

**Agenda for ICRC Meeting
Friday, 9/25**

1. Call to Order 9:00a (4 mins)
2. Roll Call 9:04a (2 mins)
3. Adoption of the Agenda 9:06a (2 mins)
4. Review and Approval of minutes 9:08a (2 mins)
5. Public Comment 9:10-9:25a (15 mins)
6. Oath of Office 9:25a (2 mins)
 - a. New Commissioner: Glenn Shaw
7. Introductions 9:27-9:45a (20 mins)
8. Old Business 9:45-11:30a
 - a. MDOS report on administrative items from last Friday 9:45-10:05a (20 mins)
 - 5 minute break* 10:05-10:10a (5 mins)
 - b. Executive Director Discussion and Next Steps 10:10-11:15a (65 mins)
 - i. Approve/edit ED job description
 - ii. Determine ED job posting next steps
 - iii. Establish Subcommittee for ED applicant review and other applicant review?
 - c. Thank you notes 11:15-11:30a (15 mins)
 - 30 minute break* 11:30a-12:00p (30 min)
9. New Business 12:00- 2:00p
 - a. Meeting schedule moving forward for remainder of 2020 12:00-12:45p (45 mins)
 - i. Edits/additions to the draft schedule provided by MDOS?
 - ii. Approve 2020 meeting schedule
 - b. Webinar/Presentation topics 12:45-1:10p (25 mins)
 - i. Webinar presentations from experts as outlined in orientation materials?
 - 10-minute break* 1:10-1:20p (10 mins)
 - c. General Counsel and legal structure next steps 1:20-1:50p (30 mins)
 - i. Hire Counsel?
 - ii. Approve/edit Counsel job description

- d. Next meeting agenda
 - i. Staff discussions continued
 - ii. Bylaws and code of conduct
 - iii. Compensation
 - iv. Subcommittees

1:50p-2:00pm (10 mins)

10. Adjourn @2pm

Draft Proposed Meeting Schedule for Fall 2020

Date	Time	Key Agenda Items	Panel/Expert Webinar
Friday, Sept 25	9:00am – 2:00pm	Finalize ED job posting; Solidify 2020 meeting schedule	
<i>Monday, Sept 28</i>	<i>ED posting open</i>		
Thursday, Oct 1	Morning (9:00am – 12:00pm)	Finalize other key staff postings (i.e. legal counsel); Compensation; Subcommittees	
<i>Monday, Oct. 5</i>	<i>Legal and other postings open</i>		
<i>Monday, Oct. 12</i>	<i>ED posting closed</i>		
Tuesday, Oct 13	Afternoon (1:00-4:00pm)	(Subcommittee?) Review applicants, identify finalists	
Friday, Oct 16	Afternoon (1:00-4:00pm)	ED Finalist interviews	
Saturday, Oct 17	Afternoon (12:00-2:00pm)	Select Executive Director	Webinar #1
	ED begins role by end of October/early November. ED reviews other staff applications and organizes (subcommittee?) applicant review meeting for Nov 12 to review candidates and determine finalists (in coordination with Department of State. ED begins drafting budget for Commission review.		
<i>Monday, Oct. 26</i>	<i>Legal and other postings close</i>		
Thursday, Nov. 12	Afternoon (1:00-4:00pm)	(Subcommittee?) Review applicants, identify finalists	
Thursday, Nov. 19	Morning (9:00am – 12:00pm)	Interview finalists	
Friday, Nov. 20	Afternoon (1:00-4:00pm)	Select finalists for key positions. Review budget prepared by ED.	Webinar #2
	<i>New key staff begin positions in late November/early December.</i>		
Friday, Dec. 4	Afternoon (1:00-4:00pm)	Finalize budget. Review code of conduct, bylaws	Webinar #3
Thursday, Dec. 10	Morning (9:00am – 12:00pm)	Finalize meeting schedule for January and/or February	Webinar #4
Thursday, Dec. 17	Morning (9:00am – 12:00pm)	Outstanding business before 2021, including additional staff and job postings	Webinar #5

Executive Director [DRAFT Description]
Michigan Independent Citizens Redistricting Commission

Date Posted:

Applications Due:

Background:

Every 10 years following the U.S. Census, district lines for political offices must be redrawn in states across the country to accurately reflect their population. In Michigan, a randomly selected commission of citizens is responsible for drawing U.S. Congressional and Michigan State House and Senate district lines. Voters amended the state constitution in the November 2018 general election to make citizens — not legislators or special interests — responsible for drawing district lines (called “redistricting”). The commission is composed of 13 randomly selected Michigan registered voters: four who affiliate with the Democratic Party, four who affiliate with the Republican Party, and five who do not affiliate with either major political party.

