

OKLAHOMA HOUSE OF REPRESENTATIVES

2021 REDISTRICTING COMMITTEE RULES

1. All House State and Federal Redistricting Committee members and House redistricting staff are expected to be on time for 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 in a compatible electronic database format 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 committee for consideration and evaluation become the property of the committee. Any submitted plans, legislative or congressional, must be a complete statewide plan. The chair of the House State and Federal Redistricting Committee may establish additional procedures and parameters for electronic submission of plans prepared by the public with reasonable notice. Submission parameters will be posted on the House Redistricting Website.
4. The House State and Federal Redistricting Committee will be divided into eight Redistricting Subcommittees. Each Redistricting Subcommittee will be responsible for developing a plan for the subcommittee region as assigned by the Speaker of the House. The House State and Federal Redistricting Committee will be responsible for developing and voting on a statewide plan for House and congressional districts.
5. After the passage of the redistricting rules, the House redistricting staff may discuss preliminary district boundaries using population estimates derived from the 2015-2019 5-year American Community Survey (ACS), with Representatives by appointments conducted as follows:
 - a. All appointments will be conducted in the House Redistricting Office, located in Room G-30.20, in the ground floor of the State Capitol Building or virtually through the Microsoft Teams platform.
 - b. The appointments will be scheduled through the House Redistricting Office. Only the Representative will be allowed to attend the appointment.
 - c. House Redistricting Office staff will meet with each Representative in order to receive the public input provided to the Representative and to share with the Representative information gathered from public input. Further, to work on the Representative's district boundaries with the Representative within the hour allotted to input the public input.
 - d. Following the appointment, House Redistricting Staff may provide the Representative a map incorporating public input that will be marked "DRAFT" and an electronic file (PDF) containing the same.

- e. All public input drafts drawn will be **confidential**.
 - f. 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 workstations. This is due to the complexity of the mapping program and the danger of inadvertent damage to the software.
 - g. The Representative will *not* be given access to a workstation 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.
 - h. 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.
6. After the first two (2) weeks when individual Representative meetings have been completed, all members of the State and Federal Redistricting Committee will be allowed to schedule appointments in the House Redistricting Office.
 7. All plans developed by the House Redistricting Subcommittees or submitted by the public shall become the property of the Committee. Public disclosure, press releases, and release of related materials thereof will be controlled by the Committee.
 8. No member of the Committee shall provide any map or drawing regarding redistricting to any person unless such map or drawing is expressly authorized by the Chair or approved by the Committee.
 9. The House Redistricting Office is unavailable for map-making and research requests unrelated to redistricting following receipt of the P.L. 94-171 redistricting data.

SECURITY:

1. For security reasons, the House Redistricting Office in Room G-30.20 has been equipped with electronic access badge readers. To maintain the integrity of the plan and the confidentiality of research requests, badge access will be limited to only House redistricting staff, information systems staff, maintenance and housekeeping staff.
2. To preserve the confidentiality of requests and plans, no unauthorized persons will be allowed in the House Redistricting Office. Authorized persons include: House redistricting staff, House State and Federal Redistricting Committee members and other Representatives authorized by the Chair or Vice Chairs. Representatives may be asked to sign in and 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.

3. The redistricting database, software, and all related data should only be accessed by authorized personnel through House provided equipment.
4. No draft 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 weeks.
6. As a reminder, all email 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 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. Please consult with the GIS Coordinator for custom map requests.

DATABASE:

1. The House State and Federal Redistricting Committee will use the Maptitude for Redistricting for its redistricting software.
2. Until the release of the 2020 Census Redistricting Data (P.L. 94-171) Summary Files to the state of Oklahoma, the database for redistricting will contain only population estimates from the 2015- 2019 5-Year American Community Survey, House members' addresses, and Citizen Voting Age Population Special Tabulation from the 2015- 2019 5-Year American Community Survey.