

**Miami-Dade County
2021 Commission Redistricting
Citizens Redistricting Advisory Board**

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**Rules for the Conduct of the
Citizens Redistricting Advisory Board**

RULES FOR THE CONDUCT OF THE CITIZENS REDISTRICTING ADVISORY BOARD

1. **ATTENDANCE:** Pursuant to Section 2-11.39, any board member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or, (ii) if he or she is absent from three (3) of the board's meetings without an acceptable excuse. A member of a County board shall be deemed absent from a meeting when he or she is not present at the meeting at least seventy-five (75) percent of the time. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason which the board, by a two-thirds vote of the membership, deems appropriate. All members are requested to provide prior notice to the Secretary of the Board in writing if unable to attend a specific meeting.
2. **MEETINGS:** The meeting agenda shall be prepared by the Department of Regulatory and Economic Resources and distributed to members at least seven days prior to the scheduled meeting. Meetings will begin promptly at the advertised time once quorum is established.
3. **PRESIDING OFFICER:** The Chair shall preserve strict order and decorum at all meetings of the Board. He or she shall state every question coming before the Task Force and announce the decision of the Board on all matters coming before it.
4. **QUORUM:** A quorum for the Citizens Redistricting Advisory Board shall consist of a majority of those persons duly appointed to the board, provided that at least half of the full board membership has been appointed. No motion shall be adopted by the Board without the affirmative vote of a majority of the appointed members present and voting. The names of the members present and their action at such meeting shall be recorded by the Secretary. Should no quorum attend within 30 minutes after the hour appointed for the meeting of the Board, the Secretary may adjourn the meeting to a date as determined by the Director of Regulatory and Economic Resources.
5. **DECORUM:** Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Board, shall be banned from further audience before the Board by the presiding officer, unless permission to continue or again address the Board be granted by the majority vote of the members present. No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be allowed in the meeting room. Persons exiting the-meeting room shall do so quietly.
6. **RULES OF DEBATE:** Except as may be provided in the County code, questions of order, the methods of organization and the conduct of business of the Board shall be governed by the Mason's Manual of Legislative Procedure (1953 Edition) which can be found at the following link: <https://www.miamidade.gov/charter/library/masons-manual-of-legislative-procedures.pdf>
7. **PRESENTATIONS:** Each person addressing the Board shall give his or her name and address in an audible tone so that the same may be part of the record; all remarks shall be brief and to the point and non-repetitious. All remarks shall be addressed to the Board as a group and not to any individual member. No person, other than a Board Member or Staff Member and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board. No question shall be asked unless the same is addressed through the presiding officer.

The Florida Sunshine Law Summary

THE FLORIDA SUNSHINE LAW

The Sunshine Law (Section 286.011, Florida Statutes) requires:

- All meetings must be open to the public
- That reasonable notice of such meeting must be given; and
- Written minutes of the meetings must be taken. A tape recording can be used to supplement the written minutes, but is not a substitute.

The Sunshine Law strictly prohibits any meeting, whether formal or causal, between two or more board members to discuss some matter on which foreseeable action that will be taken by the board. There is no requirement that a quorum be present for a meeting of members of a public board to be subject to s. 286.011. The consequences of a Sunshine Law violation may be a criminal penalty against the individual violator(s) and it may cause the action taken by the board to be set aside. Such violation may also subject the individual or the board to civil liability, and attorney's fees

A. Types of Covered Communication

The following are types of communications that may be covered by the Sunshine Law. This list is not meant to be exhaustive.

- Written correspondence between board members
- Telephone conversations and meetings
- Computers, e-mails and other technology
- Informal discussions, workshops

B. Types of Communication Not Covered

The following are types of communication that may not be covered by the Sunshine Law:

- Meetings between board members of different boards
- Meetings between a board member and his or her alternate
- Meetings between government officials and a board member

C. Reasonable Notice

The rule of thumb is that all meetings, including meetings that are continued, shall be reasonably noticed. There is no mandate that the notice provide information regarding every item to be discussed via a published agenda. However, an agenda should be prepared for each meeting.

D. Public Right to Participate

The following is a list of dos and don'ts regarding public participation. This list is not meant to be exhaustive.

- Do ensure that the facility used for meetings is adequate in size to accommodate the public.
- Do ensure that the facility and the meetings are accessible to persons with disabilities.
- Don't have inaudible or off-the-record conversations concerning board matters.

- Don't exclude members from the public, including the media.
- Don't exclude non-disruptive tape recording of meetings.
- Do allow the public to participate.
- Do establish reasonable rules for public participation.
- Don't vote by secret ballot.
- Don't abstain from voting unless, you have a conflict of interest (as discussed in more detail below).
- Do take written minutes (tape recording is permissible but not mandatory).

PUBLIC RECORDS LAW

Any documents, including all papers, letters, maps, books, tapes, photographs, films, sound recording, data processing software, or other material regardless of physical form, characteristics, or means of transmission, made or received produced by or for the Board are open to public inspection under the Public Records Act. In the age of technology the Public Records Act has also been interpreted to extend to computer records and e-mail, excluding private e-mails stored on a government computer. Notwithstanding this requirement, the Public Records Act establishes a number of exemptions which a governmental entity may claim. These exemptions are too numerous to list herein, as to whether a record is or is not exempt should be directed to the records custodian for the Board and/or the County Attorney's Office.

**Miami-Dade County Code, Article CLXIII.
Citizens Redistricting Advisory Board**

ARTICLE CLXIII. - MIAMI-DADE COUNTY CITIZENS REDISTRICTING ADVISORY BOARD

Sec. 2-2410. - Creation.

There is hereby created and established the Miami-Dade County Citizens Redistricting Advisory Board.

(Ord. No. 20-31, § 1, 4-7-20)

Sec. 2-2411. - Composition; membership.

- (a) *Composition.* In the year preceding the release of each federal decennial census, a 13-member Citizens Redistricting Advisory Board shall be empaneled. Each member of the Board of County Commissioners shall appoint one member to the Citizens Redistricting Advisory Board and shall file notice of the appointment with the Clerk.
- (b) *Qualifications.* Each member of the Citizens Redistricting Advisory Board shall be a permanent resident and duly qualified elector of Miami-Dade County, unless the Board of County Commissioners waives the residency requirement by a two-thirds ($\frac{2}{3}$) vote of its membership, and shall be of an outstanding reputation of integrity, responsibility, and commitment to serving the community. No member of the Board of County Commissioners may serve on the Citizens Redistricting Advisory Board. Unless the Board of County Commissioners by two-thirds ($\frac{2}{3}$) vote of its membership waives the residency requirement, any member of the Citizens Redistricting Advisory Board who ceases to be a resident of Miami-Dade County during the term of his or her office shall immediately advise the Clerk of the Board of County Commissioners. Upon being advised by the Clerk of such circumstances, the position shall be deemed vacant.
- (c) *Compensation.* Citizens Redistricting Advisory Board members shall serve without compensation.
- (d) *Vacancies.* Vacancies shall be filled in the same manner by which the original members were appointed.
- (e) *Tenure and Removal.* The Citizens Redistricting Advisory Board shall serve until the Board of County Commissioners adopts a final redistricting plan. Any Commissioner who has nominated a citizen to the Citizens Redistricting Advisory Board may at any time, with or without cause, remove said board member from his or her position on the Citizens Redistricting Advisory Board by filing a notice with the Clerk and appoint a different person to fill the position.
- (f) *Attendance.* Attendance requirements for members shall be in accordance with Section 2-11.39 of the Code.

(Ord. No. 20-31, § 1, 4-7-20)

Sec. 2-2412. - Organization.

- (a) *Bylaws, Rules, and Regulations.* The Citizens Redistricting Advisory Board shall establish, adopt,

and amend bylaws, rules, and regulations for its own governance. In the event that the Citizens Redistricting Advisory Board does not adopt rules or policies, or its adopted rules or policies do not address a particular situation, then the applicable provisions of the Board of County Commissioners' Rules of Procedure, as such may be amended from time to time, shall apply.

- (b) *Officers.* The Citizens Redistricting Advisory Board shall elect a chairperson and a vice-chairperson from among its members, who shall serve at the will of the Citizens Redistricting Advisory Board. The chairperson shall preside at all meetings at which they are present. The vice-chairperson shall act as chairperson in the absence of the chairperson.
- (c) *Staff Support.* The Citizens Redistricting Advisory Board shall be staffed by the County Mayor or the County Mayor's designee, the County Attorney, the County Clerk, and any redistricting expert selected by the Board of County Commissioners.
- (d) *Quorum.* A quorum shall be required to transact any business or exercise any power vested in the Citizens Redistricting Advisory Board. A quorum for the Citizens Redistricting Advisory Board shall consist of a majority of those persons duly appointed to the board, provided that at least half of the full board membership has been appointed.

(Ord. No. 20-31, § 1, 4-7-20)

Sec. 2-2413. - Meetings.

The Citizens Redistricting Advisory Board shall hold meetings as it deems necessary. A special meeting may be called by the chairperson or by a written request from a majority of those persons duly appointed to the board.

(Ord. No. 20-31, § 1, 4-7-20)

Sec. 2-2414. - Powers and duties.

The Citizens Redistricting Advisory Board shall have the following powers, duties, functions, and responsibilities:

- (a) The Citizens Redistricting Advisory Board shall assist the Board of County Commissioners in drafting a redistricting plan that meets the redistricting criteria and factors outlined in section 1 of Resolution No. R-511-04 and any other criteria required by law. The Citizens Redistricting Advisory Board shall work with any redistricting experts designated by the Board of County Commissioners, the County Attorney's Office, and such other staff as may be appointed by the County Mayor to accomplish this task.
- (b) After the initial release of the federal census data, public redistricting workshops shall be commenced at various locations throughout the county to inform and elicit comments from the public concerning the redistricting process. The members of the Citizens Redistricting

Advisory Board shall attend all such public workshops. Failure to attend a public workshop shall serve as an absence for purposes of the attendance requirement under Section 2-11.39 of the Code.

- (c) Within 20 days from the last public workshop, the Citizens Redistricting Advisory Board shall receive any redistricting plans or reports proposed by the redistricting expert. Within 20 days from the receipt of any such plans or reports, the Citizens Redistricting Advisory Board shall submit to the Board of County Commissioners a written report containing its recommendations and comments on each plan and/or report proposed by the expert. The recommendations and comments of the Citizens Redistricting Advisory Board must be based upon the redistricting criteria and factors contained in section 1 of Resolution No. R-511-04 and any other criteria required by law. Any such recommendation(s) must receive at least a majority vote of approval from the duly appointed members of the Citizens Redistricting Advisory Board. The written report of the Citizens Redistricting Advisory Board should endeavor to explain the extent to which the proposed plans or reports comport with the criteria and factors contained in section 1 of Resolution No. R-511-04 and any other criteria required by law. Such report shall be placed on an agenda of the Board pursuant to Ordinance No. 14-85.
- (d) The Citizens Redistricting Advisory Board shall perform any other responsibilities or duties as directed by action of the Board of County Commissioners.

(Ord. No. 20-31, § 1, 4-7-20)

Sec. 2-2415. - Applicability of county rules and procedures.