In September 2020, the randomly-selected Commission convened for the first time and voted to proceed with their first hire for an Executive Director of the Commission. The Executive Director will assist the Commission in all of their duties as they embark on a new process involving new redistricting criteria and requiring transparency and public engagement throughout the map drawing process. Final maps must be completed and approved by November 1, 2021.

General Position Description and Responsibilities:

Seeking an experienced executive with solution-oriented, results-driven management and collaborative leadership skills to serve as the Executive Director of the Michigan Independent Citizens Redistricting Commission. The Executive Director is responsible for staffing and administrative activities supporting the work of the Commission and their constitutional obligations.

This individual will be an additional public servant and face for the citizen redistricting process, and accordingly must exhibit the highest standards of excellence, integrity, and nonpartisan commitment. As an implementer and project manager, the Executive Director will be tasked with facilitating the work of the Commission and assisting the commissioners in fulfilling their constitutional obligations to execute a robust, independent, fair, citizen-led, and transparent redistricting process.

As the key point of contact between the Commission and its other skilled staff, the responsibilities of the Executive Director will include the following:

- Manage and direct all staff support functions for the Commission: Human Resources, Budget, Contracts, Procurement, Facilities, Technology, Communications, Community outreach, Diversity and Inclusion
- Collaborate with and oversee legal counsel on legal matters facing both the Commission’s operations and district maps.
- Provides direction and leadership in development and implementation of the Commission’s internal and external policies, processes and operations.
- Provides direction and leadership in development and implementation of the Commission’s long-term work and strategic plan, at the direction of Commissioners.

- Assist the Commission in the hiring process for additional staff to support the Commission's work.
- Facilitate Commission outreach efforts in coordination with Commissioners and other staff.
- Coordinate communication with the public in addition to constituency groups.
- Review Commission work product and reports before public submission.
- Represents the Commission before various groups including state administrators, governmental agencies, Secretary of State and legislative staff.
- Oversee, direct, plan and organize all Commission staff.
- Identify and analyze complex problems and recommend solutions or effective courses of actions to the Commission.

Knowledge, Skills and Abilities:

The Executive Director must demonstrate capacity for high-level administrative and policy leadership and tasks. This skillset may include:

- Knowledge and experience with Michigan state government administration. This includes familiarity and knowledge of practices, procedures and organizations within the legislative and executive branches of government.
- Demonstrated leadership and capacity for public administration, organization and management including techniques and strategies for motivating and managing groups, facilitating public participation, developing inclusive and effective programs and procedures.
- Capacity for administrative problem solving and innovation.
- Fundamentals of accounting, budgeting, and public reporting
- Familiarity with open meetings and their unique requirements under Michigan law.

Additional information:

This position is a limited-term hire of 2 years. After the completion of the mapping process in the year 2022, the Commission will evaluate whether to renew a contract for Executive Director or if the responsibilities of the role are no longer required.

Article IV Sec. 6 (4) of the Michigan Constitution states, "The commission shall have procurement and contracting authority and may hire staff and consultants for the purposes of this section, including legal representation."

Accordingly, the Michigan Department of State will collect applications for presentation to the Michigan Independent Citizens Redistricting Commission. The Commission is fully autonomous and will review, interview, and select the Executive Director. The Department of State will not review, score, or select applicants. Employees of the Commission will serve at the pleasure of the Commission.

Finally, Article IV Sec. 6 (11) of the Constitution states, "The commission, its members, staff, attorneys, and consultants shall not discuss redistricting matters with members of the public outside of an open meeting of the commission, except that a commissioner may communicate about redistricting matters with members of the public to gain information relevant to the performance of his or her duties if such

communication occurs (a) in writing or (b) at a previously publicly noticed forum or town hall open to the general public.” Individuals interested in serving as the Executive Director should be aware of compliance with this guidance.

Work Location:

Position location flexible in the immediate term due to the uncertainty presented by the COVID-19 pandemic. Frequent travel may be required.

