

Tentative Timeline Assuming Legislature Completes Its Redistricting by May 2011

Time Frame	Item
Today – December 14, 2010	Advisory Group Committee (AGC) members collect background information including sample job descriptions, application forms and outreach strategies. AGC members review principles adopted in October 2010 and the revised charter for information pertinent to the job description and eligibility requirements for the application.
December 7, 2010	Advertise location and agenda for first AGC meeting on Charter Commission website and through email list.
December 15, 2010	AGC meeting to elect chair and determine strategy
December 20, 2010 – January 10, 2011	AGC/subcommittees meet. Date, place and time for all meetings should be posted 3-7 days in advance as there may be more than seven Charter Commission members in attendance at any meeting and the principles require all meetings to be open. Focus on outreach strategy to ensure notification as soon as possible. Outreach strategy is ongoing: advertise Advisory Group and opportunities to participate and as well as the redistricting process in general and map development process. Determine date & format for citywide meeting (e.g. poster boards, formal presentation, methods to gather feedback)
December 29, 2010	If not completed earlier, finalize date/time/location for citywide meeting to be included in agenda for January 5 Charter Commission meeting
January 5, 2011	Charter Commission meeting approves date and location for citywide meeting. Also review outreach plan to date.
January 6 – 11, 2011	AGC/subcommittees continue to meet as needed
January 11-14, 2011	One week in advance of citywide meeting, AGC approves draft application form and job description. Finalize outreach strategy and use to publicize citywide meeting—earlier if possible. Post draft forms and agenda on city website.
January 18-21, 2011	Citywide meeting to present Advisory Group job application form and job description. Select primary and backup meeting date in case of inclement weather. NOTE: January 17 is Martin Luther King Day. Provide contact information for those unable to attend to submit information.
January 24-26, 2011	AGC meets to revise/finalize Advisory Group job application form and job description
January 26, 2011	Include application form and job description in agenda for February 2, 2011 Charter Commission meeting
February 2, 2011	Charter Commission reviews/modifies/approves job description, application form and outreach plan for advertising openings on Advisory Group.
February 3, 2011	Implement outreach plan to distribute application form and job description.
March 25, 2011	Close application period for Advisory Group applications
March 28 – 31, 2011	AGC reviews applications for completeness and conformity to eligibility requirements. Post meeting in advance.
April 4-14, 2011	AGC interviews candidates for Advisory Group. Post meetings in advance. Determine if these will be open and whether key questions will be distributed in advance.
April 18-22, 2011	AGC meets to prepare final list for Advisory Group. Post meeting in advance.
April 27, 2011	Post agenda for Charter Commission meeting including list of those recommended for Advisory Group.
May 4, 2011	Charter Commission meeting reviews/approves final list for Advisory Group including possible alternates.
May 16, 2011	Legislature adjourns
May 18, 2011	Orientation (if Legislature finishes redistricting without court challenge) Review/adopt final rules
July 15, 2011	Charter Commission adopts final redistricting plan.