All proceedings of the Citizens Redistricting Advisory Board shall be conducted in accordance with Florida's open government laws, including, but not limited to, the Government in the Sunshine Law and the Citizens' Bill of Rights of the Miami-Dade County Home Rule Charter. Members of the public shall be given a reasonable opportunity to be heard on any proposition before the Citizens Redistricting Advisory Board. Additionally, the Citizens Redistricting Advisory Board shall be deemed an "agency" for the purposes of the state's public records laws and shall be governed by all State and County conflict of interest laws, as applicable, including the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, Section 2-11.1 of the Code of Miami-Dade County.

(Ord. No. 20-31, § 1, 4-7-20)

Sec. 2-2416. - Sunset.

The Citizens Redistricting Advisory Board empaneled for each federal decennial census shall sunset and stand dissolved upon adoption by the Board of County Commissioners of a final redistricting plan, unless it is extended by an ordinance duly adopted by the Board.

(Ord. No. 20-31, § 1, 4-7-20)

Redistricting Background and Criteria

I. **BACKGROUND (FEDERAL)**

Although each state provides its own redistricting criteria, federal law and US Supreme Court rulings provide a regulatory framework for local redistricting. Following is a list of federal redistricting criteria:

- a) A redistricting plan must create districts that are relatively equal in population
- b) A redistricting plan must not dilute the strength of minority voters
- c) A redistricting plan must not be a “racial gerrymander”
- d) A redistricting plan must take into account traditional redistricting criteria such as compactness, contiguity, and respect for political subdivision lines and communities of interest. Exact redistricting criteria may vary between states.

Voting Rights Act of 1965, as amended in 1982

The Voting Rights Act, passed by congress in 1965 and amended in 1982, places some limits on the redistricting process, as follows:

Section 2 of the Voting Rights Act, as amended in 1982 provides: (a) *No voting qualification or prerequisite to voting or standard, practice, or procedure shall be imposed or applied by any State or political subdivision in a manner which results in a denial or abridgement of the right of any citizen of the United States to vote on account of race or color, or in contravention of the guarantees set forth in section 1973b(f)(2) of this title, as provided by subsection (b) of this section. (b) A violation of subsection (a) of this section is established if, based on the totality of the circumstances, it is shown that the political processes leading to nomination or election in the State or political subdivision are not equally open to participation by members of a class of citizens protected by subsection (a) of this section in that its members have less opportunity than other members of the electorate to participate in the political process and to elect representatives of their choice. The extent to which members of a protected class have been elected to office in the State or political subdivision is one circumstance which may be considered: Provided, That nothing in this*

section establishes a right to have members of a protected class elected in numbers equal to their proportion in population.

Equal Protection Clause of the Fourteenth Amendment of the United States Constitution;

The Equal Protection Clause of the Fourteenth Amendment of the US Constitution also limits the redistricting process, as follows

Section 2. Representatives shall be apportioned among the several States according to their respective numbers, counting the whole number of persons in each State, excluding Indians not taxed. But when the right to vote at any election for the choice of electors for President and Vice President of the United States, Representatives in Congress, the Executive and Judicial officers of a State, or the members of the Legislature thereof, is denied to any of the male inhabitants of such State, being twenty-one years of age, and citizens of the United States, or in any way abridged, except for participation in rebellion, or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such State.

One-Person, One-Vote: One Person, One Vote was established as an interpretation of the Equal Protection Clause of the Fourteenth Amendment through the Supreme Court Case of Reynolds v. Sims, 377 U.S. 533 (1964). The ruling requires legislative voting districts to have relatively equal population

II. **BACKGROUND (MIAMI-DADE COUNTY)**

Home Rule Charter:

Section 1.03. – Districts:

- A. There shall be thirteen County Commission districts.
- B. The Board may by ordinance adopted by two-thirds vote of the members of the Board change the boundaries of the districts from time to time. The boundaries shall be fixed on the basis of the character, population, and geography of the districts.

Section 1.04. – Composition of the Commission:

The Commission shall consist of thirteen members, each of whom shall be a qualified elector residing within his or her district for at least six months and within the County for at least three years before qualifying and who shall be elected by the qualified electors of his or her district.

Meek v. Metropolitan Dade County – 1992

The 1992 decision replaced the county's at-large system with a plan for single-member districts. The proposal was intended to increase Hispanic and black representation. As a result of the judge's order, the Miami-Dade Board of County Commissioners increased from 9 members to 13.

Reference: Meek v. Metropolitan Dade County, Fla., 985 F.2d 1471, 1477 (11th Cir.1993)

BCC Resolution R-511-04 (Redistricting Criteria):

Resolution R-511-04, as adopted by the Board of County Commissioners on April 27, 2004, set forth criteria and factors to be used in the redistricting process. Following is a summary of the redistricting criteria and factors from Resolution R-511-04:

- 1) **One-Person, One-Vote:** Compliance with one-person, one-vote requirement of the Equal Protection Clause of the Fourteenth Amendment. The population deviation between districts shall be minimized to the extent consistent with Section 2 of the Voting Rights Act and in compliance with traditional districting

principles. R-511-04 specifies that the population deviation between districts shall not exceed ten percent (unless BCC explains necessity for doing so).

- 2) **Voting Rights Act.** Redistricting plan shall afford minority groups protected under Section 2 of the Voting Rights Act an equal opportunity to participate in the electoral process and to elect their preferred candidates.
- 3) **Traditional Districting Principles.** The district boundaries shall be drawn on the basis of geography and with respect for communities of interest, in accordance with the requirements of Section 1.03(B) of the Home Rule Charter. To the extent practical, the districts also should be reasonably compact, contiguous, respect political and administrative boundaries, minimize voter disruption and protect incumbent commissioners from running for election against another sitting commissioner.
- 4) **Advisory Board.** In the year preceding the release of federal decennial census, the BCC shall establish a 13-member citizens redistricting advisory board. Each Commissioner shall appoint one member – who shall not be a member of the BCC. The advisory board will work with the redistricting experts and staff to draft a redistricting plan. The written report of the advisory board should endeavor to explain the extent to which the proposed plan(s) and/or report(s) comport with the redistricting criteria and factors.
- 5) **Public Workshops.** Public redistricting workshops shall be commenced at various locations throughout the county to inform and elicit comments from the public concerning the redistricting process.
- 6) **Timeline Requirements.**
 - Within twenty (20) days from the last public workshop the redistricting expert(s) shall provide the advisory board with any redistricting plan(s) (not to exceed three) and/or report(s) proposed by the expert(s) to the Commission.
 - Within twenty (20) days from the receipt of any such plan(s) and/or report(s) the advisory board shall submit to the Commission a written report containing its recommendations and comments on each plan and/or report proposed by the expert(s). The recommendations and comments of the

advisory board must be based upon the redistricting criteria and factors contained in section 1 of Resolution No. R-511-04 and must receive at least a majority vote of approval from the members of the advisory board.

- Adoption of Redistricting Plan by County Commission. The County Commission shall perform its political and legislative redistricting responsibilities under Section 1.03(B) of the Home Rule Charter in accordance with the criteria and factors contained in Section 1, and after giving due consideration to any proposed plans and recommendations made by the citizens advisory board pursuant to section 2 of Resolution No. R-511-04.

**Miami-Dade County Board of County Commissioners
Resolution No. R-511-04**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 10(A)(1)
4-27-04

RESOLUTION NO. _____

**RESOLUTION SETTING FORTH CRITERIA AND FACTORS
TO BE USED IN THE REDISTRICTING PROCESS;
PROVIDING FOR A REDISTRICTING ADVISORY BOARD
AND A PUBLIC HEARING PROCESS**

WHEREAS, Section 1.03(B) of the Home Rule Charter authorizes the Board of County Commissioners to redraw the County Commission election districts from time to time; and

WHEREAS, there are established legal criteria and traditional redistricting factors to be considered when redrawing election districts; and

WHEREAS, the Board desires that the public be fully informed as to the criteria and factors to be considered by the Board in the redistricting process; and

WHEREAS, the Board desires to elicit public comments through a series of public workshops and a citizens advisory board,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 1. Redistricting Criteria and Factors. The following criteria and factors shall be considered when redrawing County Commission election districts during the decennial redistricting process:

a) *One-Person, One-Vote Rule.* Primary consideration shall be given to compliance with the one-person, one-vote requirement of the Equal Protection Clause of the Fourteenth Amendment of the United States Constitution, as construed by United States Supreme Court decisions. The population deviation between districts shall be minimized to the extent consistent with compliance with §2 of the Voting Rights Act of 1965, as amended in 1982, 42 U.S.C.A.

§1973, and the accommodation of traditional districting principles. In no event shall the population deviation between districts exceed ten percent, unless the Board of County Commissioners fully explains the necessity for doing so.

b) *§2 of Voting Rights Act.* The redistricting plan shall afford minority groups protected under Section 2 of the Voting Rights Act of 1965, as amended in 1982, 42 U.S.C.A. § 1973, with an equal opportunity to participate in the electoral process and to elect their preferred candidates.

c) *Traditional Districting Principles.* While observing the one-person, one-vote rule and compliance with §2 of the Voting Rights Act, the district boundaries shall be drawn on the basis of geography and with respect for communities of interest, in accordance with the requirements of Section 1.03(B) of the Home Rule Charter. To the extent practical, the districts also should be reasonably compact, contiguous, respect political and administrative boundaries, minimize voter disruption and protect incumbent commissioners from running for election against another sitting commissioner.

Section 2. **Citizens Advisory Board and Public Workshops.** In the year preceding the release of the federal decennial census the County Commission shall empanel a 13-member citizens redistricting advisory board. Each Commissioner shall appoint one member to the board, who may not be a member of the County Commission. The advisory board will be advised by the redistricting expert(s) designated by the County Commission to assist the Commission in the drafting of a redistricting plan, the County Attorney's Office and such other staff as may be appointed by the County Manager.

After the initial release of the federal census data public redistricting workshops shall be commenced at various locations throughout the county to inform and elicit comments from the public concerning the redistricting process. The members of the advisory board shall be timely

informed of and invited to attend all such public workshops. As appropriate to the location of the workshop, explanatory materials shall be provided in English, Spanish and/or Creole. Spanish and/or Creole interpreters also shall be available to assist members of the public.

Within twenty (20) days from the last public workshop the redistricting expert(s) shall provide the advisory board with any redistricting plan(s) (not to exceed three) and/or report(s) proposed by the expert(s) to the Commission. Within twenty (20) days from the receipt of any such plan(s) and/or report(s) the advisory board shall submit to the Commission a written report containing its recommendations and comments on each plan and/or report proposed by the expert(s). The recommendations and comments of the advisory board must be based upon the redistricting criteria and factors contained in section 1 of this resolution and must receive at least a majority vote of approval from the members of the advisory board. The written report of the advisory board should endeavor to explain the extent to which the proposed plan(s) and/or report(s) comport with the criteria and factors contained in Section 1 of this resolution.

Section 3. **Adoption of Redistricting Plan by County Commission.** The County Commission shall perform its political and legislative redistricting responsibilities under Section 1.03(B) of the Home Rule Charter in accordance with the criteria and factors contained in Section 1, and after giving due consideration to any proposed plans and recommendations made by the citizens advisory board pursuant to section 2 of this resolution. The County Commission shall adopt a final redistricting plan only after conducting a public hearing upon reasonable notice, including public notice advertisements in newspapers serving Hispanic and Haitian communities.

