

# Website Subcommittee Update

## September 27, 2023

### Proposal

The Website Subcommittee has been continually reviewing the content of our website in the process of converting from our .org to our .gov site and has recently discovered that some changes are required in our Policy Manual due to our staff changes. A few of these policies affect the website. Consequently, the Website Subcommittee makes the following proposals:

1. The Chair asks the Finance and Admin Subcommittee to review the Policy Manual for updates to reflect our current staff.
2. The Commission approves the website-related policy changes below.

### Communications & Public Comment

Since the 2020 Commission took office, public comment has been a huge portion of our communications and has been posted on our website in different locations. We have policies that cover the relationship of these three in our Policy Manual that require changes due to our current staff. They are:

Communications Protocol, #2 through #4, on page 10; External Communications Approval Protocol, Routine Communications, on page 11; and Public Comment During Commission Business Meetings, Options to Verbal Public Comments, on page 22. (Note: These portions of policies are included at the end of this document and are labeled, "Referenced Communications & Public Comment policies".) The Website Subcommittee proposes the following policies to supersede the above referenced policies:

Under, "Communications Protocol", page 10:

2. All calls or emails from the media will be forwarded to the Chair or Vice-Chair.
3. All telephone, email, or written questions or comments directed to the Commission or regarding any redistricting matter will be reviewed by staff and disseminated in the following manner:
  - a. Documents that, in the opinion of the IT Manager, are not offensive or threatening will be posted to the website and emailed to the Commissioners. As all documents must be accessible before posting, if it comes from a group, request that they remediate the document as needed.
    - i. Documents that are determined to be offensive or threatening in any way will be reviewed by legal counsel or his/her designee.
    - ii. If the Commission's legal counsel or designee determine that the document(s) is not, in their opinion, sufficiently offensive or is not credibly threatening, the document will be posted as required per 3.a. above.
    - iii. If legal counsel or designee determine that the document(s) is, in their opinion, sufficiently offensive or credibly threatening, the document(s) will be forwarded to the Chair and Vice-Chair, and the document will not be posted. Instead:
      1. The document will be placed into a file of "Unposted Documents" folder.
      2. The reasons for not posting the document will be documented and uploaded to the "Unposted Documents" folder.

3. The IT Manager will notify all Commissioners that an offensive and/or threatening document has been placed in the “Unposted Documents” file for their review.
- iv. All documents in the “Unposted Document” folder will be subject to the Public Records Act and will be released upon specific request under the act.
- b. Staff shall respond to questions submitted by the public either by phone call, email, letters or social media within seven business days.

Under, “External Communications Approval Protocol, Routine Communications”, page 11:

“ Responses to routine emails, letters, or phone calls from the public will be handled by staff or forwarded to the appropriate subcommittee. Social media posts and press releases will be reviewed by Chair, Vice-Chair and/or appropriate subcommittee.”

Under, “Public Comment During Commission Business Meetings, Options to Verbal Public Comments”, page 21:

“Alternatively, written comments may be submitted via the Commission’s website at <https://WeDrawTheLines.ca.gov> or emailed directly to [votersfirstact@crc.ca.gov](mailto:votersfirstact@crc.ca.gov). The public comments will be posted as a handout at the next scheduled meeting. If the comments are from a group and they are not already accessible, the group will be requested to remediate the document so we may post it.