



**Meeting Agenda and Notice
Crystal Charter Commission**

**Thursday, February 21, 2013
6:00 p.m.**

Crystal City Hall
Conference Room A
4141 Douglas Drive North

- I. Call to order and roll call
- II. Introductions and welcome of the newest member, Jennifer Sodd
- III. Consideration of the meeting minutes from the Charter Commission Meeting from October 4, 2012
- IV. Election of Officers (Chair, Vice Chair, Secretary)
- V. Discuss ranked-choice voting
- VI. Discuss a request by Dave Anderson to study a proposal regarding membership size of the Charter Commission
- VII. Review Annual Reports of Chair
- VIII. Other Business
- IX. Adjournment

**Minutes of the Meeting for the
Home Rule Charter Commission
of the City of Crystal
Thursday, October 4, 2012**

I. Call to order and roll call

Pursuant to due call and notice thereof, the meeting of the Crystal Charter Commission was held commencing at 7:00 p.m. on Thursday, October 4, 2012, at Crystal City Hall, 4141 Douglas Drive North, in the City of Crystal. The meeting was called to order by Chair Harley Heigel.

Attendance

The city clerk recorded the attendance with the following members present: Doug Brown, Naomi Davidson, Samantha Erickson, Joel Franz, Harley Heigel, Jeff Munson, Jim Oathout and Joe Selton. Also present: Commission Attorney Michael Norton, City Manager Anne Norris, City Clerk Chrissy Serres, and Councilmembers Dave Anderson, Julie Deshler, and Mark Hoffmann.

II. Consideration of the meeting minutes from the Charter Commission Meeting from May 22, 2012.

The Charter Commission considered the meeting minutes from May 22, 2012. Moved by Commissioner Franz and seconded by Commissioner Brown to approve the meeting minutes from May 22, 2012 with an amendment to item V. to read "Members agreed to meet again on October 4, 2012 to discuss the findings."

Motion carried without dissent.

III. Old Business

The Commission discussed a request by Councilmember Anderson to study a proposal regarding the composition of the City Council, which would eliminate the two Section councilmembers, and therefore decrease the total representation of the City Council body from seven to five members.

Moved by Commissioner Franz and seconded by Commissioner Oathout to make a recommendation to the City Council to eliminate Council representation by Section and change the size/composition of the City Council to include four ward council members and the Mayor and to make necessary changes to Charter.

Voting aye: Joel Franz.

Voting nay: Doug Brown, Naomi Davidson, Samantha Erickson, Harley Heigel, Jeff Munson, Jim Oathout and Joe Selton.

Motion failed.

IV. New Business

1. The Commission discussed a request by Councilmember Anderson to study a proposal regarding ranked-choice voting and eliminating municipal primary elections.

Moved by Commissioner Brown and seconded by Commissioner Munson to make a recommendation to the City Council to change the charter to eliminate municipal primary elections.

Voting aye: Doug Brown, Samantha Erickson, Harley Heigel, and Jeff Munson.
Voting nay: Naomi Davidson, Joel Franz, Jim Oathout, and Joe Selton.

Motion failed.

Several Commission members requested additional information regarding ranked-choice voting and examples from cities currently practicing ranked-choice voting. City staff will gather information for the Commission to review at the next meeting.

2. The Commission discussed a request by Councilmember Anderson to review current Charter language regarding council vacancies in the event of an extended absence and the timeframe for replacement.

After discussion, the Commission requested city staff to provide information for further discussion at the next meeting.

The Commission members agreed to meet again on February 21, 2013.

V. Other Business

None.

VI. Adjournment

Moved by Commissioner Brown and seconded by Commissioner Davidson to adjourn the meeting at 9:00 p.m.

Respectfully submitted,

Recording Secretary Chrissy Serres



Memorandum

DATE: February 13, 2013

TO: Crystal Charter Commission

FROM: Chrissy Serres, City Clerk
Anne Norris, City Manager

SUBJECT: Ranked-Choice Voting

At its October meeting, the Charter Commission discussed a request to study a proposal regarding ranked-choice voting and eliminating municipal primary elections.

After deliberation, the Charter Commission requested additional information about ranked-choice voting from other cities that currently practice this voting system to review at the next meeting.

Attached please find ranked-choice voting information from the City of Minneapolis, MN and the City of San Francisco, CA. If the Commission is interested, there will be an opportunity to view a short video or two about ranked-choice voting at the next meeting.

Staff and the City Attorney will be at the February 21 meeting of the Charter Commission to answer questions.

Ranked Choice Voting Historical Files

See [RCV Updates on Planning and Implementation](#) for information on that led up to the 2009 RCV election.

Background information and the important data files from implementing the first Ranked Choice Voting Election for municipal offices in the City of Minneapolis in 2009.