Section 4. Nothing contained herein is intended to nor shall be construed as detracting from the legislative powers and political prerogatives of the County Commission in its performance of the redistricting process.

The foregoing resolution was sponsored by Chairperson Barbara Carey-Shuler, Ed.D. and offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Betty T. Ferguson	Sally A. Heyman
Joe A. Martinez	Jimmy L. Morales
Dennis C. Moss	Dorrian D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 27th day of April, 2004. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Robert A. Duvall

**Consultant
Scope of Services**

APPENDIX A – SCOPE OF SERVICES**2.1 Background**

Every 10 years, following the release of decennial census data, Miami-Dade County (the “County”) amends the Commission District boundaries in accordance with the Home Rule Charter and applicable law. The purpose of this project is to facilitate the County’s decennial redistricting process, consistent with current legal standards. The Consultant will assist the Board of County Commissioners and County staff with the redistricting process as set forth in R-511-04. In addition to the services set forth in this Scope of Services, the selected Consultant shall meet with all District Commissioners prior to commencing work under this contract.

2.2 Technical: Project Scope

The Consultant shall use 2020 decennial federal census data, and all work and proposals shall conform to applicable law. The Consultant’s responsibilities shall specifically include, but not be limited to, the following:

2.2.1 Public Meetings: The Consultant shall participate in all redistricting meetings and discussions of appropriate boards and committees. Planned meetings include a minimum of five (5) meetings before the Citizens Advisory Board and a minimum of three (3) meetings before the Board of County Commissioners or committees thereof. The Consultant’s role in the anticipated meetings is as follows:

- 2.2.1.1 Conduct an initial kick-off session to describe the process and discuss districting principles and planned community outreach.
- 2.2.1.2 Present results of community outreach, bloc voting analysis, and criterion used in map evaluation, including communication received from members of the public.
- 2.2.1.3 Present draft and final redistricting map proposals and public input to the Citizens Advisory Board and the Board of County Commissioners or committees thereof for consideration and approval of a final plan.

2.2.2 Community Outreach: The Consultant shall schedule, present and receive public input at community meetings located at various locations throughout Miami-Dade County. It is anticipated that thirteen (13) community meetings will be scheduled in each Commission District. In addition, four (4) regional meetings (North, South, East and West) will be held. The Consultant’s tasks are detailed as follows:

- 2.2.2.1 Conduct community outreach: Meet and explain the process with key community leaders in business and civic organizations; determine community leaders’ expectations, and seek suggestions about the process; and develop a mailing list of people and organizations suggested by key community leaders to notify and invite to participate in the process. The County will provide non-English speaking support for non-English speaker inquiries.
- 2.2.2.2 Prepare illustrative materials, maps, brochures, and advertising for public meetings, workshops, and outreach;
- 2.2.2.3 Coordinate with County staff and the Citizens Advisory Board on the preparation of public notices and media releases;
- 2.2.2.4 Provide a formal presentation on the scope, purpose, process, timelines, and legal issues. The Consultant shall elicit input from the public and document input received.
- 2.2.2.5 Provide virtual meetings, if directed at the County’s discretion, due to the COVID-19 pandemic.

2.2.3 Redistricting Plans: The Consultant shall create up to three (3) draft redistricting plans for consideration by the Citizens Advisory Board. Following input by the Citizens Advisory Board, the Consultant shall prepare up to three (3) final redistricting plans for consideration by the Board of County Commissioners or committee thereof. The Consultant shall ensure that each draft and final plan has districts that comply with federal and state criteria as well as the local criteria outlined in Resolution 511-04. The Consultant shall ensure compliance with Section 2 of the Voting Rights Act including, but not limited to, testing for vote dilution and polarization as approved by the County Attorney’s Office. The Consultant shall:

- 2.2.3.1 Utilize ArcGIS 10.x and DISTRICTSolv ArcGIS extension for the creation of the draft and final redistricting plans.
 - 2.2.3.1.1 Provide the County with three (3) DISTRICTSolv ArcGIS extension licenses.
 - 2.2.3.1.2 Provide the County online training and support for DISTRICTSolv ArcGIS extension.
- 2.2.3.2 Prepare up to three (3) final redistricting plans for final consideration by the Board of County Commissioners.
- 2.2.3.3 The Consultant shall meet with each District Commissioner to discuss the draft redistricting plans prior to presenting such plans before the Citizens Advisory Board and Board of County Commissioners.

- 2.2.4 **Bloc Voting Analysis:** The Consultant shall conduct performance tests to ensure compliance with Section 2 of the Voting Rights Act, including, but not limited to, testing for voting dilution and polarization. The Consultant shall issue a report for each of the draft and final redistricting plans outlining the results of the voting analysis.
- 2.2.5 The Consultant shall:
- 2.2.5.1 Obtain data necessary to complete the Scope of Services including, but not limited to, voting pattern information from the Miami-Dade County Elections Department.
 - 2.2.5.2 Utilize the mapping software required by this Solicitation to develop draft maps and legal descriptions for adjustment of the County Commission District boundaries. The County will provide the Consultant with one (1) license for the County-specified ArcGIS-compatible redistricting software for use during the course of the project.
 - 2.2.5.3 The County requires GIS files (personal geo-database) from the Consultant that display newly defined district boundaries.
 - 2.2.5.4 The Consultant shall issue a report for each of the draft and final redistricting plans outlining the results of the bloc voting analysis.
 - 2.2.5.5 Timeline: The Consultant shall provide and adhere to a detailed timeline for all requirements of this Scope of Services that incorporates the timelines provided in Resolution No. R-511-04 and allows for final adoption of the revised Commission District Boundaries by December 2021. The Consultant shall provide County staff with a bi-weekly report on the project status.

2.3 Additional Services:

The following additional services may be required of the Consultant, on an as needed basis. When required, the Consultant will be provided a Work Order prior to initiating these additional services.

- 2.3.1 **Expert Testimony:** The Consultant shall provide expert technical assistance to the County in the event any legal action arises relating to the redistricting process of plans developed with Consultant's assistance at no greater than the rates set forth in Appendix B. The Consultant shall provide expert testimony and technical services, if necessary and as requested, in state and federal court as it relates to the County's adopted Redistricting plan.
- 2.3.2 **Additional Community Outreach Meetings:** The Consultant shall provide for facilitating additional community outreach meetings beyond the 17 meetings outlined in the Scope of Services at no greater than the rates set forth in Appendix B. When requested, the Consultant shall facilitate the requested meetings in accordance with the Scope of Services outlined above. The Consultant shall provide virtual meetings if directed at the County's discretion, due to the COVID-19 pandemic at no greater than the rates set forth in Appendix B.
- 2.3.3 **Additional Meetings:** The Consultant shall provide for meetings that are in addition to those outlined in the Scope of Services, such as meetings with individual or multiple members of the Board of County Commissioners at no greater than the rates set forth in Appendix B. The Consultant shall provide virtual meetings if directed at the County's discretion, due to the COVID-19 pandemic at no greater than the rates set forth in Appendix B.
- 2.3.4 **Additional Redistricting Plans:** In addition to the up to three drafts for Citizen Advisory Board and three final for Board of County Commissioners redistricting plans identified in the Scope of Services, the Consultant shall provide additional redistricting plans as may be requested by the County at no greater than the rates set forth in Appendix B. When requested, the Consultant shall prepare the additional redistricting plans in accordance with the Scope of Services outlined above.

Anticipated Redistricting Timeline

Anticipated Redistricting Timeline

	2021							
TASK	May	June	July	August	September	October	November	December
Initial Meeting with each District Commissioner								
Citizens Redistricting Advisory Board								
Release of Redistricting Data (legacy format)								
Preparation of Draft Plans (Consultant)								
Second Meeting with each District Commissioner								
Citizens Redistricting Advisory Board								
Public Outreach Meetings								
Citizens Redistricting Advisory Board (final report)								
BCC – First Reading (Redistricting Ordinance)*								
BCC – Final Action (Redistricting Ordinance)*								

* possible committee review of Redistricting Ordinance between first reading and final action

