related meeting and hearing dates to minimize conflicts.

## Meeting Accessibility

- ★ Ensure all hearing locations are accessible to persons with disabilities.
- ★ Make sure that in-person and remote hearings are accessible and include ASL interpretation and closed captioning for individuals who are Deaf or Hard of Hearing, regardless of whether it is requested.
- ★ Consider holding hearings in different geographic areas to improve accessibility for all communities.
- ★ All public hearings, including in-person hearings, should be available remotely using a remote video platform, e.g. Zoom or YouTube, to ensure that members of the public with health concerns are provided opportunities to observe and participate in redistricting.



## Live Translation

- ★ Provide live translation at hearings, in languages specified by law, upon request by a member of the public.
- ★ To promote an inclusive process, consider providing live translation at all hearings regardless of whether a request is made in advance.
- ★ Create a list of people capable of performing live translation who can be available on short notice.

## Hearing Notice

- ★ Provide at least five-day online notice of hearings.
- ★ Provide additional advance notice for all redistricting hearings; strive to provide 14-day notice.
- ★ Distribute meeting notices to individuals who have requested to be notified about redistricting.
- ★ Maintain and update a calendar of hearing dates on the redistricting webpage.
- ★ Publish the timeline for redistricting and the schedule of hearings as early as possible.

## Recordkeeping

- ★ Record and post hearings, or prepare a written summary of each public comment and council or board deliberation.
- ★ Post recordings of the hearings as soon as possible to allow the public ample time to review them.
- ★ Post hearing materials online, including notices, agendas, calendars, recordings/summaries, draft maps considered, and the final map.
- ★ Flag redistricting-related materials on the city or county homepage.



## Other

- ★ Hire a redistricting consultant early.
- ★ Consider creating an advisory or independent redistricting commission, to maximize public trust and public participation in the redistricting process.



## Draft Maps and Map Adoption

- ★ Enable the public to submit written testimony and maps.
- ★ Provide a mapping tool to the public and identify a contact person for questions or assistance.
- ★ Allow several weeks after receipt of redistricting data before drafting first maps so the community has enough time to review and make recommendations based on new Census data.
- ★ Post draft maps and allow the community sufficient time to evaluate and provide feedback before adopting a final map.
- ★ Add demographic information to draft maps.