

OKLAHOMA HOUSE OF REPRESENTATIVES

2011 REDISTRICTING COMMITTEE RULES

1. All House Redistricting Committee members and House redistricting staff are expected to be on time for House Redistricting Committee meetings.
2. Only House redistricting staff members are permitted to operate the House redistricting computer workstations.
3. Any third-party redistricting plans must be submitted through a member of the House Redistricting Committee, and not directly to House redistricting staff. Plans should be submitted in a compatible electronic database format. Plans must contain STFID (Summary Tape File Identification) and block assignments for importation into the House Redistricting system. All materials submitted electronically will be screened for computer viruses. Plans and the accompanying materials submitted to the House Redistricting Committee for consideration and evaluation become the property of the House Redistricting Committee. Any submitted plans, legislative or congressional, must be a complete statewide plan.
4. No House Redistricting Committee member shall request the House redistricting staff to work between the hours of 12:00 a.m. and 8:00 a.m. unless approved by the Chair.
5. The House Redistricting Committee will be divided into Redistricting Subcommittees. Each Redistricting Subcommittee will be responsible for developing a plan for the region as assigned by the House Redistricting Committee Chair.
6. During the first two (2) weeks that the Census data at the block level is available for use in drawing plans, each Representative may schedule one (1) one-hour appointment with House redistricting staff. **The block level data will not be available for use in drawing plans until one (1) week after the data is released by the Census Bureau to Oklahoma.** The appointments will be conducted as follows:
 - a. All appointments will be conducted in the House Redistricting Office, located in Room B-19, in the basement of the State Capitol Building.
 - b. The appointments will be scheduled through the Chairs of the House Redistricting Subcommittees representing the geographic locations of the state. Each Representative will schedule his or her appointment through the Chair of the Redistricting Subcommittee representing the geographic area into which the Representative's district falls.
 - c. Only the Representative will be allowed to attend the appointment.
 - d. The Representative will be allowed to work with a redistricting specialist to draw any plan for that Representative's district, as desired by the Representative, within the hour allotted.

- e. Following the appointment, the Representative will be provided with one 11" x 17" color map of the plan devised by the Representative as soon as practicable. The plan as devised by the Representative will be marked "DRAFT".
 - f. The Representative will also be provided with an electronic file containing the plan devised by the Representative.
 - g. All plans drawn will be **confidential** and will not be released to anyone other than the Representative.
 - h. The Representative will *not* be allowed to actually work with the computer hardware or software to draw a plan. Only trained House redistricting staff will be allowed to operate the work stations. This is due to the complexity of the mapping program and the danger of inadvertent damage to the software.
 - i. The Representative will *not* be given a disc containing the software for the mapping program. The software programs are subject to licensing agreements and providing copies of the same would result in violation of those agreements.
 - j. No Representative will be allowed to connect a server to the hardware located in the House redistricting office. To do so would compromise the security and safety of the system, the confidentiality of all plans, and potentially violate approved redistricting guidelines.
7. After the first two (2) weeks in which the Census data is available for use in drawing plans, only the Chair, Vice Chair and House Redistricting Subcommittees will be allowed to schedule appointments in the House redistricting office.
 8. A schedule for House Redistricting Subcommittee meetings shall be arranged with the Redistricting Subcommittee Chairs and redistricting staff with designated meeting times made available to all members of the House Redistricting Committee.
 9. Only two (2) House Redistricting Subcommittees shall meet during the same time period or have exclusive use of the House redistricting office facilities. (Note: This limitation is due to the number of workstations available for redistricting.)
 10. The House Redistricting Subcommittee Chairs, the Redistricting Committee Chair and Vice Chair will constitute an Executive Redistricting Subcommittee that will be responsible for coordinating plans submitted by the House Redistricting Subcommittees.
 11. All plans developed by the House Redistricting Subcommittees shall become the property of the House Redistricting Committee. Public disclosure, press releases, and release of related materials thereof will be controlled by the House Redistricting Committee.

SECURITY:

1. For security reasons, the House Redistricting Office in Room B-19 has been equipped with a keypad. To maintain the integrity of the database and the confidentiality of research requests, knowledge of the keypad code will be limited to only House redistricting staff, the House General Counsel, the Chief Clerk of the House, and House Information Systems Staff. The code will be changed at regular intervals during the legislative session. House Redistricting Committee members will be able to access the House Redistricting Office as needed.
2. The Redistricting database and plans are stored on a network server separate from the House network server. No person will be able to access the redistricting data or plans outside the House redistricting office.
3. To preserve the confidentiality of requests and plans, no unauthorized persons will be allowed in the House Redistricting Office, in Room B-19. Authorized persons include: House Redistricting Committee members and other House members authorized by the Chair, Vice Chair, House Redistricting Subcommittee Chairs; House redistricting staff; and relevant executive staff. A written record will be kept of all visitors to the House Redistricting Office. Persons unknown to the House redistricting staff may be asked to present identification.
4. No plans will be given to anyone other than the requesting member or an individual with written authorization from the requesting member.
5. Due to space constraints, hard copies of unclaimed work product will be destroyed after two (2) weeks.
6. As a reminder, all e-mail generated or sent outside the House redistricting office is not secure from being accessed by unauthorized parties.
7. The redistricting database is the property of the House Redistricting Committee.

MAPS:

For efficiency purposes and consistency in content, style, and information, a limited number of map styles and sizes will be made available for redistricting:

1. **HD** (House District) 11 x 17
2. **GA** (Geographic Area) 11x 17
3. **CD** (Congressional District) 11 x 17
4. **MM** (Metro Maps) 11x 17
5. **GM** (Graduated Maps) 11 x17

REQUEST PROCEDURE:

1. Because the data is not expected from the Census Bureau until mid-March or by April 1st, **the time for plan building is limited.** All plan requests shall be authorized by the Chair, Vice Chair, or a House Redistricting Subcommittee Chair. Upon notification of an authorization for a request, the House redistricting staff will contact the requesting House Redistricting Committee member to schedule a meeting. Authorization will be recorded on the request form along with date, requestor, date needed, assigned to, date referred to, geographic area, map size, etc.
2. Following House staff guidelines for information and research requests, all plan and map requests are confidential. The plan and maps shall only be released to the requestor, unless otherwise authorized.
3. The House Redistricting Office should be made unavailable for map-making and research requests unrelated to redistricting following receipt of the Public Law 94-171 data.

DATABASE:

- The database for redistricting will contain only 2010 Census population data, House members' addresses, and Citizen Voting Age Population (CVAP) Special Tabulation from the 2005-2009 5-Year American Community Survey.
- The House redistricting software accepts data in the following formats:
 - Shape File with a district field;
 - dBASE IV File with district numbers and features identifications;
 - dBASE IV File with district numbers and the largest unsplit features from each level;
 - Text File with district numbers and features identifications; or
 - Text File with district numbers and the largest unsplit features from each level.

PUBLIC HEARINGS:

Hearings are being conducted around the state to inform the public about the upcoming redistricting process and to solicit public input identifying communities of interest, neighborhoods, etc. Hearings conducted in December 2010 and January 2011 should have fewer scheduling conflicts for members and not impede plan development once the Census data is delivered in March.