	Consultant
	Citizens Redistricting Advisory Board
	Board of County Commissioners

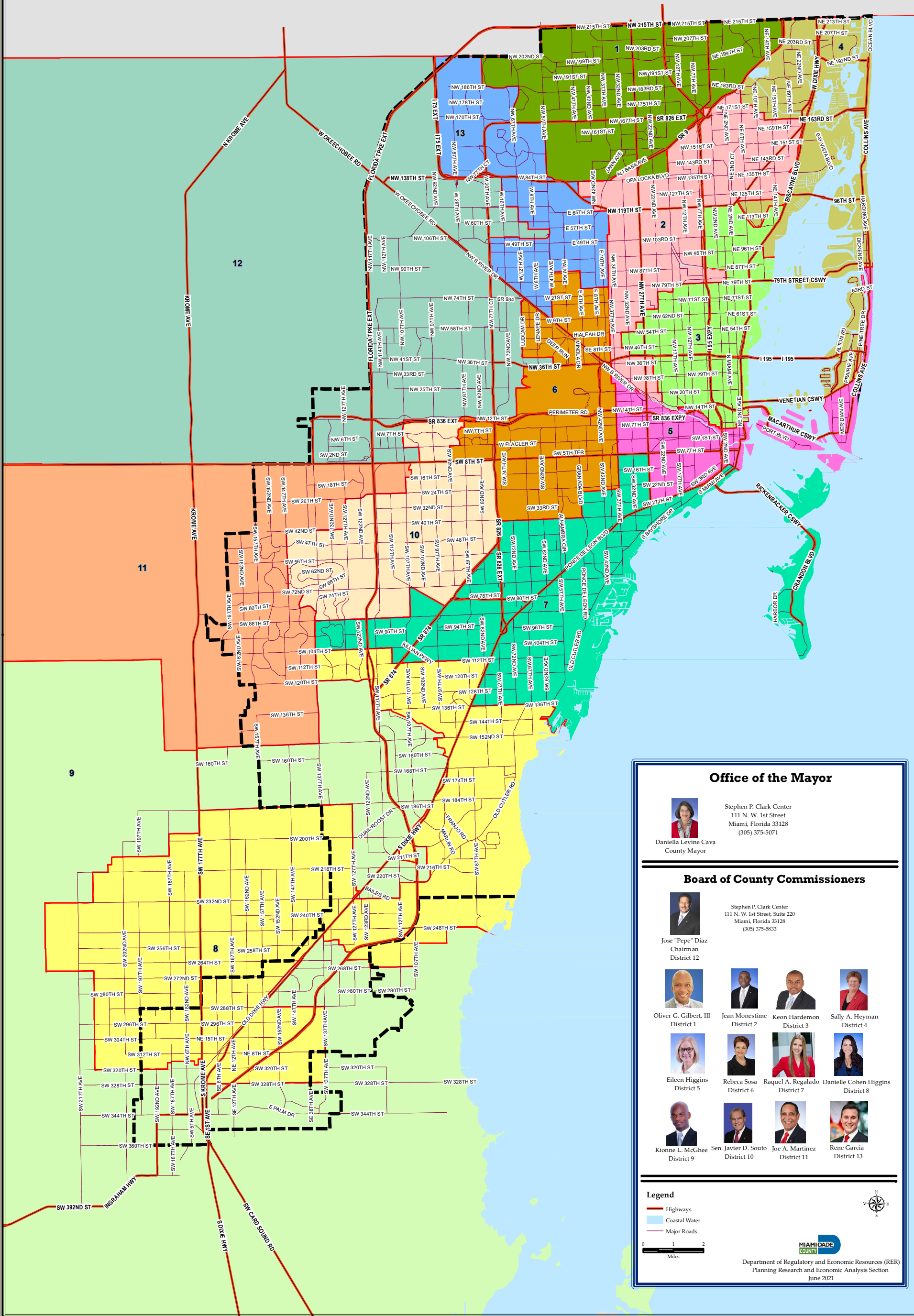
Commission District Maps

Miami-Dade County, Florida

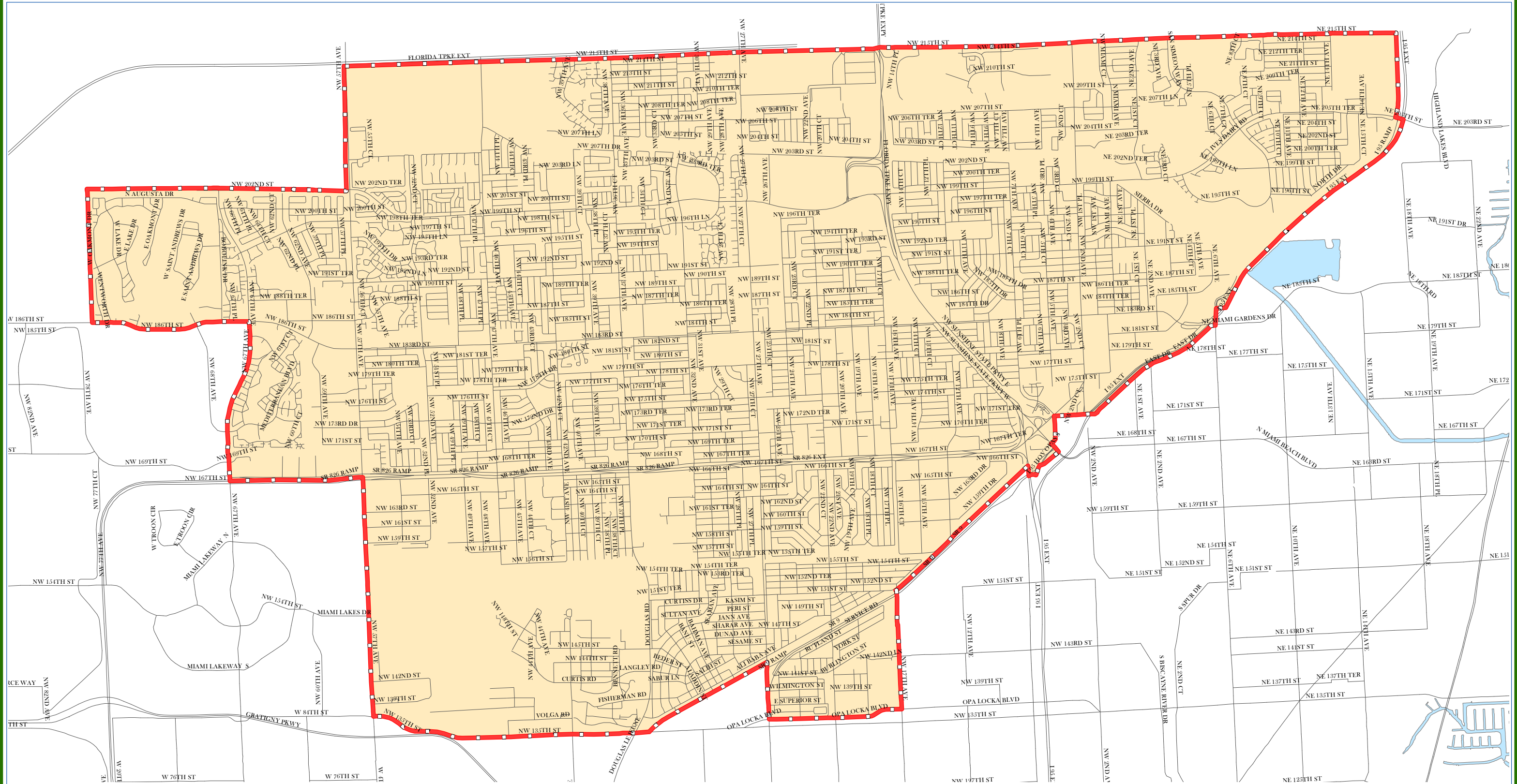
Commission Districts

Broward County



Miami-Dade County

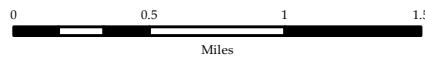


COMMISSION DISTRICT 1
MIAMI-DADE COUNTY, FLORIDA



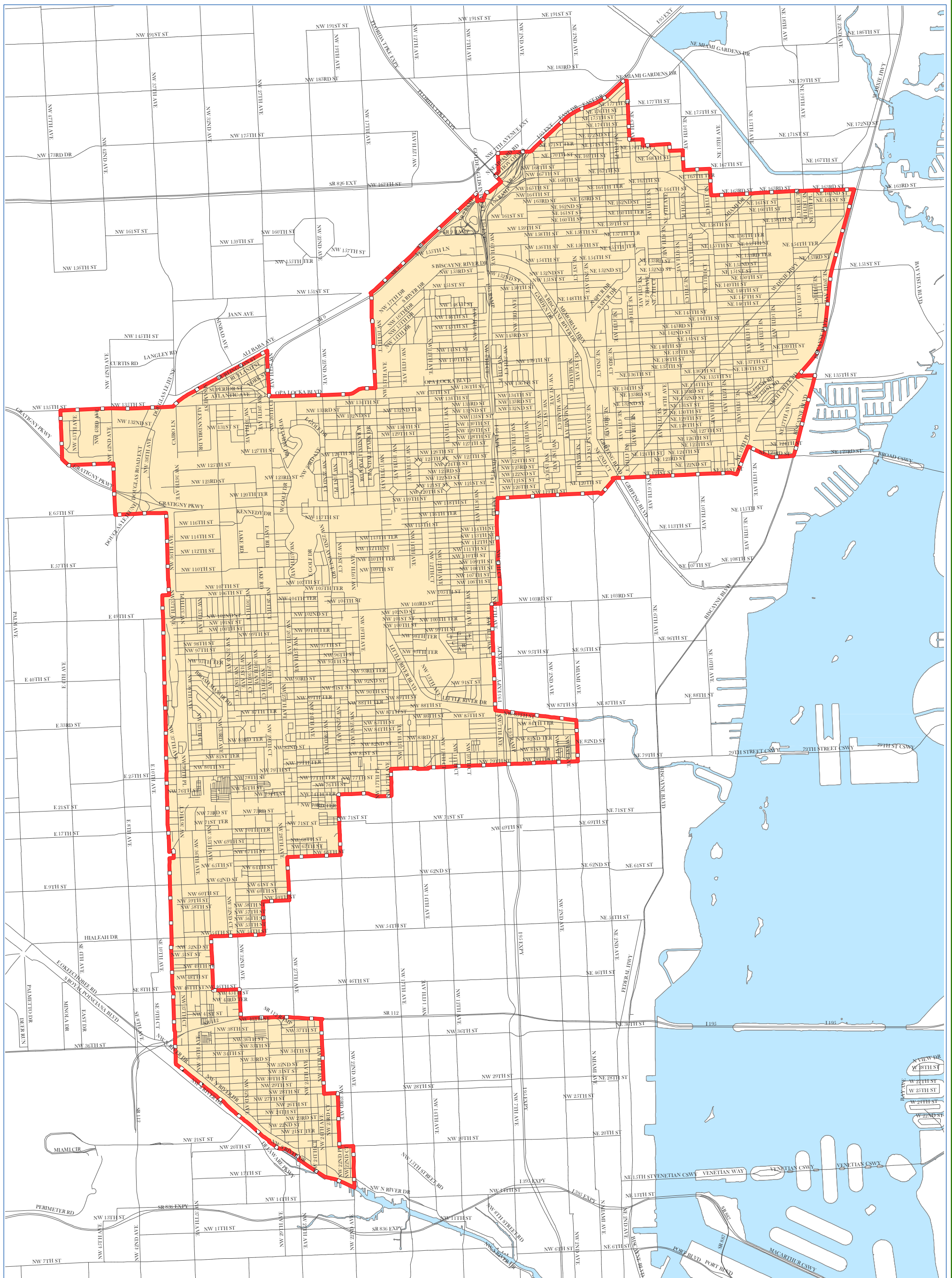
Legend

-  Commission District Boundary
 Coastal Water
 Streets and Highways




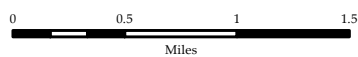
Development of Regulatory and Economic Resources (RER)
Planning Research and Economic Analysis Section
June 2021

COMMISSION DISTRICT 2
MIAMI-DADE COUNTY, FLORIDA



Legend

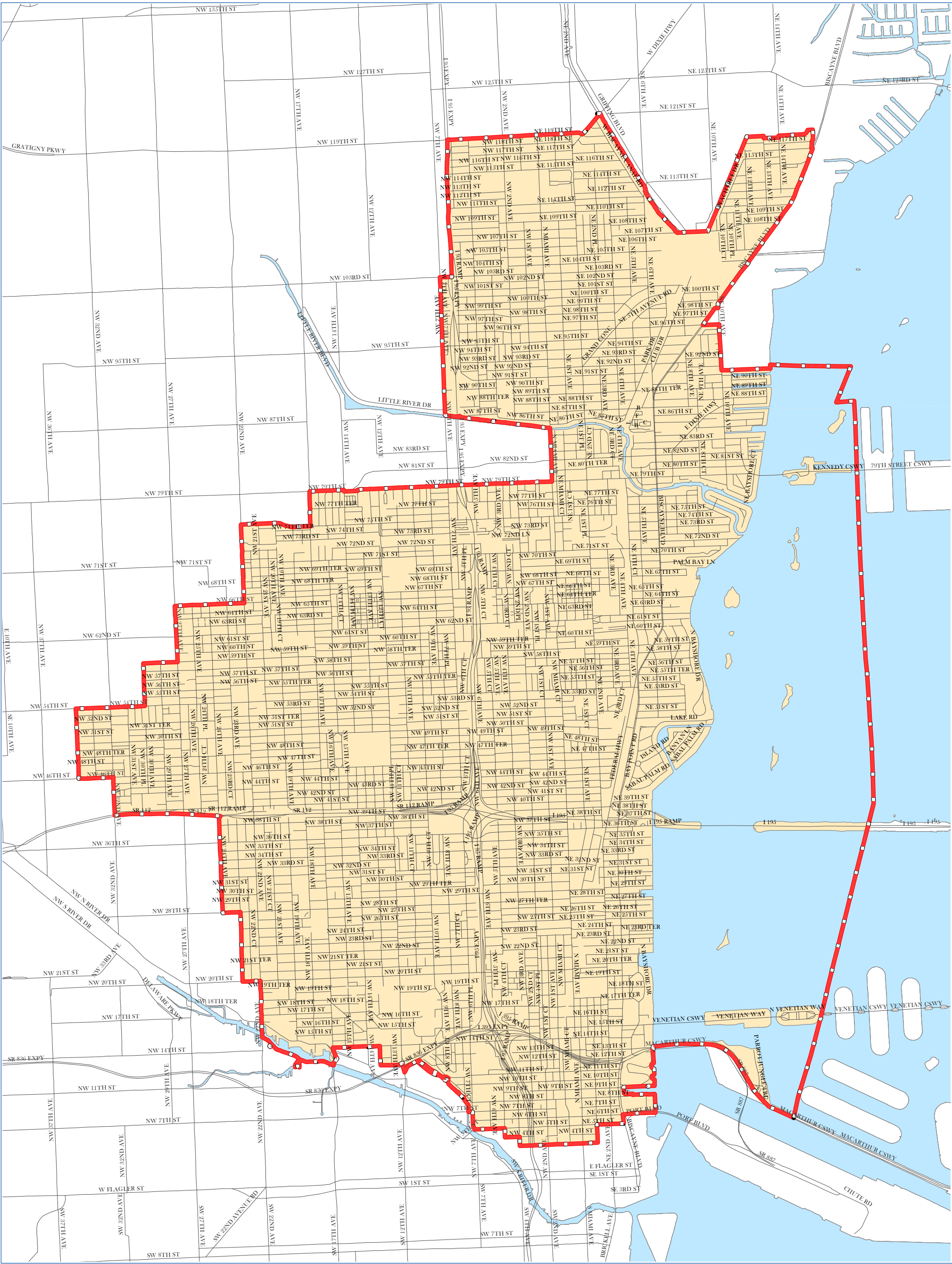
- Commission District Boundary
 Coastal Water
 Streets and Highways