Salary range: Approximately \$124,025 - \$164,321

Contact Information:

All inquiries should be sent to **XX**

Equal Opportunity Statement

General Counsel [DRAFT Description]

Michigan Independent Citizens Redistricting Commission

Date Posted:

Applications Due:

Background:

Every 10 years following the U.S. Census, district lines for political offices must be redrawn in states across the country to accurately reflect their population. In Michigan, a randomly selected commission of citizens is responsible for drawing U.S. Congressional and Michigan State House and Senate district lines. Voters amended the state constitution in the November 2018 general election to make citizens — not legislators or special interests — responsible for drawing district lines (called “redistricting”). The commission is composed of 13 randomly selected Michigan registered voters: four who affiliate with the Democratic Party, four who affiliate with the Republican Party, and five who do not affiliate with either major political party.

In September 2020, the randomly-selected Commission convened for the first time. The General Counsel will assist the Commission in fulfilling their constitutional obligations as they embark on a new process involving new redistricting criteria and requiring transparency and public engagement throughout the map drawing process. Final maps must be completed and approved by November 1, 2021.

General Position Description and Responsibilities:

Seeking an experienced attorney with solution-oriented and collaborative leadership skills to serve as the General Counsel of the Michigan Independent Citizens Redistricting Commission. The General Counsel must demonstrate experience in serving a public body in Michigan with issues ranging from Open Meetings Act, Freedom of Information Act, contracts, hiring and employment issues, as well as a commitment to the enforcement of the Voting Rights Act of 1965.

This individual will be a public servant involved in the citizen redistricting process, and accordingly must exhibit the highest standards of excellence, integrity, and nonpartisan commitment. As the direct report of the Commission and the Executive Director, the General Counsel will serve as the primary legal counsel for implementation and legal compliance with Michigan Constitution Article IV Sec. 6, helping guide and assist the Commission in executing a robust, independent, fair, citizen-led, and transparent redistricting process.

As the key attorney and point of contact for legal matters related to the Commission and redistricting, the responsibilities of the General Counsel will include the following:

- Serve as main legal advisor for the Commission, the Executive Director, and Commission Staff.
- Ensure compliance with the spirit and letter of the law regarding both open meetings and Article IV Sec. 6 of the Michigan Constitution in all Commission activities, policies, and procedures.
- Manage relationships with additional legal counsel, specialized legal counsel or experts, and/or representation in court on behalf of the Commission.
- Provide written and spoken legal advice to the Commission and its staff.
- Draft and issue legal opinions, memoranda, and advice on administrative and other legal issues.

Knowledge, Skills and Abilities:

The General Counsel must demonstrate capacity for high-level administrative and policy leadership and tasks. This skillset may include:

- Active membership in the state bar of Michigan.
- Minimum 10 years of experience in the practice of law.
- Ability to communicate effectively both in writing and in oral presentations. This includes the ability to synthesize and communicate complex information to a public audience.
- Provide accurate analysis of legal problems, legal research, and apply legal principles evidentiary rules and precedents to solutions.
- Ability to write and edit correspondence, briefings, memorandum, legal opinions, and regulations.
- Represent the Commission at meetings, public hearings, and legal proceedings.
- Knowledge of the Open Meetings Act requirements.
- Knowledge of parliamentary procedure established by Robert's Rules of Order for meetings.
- Knowledge and experience with Michigan state government administration. This includes familiarity and knowledge of practices, procedures and organizations within the legislative and executive branches of government.
- Experience advising public boards, commissions or governing bodies.
- Experience with litigation and/or managing litigation counsel.
- Experience and expertise in the implementation and/or enforcement of federal redistricting law, including the Voting Rights Act of 1965.

Additional information:

This position is a limited-term hire of 2 years. After the completion of the mapping process in the year 2022, the Commission will evaluate whether to renew a contract for General Counsel or if the responsibilities of the role are no longer required.

Article IV Sec. 6 (4) of the Michigan Constitution states, "The commission shall have procurement and contracting authority and may hire staff and consultants for the purposes of this section, including legal representation."

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the general public.” Individuals interested in serving as General Counsel should be aware of compliance with this guidance.

Work Location:

Position location flexible in the immediate term due to the uncertainty presented by the COVID-19 pandemic. Frequent travel may be required.

Salary range: \$124,025 - \$156,497

Contact Information:

All inquiries should be sent to **XX**

Equal Opportunity Statement