Department of Regulatory and Economic Resources (RER)
Planning Research and Economic Analysis Section
June 2021

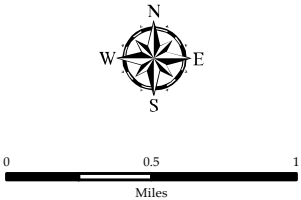
COMMISSION DISTRICT 3

MIAMI-DADE COUNTY, FLORIDA

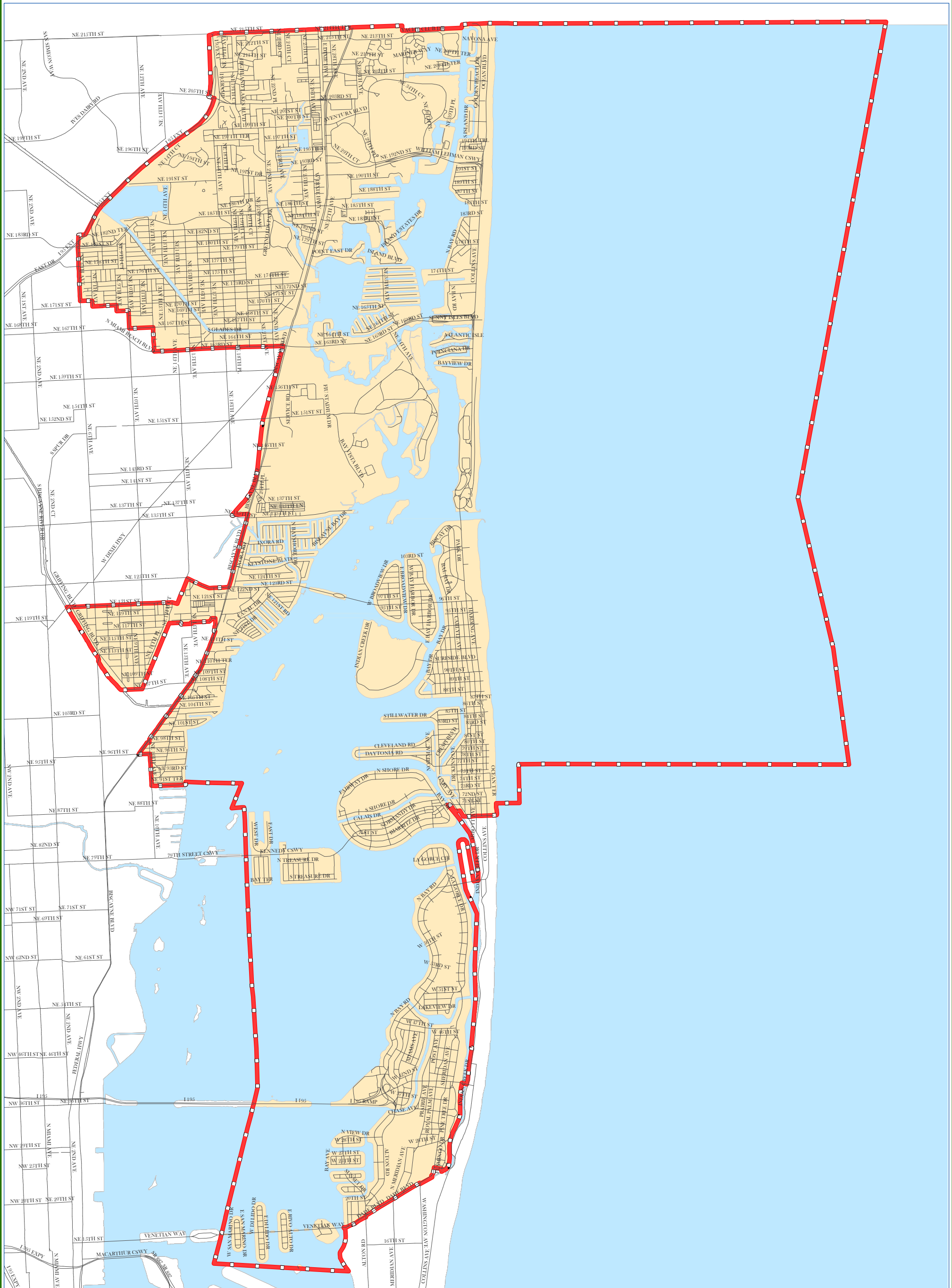


Legend



- Commission District Boundary
- Coastal Water
- Streets and Highways



COMMISSION DISTRICT 4
MIAMI-DADE COUNTY, FLORIDA



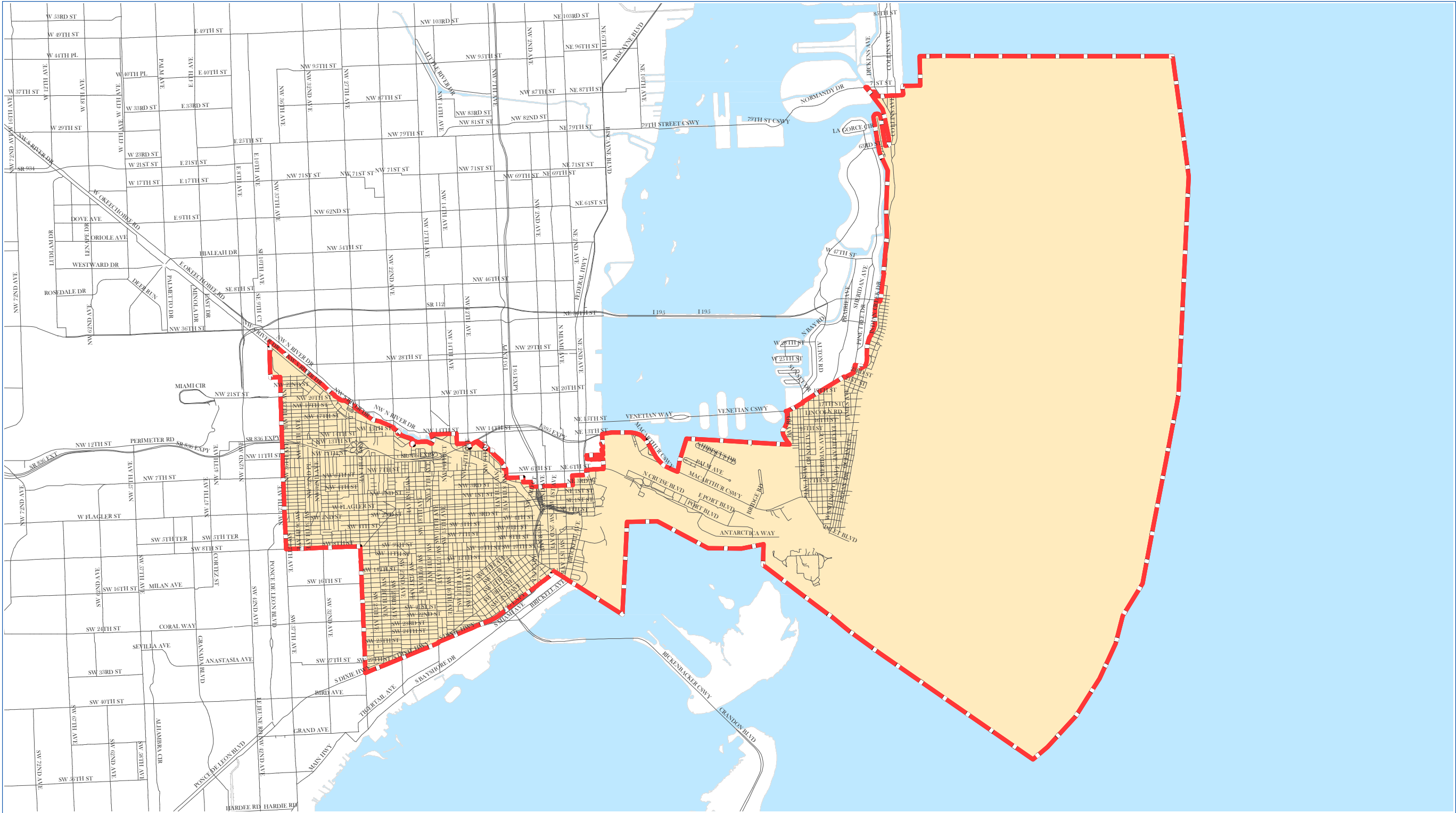
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- Commission District Boundary
 Coastal Water
 Streets and Highways






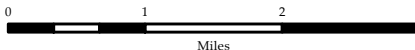
Department of Regulatory and Economic Resources(RER)
Planning Research and Economic Analysis Section
June 2021

COMMISSION DISTRICT 5
MIAMI-DADE COUNTY, FLORIDA



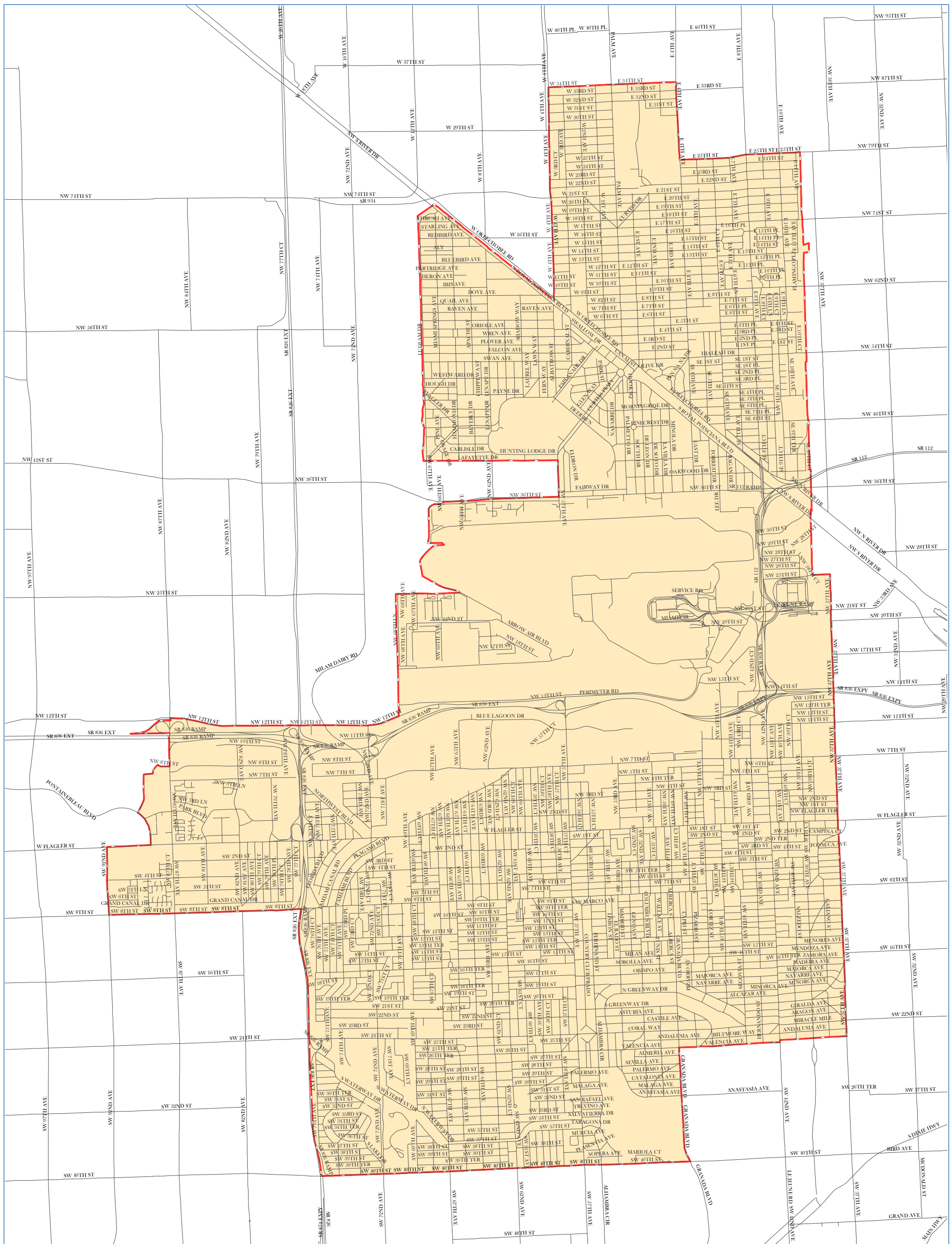
Legend

-  Commission District Boundary
 Coastal Water
 Streets and Highways




Department of Regulatory and Economic Resources (RER)
Planning Research and Economic Analysis Section
June 2021

MIAMI-DADE COUNTY, FLORIDA



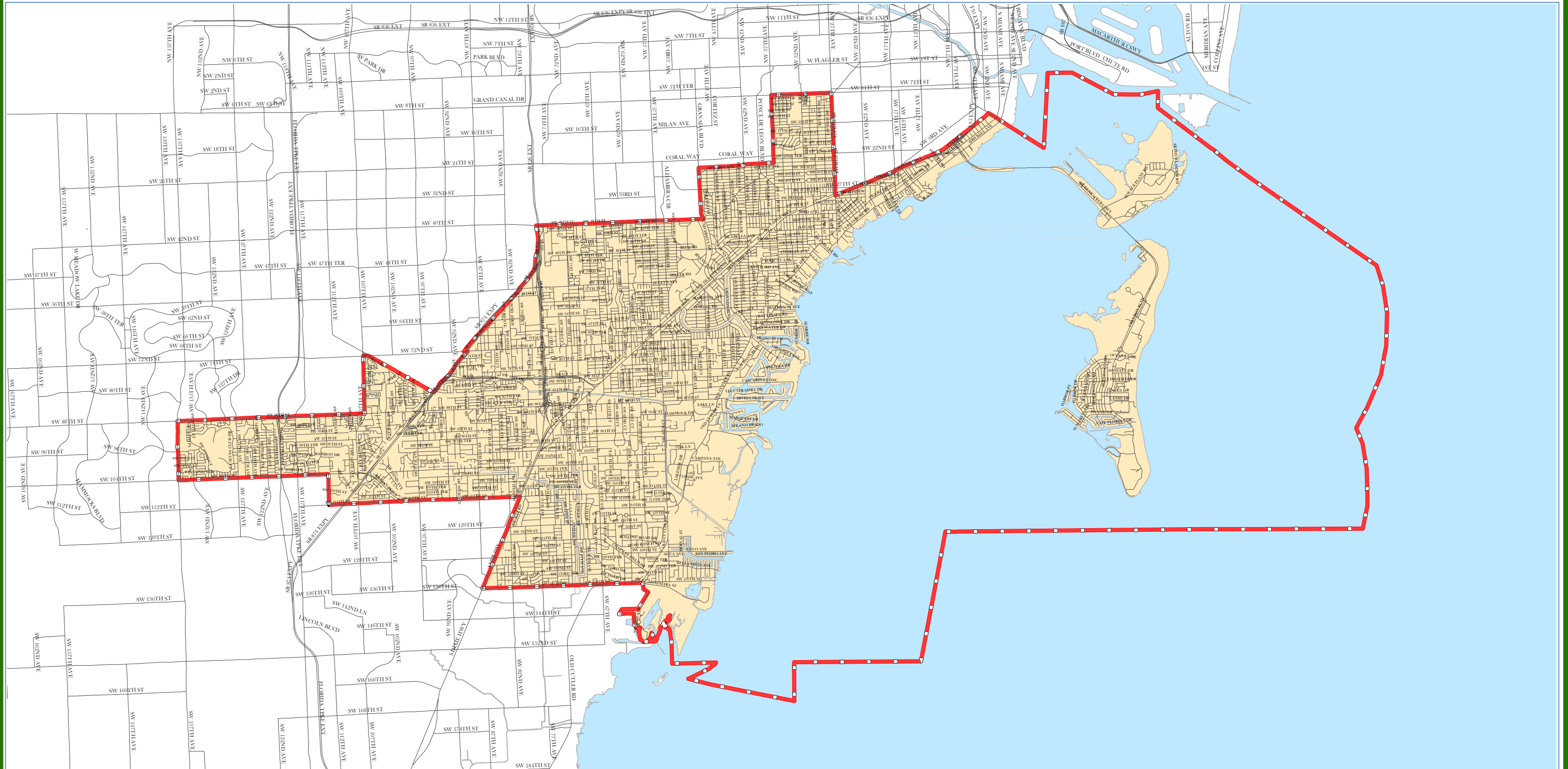
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-  Commission District Boundary
 Streets and Highways






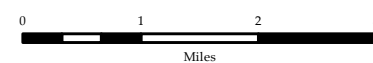
Department of Regulatory and Economic Resources (RER)
Planning Research and Economic Analysis Section
June 2021

COMMISSION DISTRICT 7
MIAMI-DADE COUNTY, FLORIDA



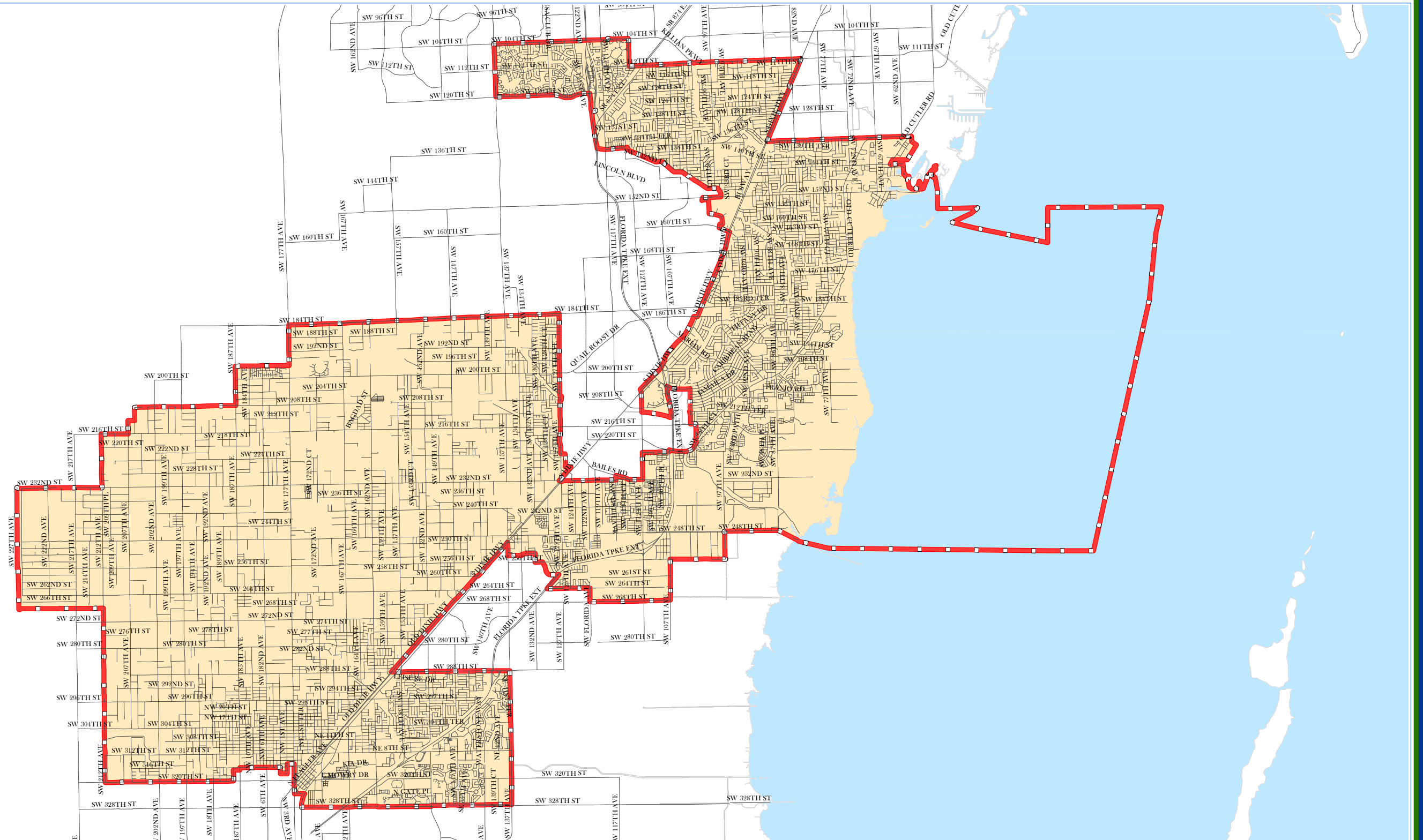
Legend

-  Commission District Boundary
 Coastal Water
 Streets and Highways





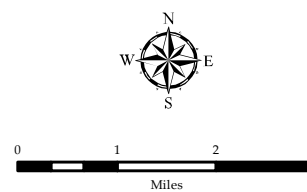
Department of Regulatory and Economic Resources (RER)
Planning Research and Economic Analysis Section
June 2021

COMMISSION DISTRICT 8
MIAMI-DADE COUNTY, FLORIDA



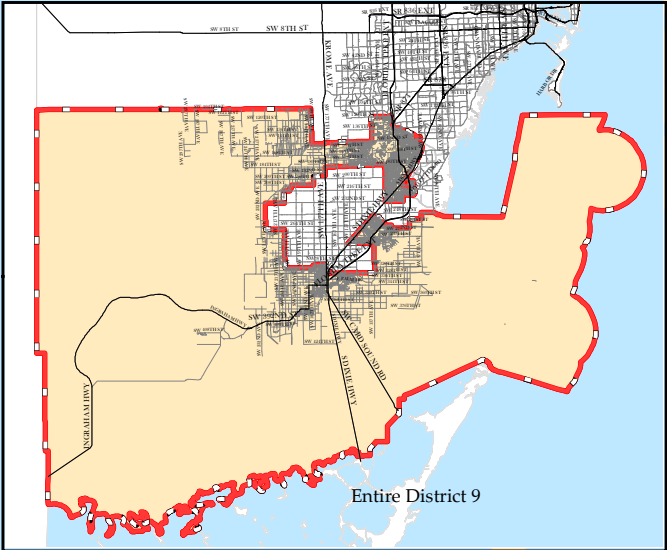
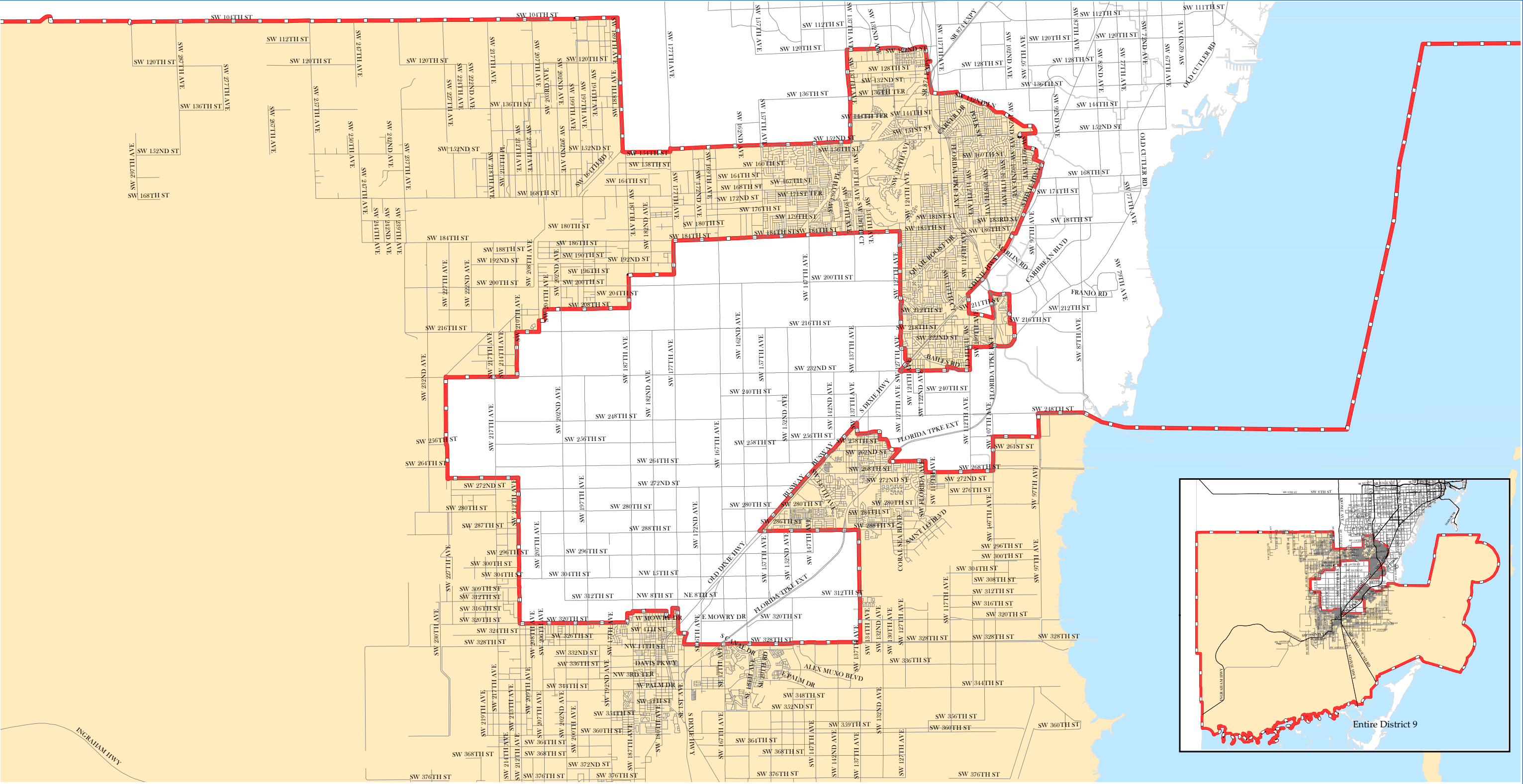
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-  Commission District Boundary
 Coastal Water
 Streets and Highways

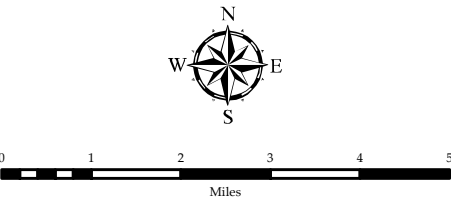


COMMISSION DISTRICT 9

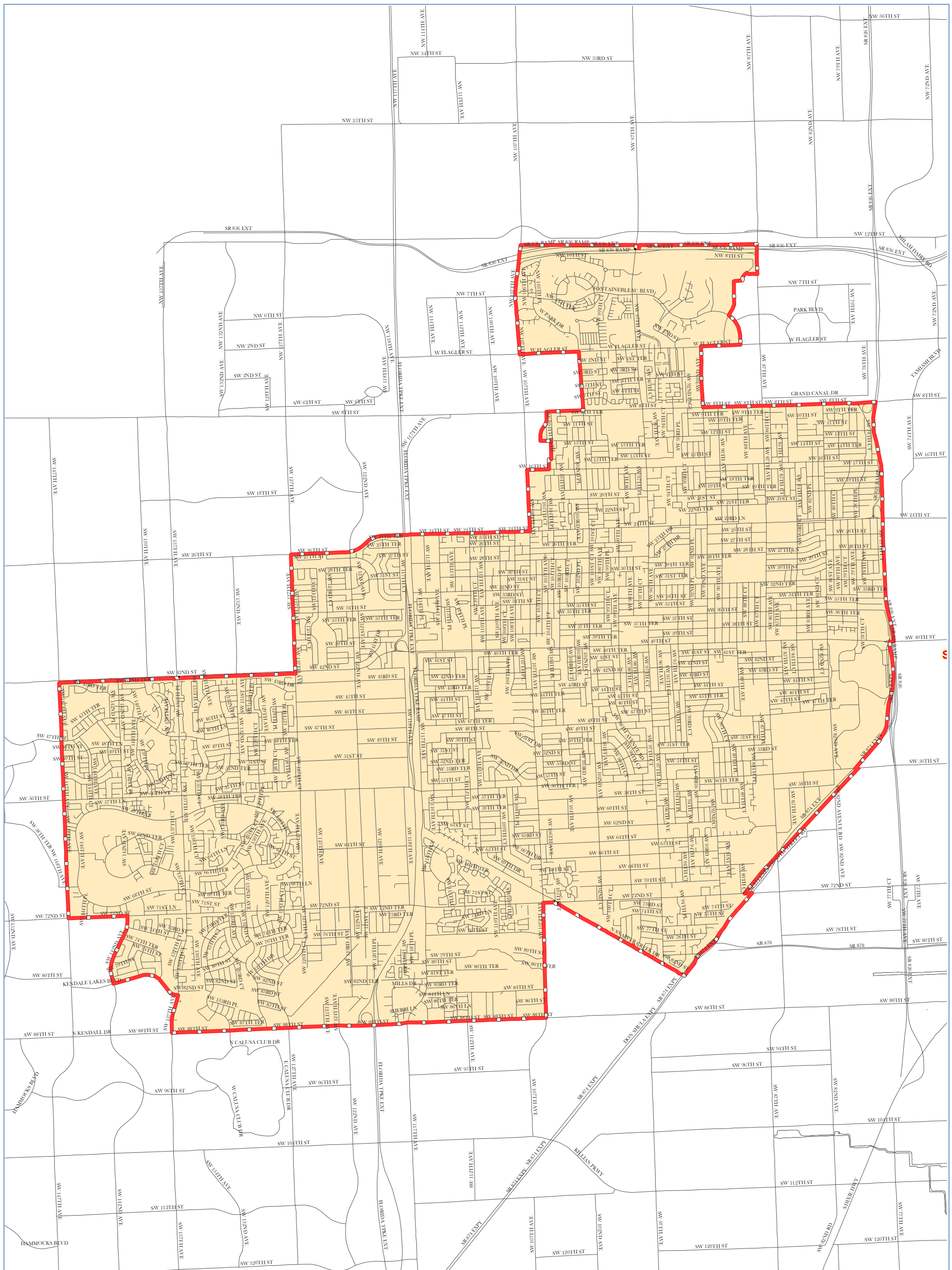
MIAMI-DADE COUNTY, FLORIDA




- Legend**
- Commission District Boundary
 - Coastal Water
 - Streets and Highways

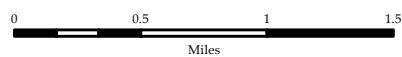


COMMISSION DISTRICT 10
MIAMI-DADE COUNTY, FLORIDA



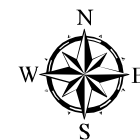
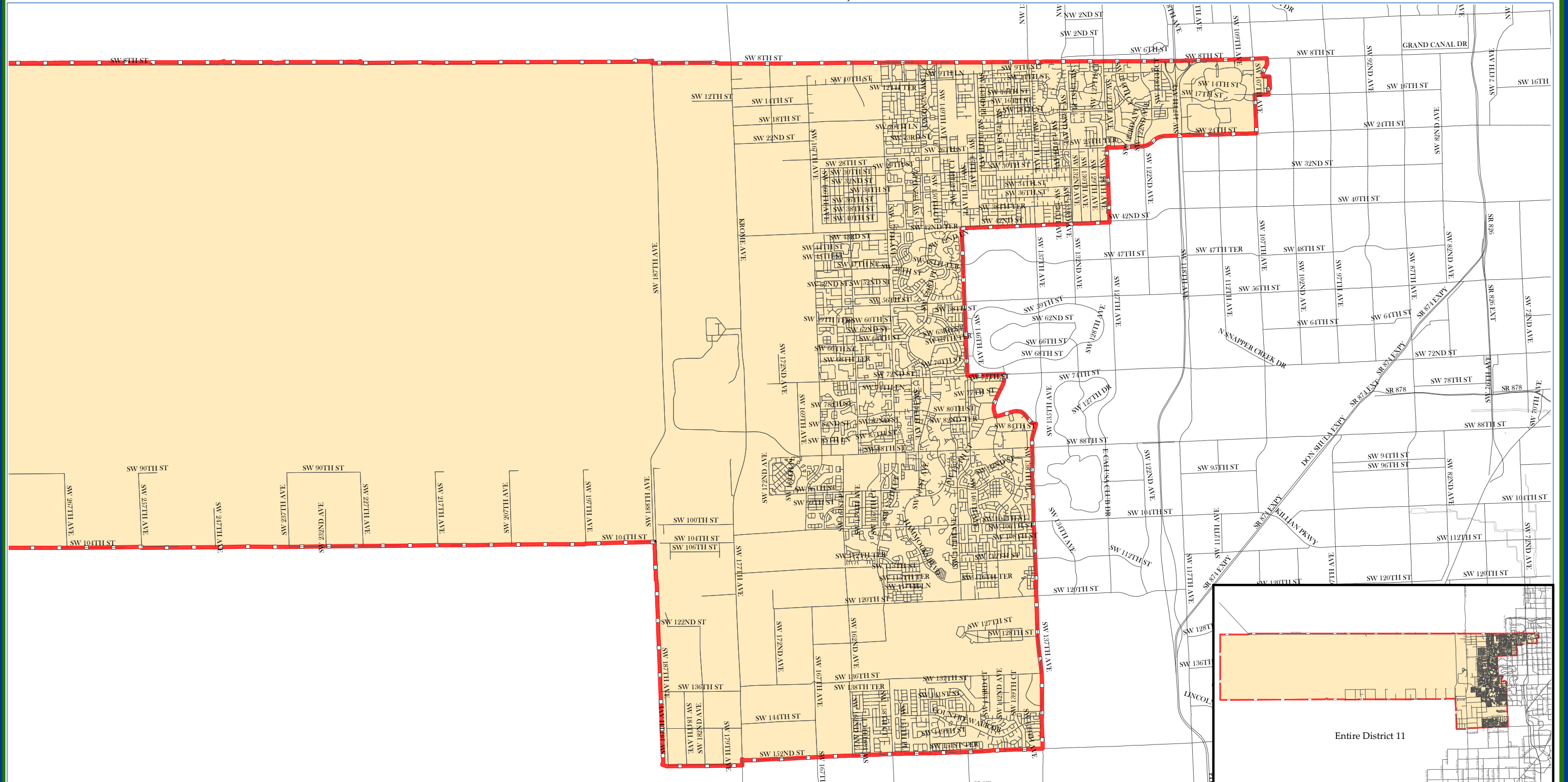
Legend

-  Commission District Boundary
- Major Streets and Highways




Department of Regulatory and Economic Resources (RER)
Planning Research and Economic Planning Section
June 2021

COMMISSION DISTRICT 11
MIAMI-DADE COUNTY, FLORIDA



Legend

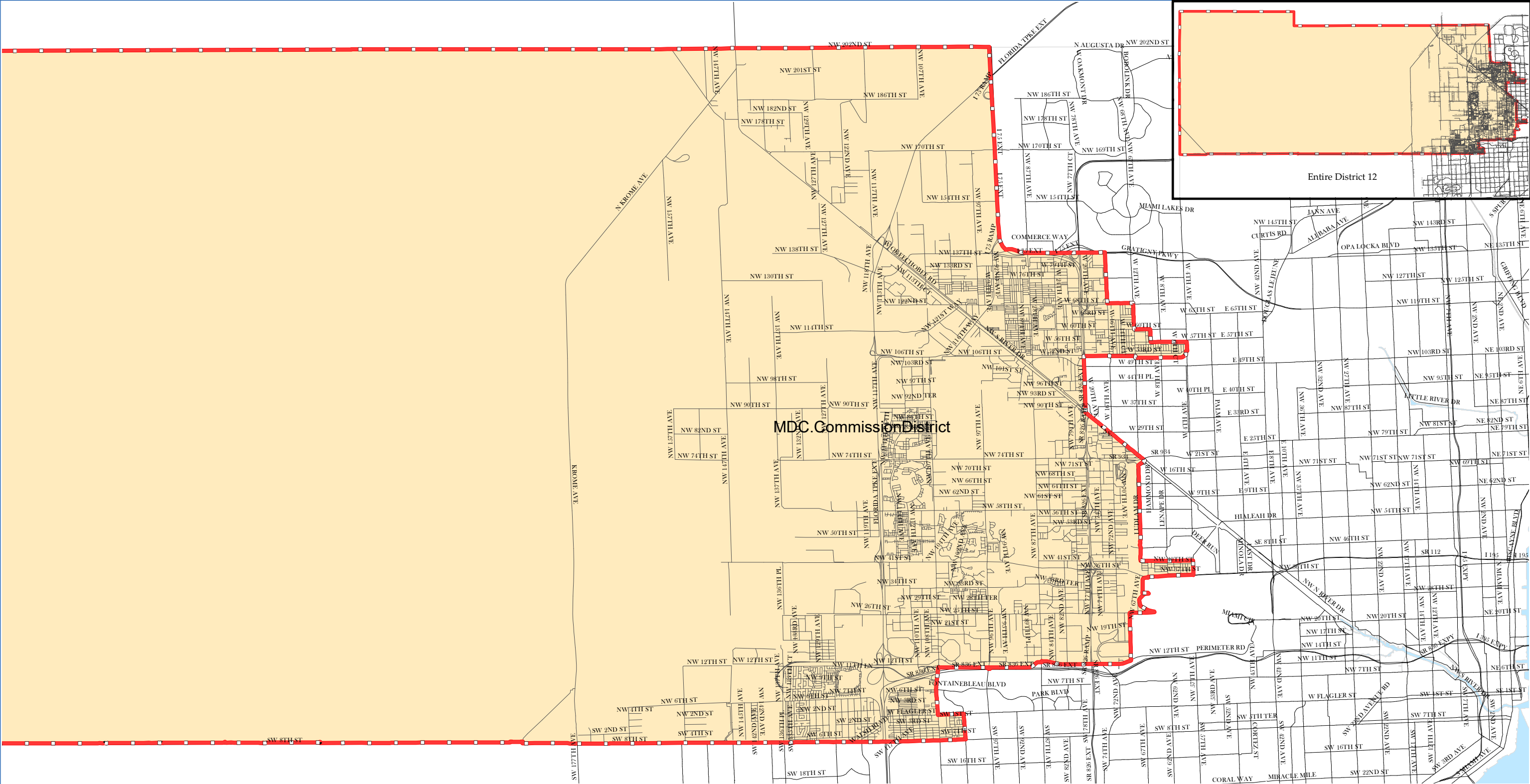
-  Commission District Boundary
- Streets and Highways





Department of Regulatory and Economic Resources (RER)
Planning Research and Economic Analysis Section
June 2021

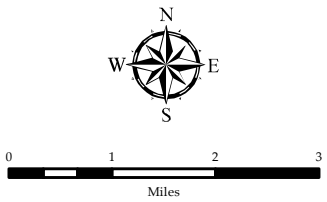
COMMISSION DISTRICT 12

MIAMI-DADE COUNTY, FLORIDA

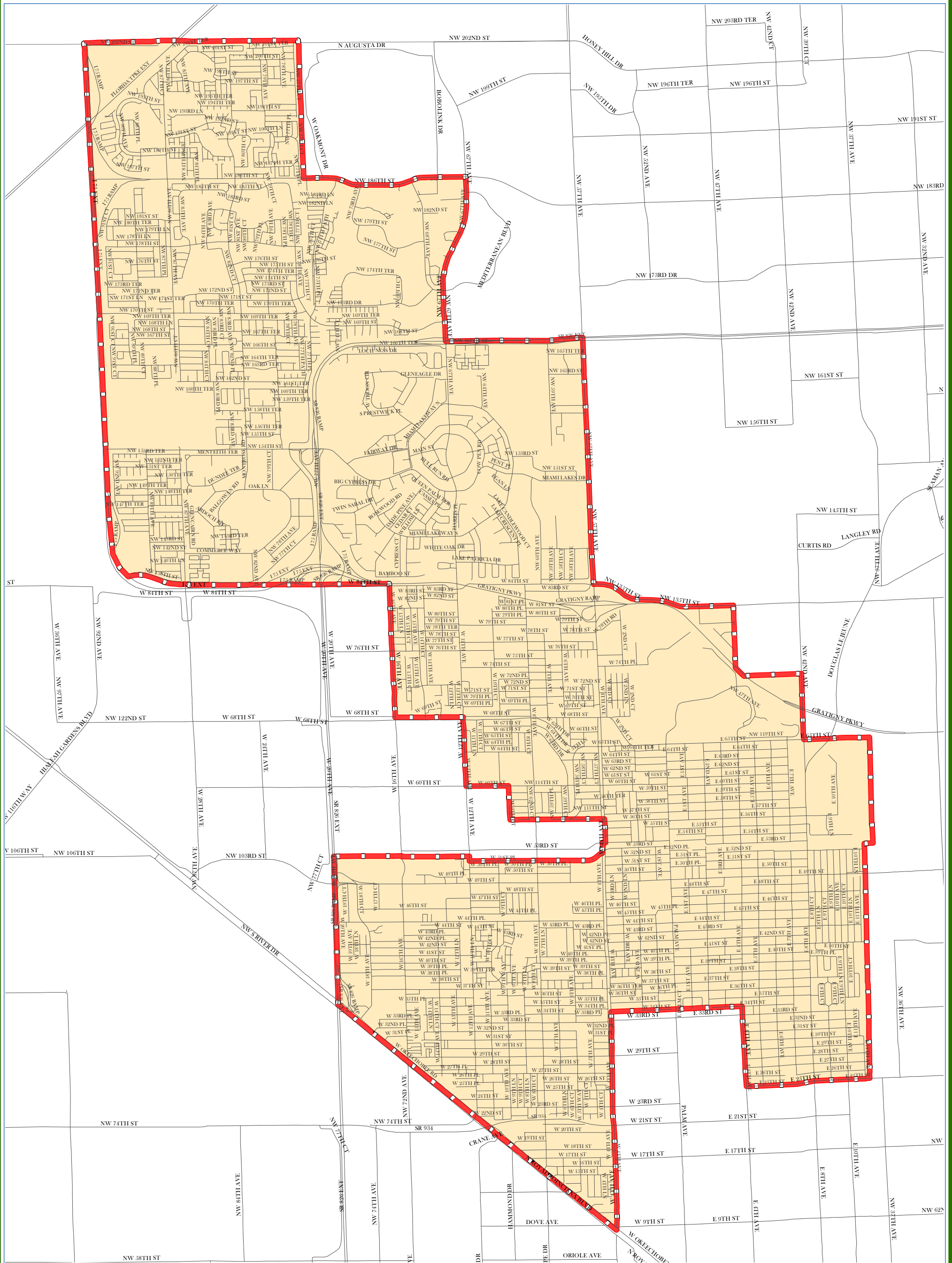


Legend



-  Commission District Boundary
-  Streets and Highways



MIAMI-DADE COUNTY, FLORIDA



Legend

-  Commission District Boundary
-  Streets and Highways

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Department of Regulatory and Economic Resources (RER)
Planning Research and Economic Analysis Section
June 2021