Overview

- [How the 2009 RCV Elections Works](#)
- [RCV Minneapolis Method Fact Sheet](#)
- [RCV Minneapolis Method Story](#)
- [2009 Election Statistics with Glossary \(pdf\)](#)

Ballot Design

- [May 2009 Test Election Ballots \(pdf\)](#) – MN design - 4 precincts – Preliminary draft ballot design
- [November 2009 Generic Sample Ballot \(pdf\)](#) – Parks and Lakes – 1 precinct – Final November design

Hand-counting Materials

- [Minneapolis Method for Hand-counting RCV \(pdf\)](#) – Administrative Rules for Ballot Sorter & Counter, Voter Error Accountant & Write-in Ballot sorter & Counter, Voter Error Accounting Chart, Write-In Votes, Data Entry, Reconciliation and Verification, Data Analysis – Single Seat Elections, Data Analysis – Multiple Seat Elections
- [Minneapolis Method Forms Samples \(pdf\)](#)
- [Minneapolis Method RCV Hand-Count Training \(pdf\)](#) – used in training 10/21- 24/09
- [Twice Daily Seating Chart \(pdf\)](#)

Data

- [Candidate Designations \(XLS\)](#) – first three letters of each candidate name

Raw data files for each of the 22 offices in Excel or PDF format

Single Seat Offices		
Mayor	.XLS	.PDF
Council Member Ward 1	.XLS	.PDF
Council Member Ward 2	.XLS	.PDF

Council Member Ward 3	.XLS	.PDF
Council Member Ward 4	.XLS	.PDF
Council Member Ward 5	.XLS	.PDF
Council Member Ward 6	.XLS	.PDF
Council Member Ward 7	.XLS	.PDF
Council Member Ward 8	.XLS	.PDF
Council Member Ward 9	.XLS	.PDF
Council Member Ward 10	.XLS	.PDF
Council Member Ward 11	.XLS	.PDF
Council Member Ward 12	.XLS	.PDF
Council Member Ward 13	.XLS	.PDF
Park and Recreation Board District 1	.XLS	.PDF
Park and Recreation Board District 2	.XLS	.PDF
Park and Recreation Board District 3	.XLS	.PDF
Park and Recreation Board District 4	.XLS	.PDF
Park and Recreation Board District 5	.XLS	.PDF
Park and Recreation Board District 6	.XLS	.PDF

Multiple Seat offices		
Board of Estimate and Taxation – At-Large – elect 2	.XLS	.PDF
Park and Recreation Board – At-Large – elect 3	.XLS	.PDF

Post Election Reports

- [City Council Resolution \(pdf\)](#) honors hundreds who help implement Ranked Choice Voting
- [RCV Education and Outreach Report \(pdf\)](#) to Minneapolis Foundation
- [Ranked Choice Voting Survey of Voters, Candidates and Election Judges \(PDF\)](#) by St. Cloud State University Survey Research Report (PDF) – revised February 2010
- [Presentation on Survey \(pdf\)](#) by St. Cloud State University to Minneapolis City Council
- [Ranked Choice Administrative Costs for 2009](#) – report to Ways & Means & Elections Committees
- August 2010 - The City of Minneapolis Elections Department receives a national award from the [National Association of Election Officials](#), for its work to implement Ranked Choice Voting (RCV) in the city in 2009. The association presented Minneapolis with its Guardian Award, which recognizes work that exemplifies the association's code of ethics, principles, and standards for the elections profession. In presenting the award, the National Association of Election Officials noted "The enormity of the task and the level of detail it encompassed were mindboggling as they developed processes and successfully hand-counted an RCV election. This is an example of our profession at its best."

Last updated Sep. 27, 2011

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How the 2009 RCV Election Works

Conducting the election using Ranked Choice Voting

What is Ranked Choice Voting?

Ranked Choice Voting (RCV) allows voters to rank multiple candidates in order of preference. In Minneapolis, Ranked Choice Voting combines the Primary and the General Election into one event. In 2009, voters may rank up to three candidates for each municipal office.

What offices are elected using Ranked Choice Voting?

Ranked Choice Voting will be used for Minneapolis municipal offices: Mayor, City Council, Board of Estimate and Taxation, and Park and Recreation Board both At- Large and by District. **This does not include** Special School District Number 1 (often referred to as the Minneapolis School Board), county, state or federal offices.

How do voters use Ranked Choice Voting?

In 2009, Minneapolis voters may rank up to three candidates for single and multiple seat municipal offices. Each ballot will have three columns. In each office, voters will mark the ballot from left to right, marking their first choice for each race in the first column. If voters wish to rank different second and third choices, they will mark them in the second and third columns on the ballot.

How will voters learn to vote using Ranked Choice Voting?

During the summer, an extensive voter education program will be implemented and continue through the Nov. 3 General Election. Anyone who is interested helping the public understand these voting changes can join the Ranked Choice Voting Issues Group. The RCV Issues Group will meet the third Thursday of every month (July 16, August 20, September 17, and October 15). The meetings will be held at 7 p.m. in Room 132 in City Hall. For more information, contact rcv@minneapolismn.gov.

Voters will also be able to learn how to vote at the polling place on Election Day, where they'll find posters and visual aids that explain how to mark a ballot, instructions at the top of each ballot, and Election Judges who will help explain RCV and answer voters' questions.

What if a voter makes a mistake when filling out their ballot?

If a voter makes a mistake, the voter should ask an election judge for a new ballot.

Voters should pay special attention to avoid making some mistakes specific to Ranked Choice Voting. Those errors include:

- Marking the same candidate in more than one column
- Skipping a column between ranked candidates
- Marking more than one candidate for an office in the same column

How are votes counted using Ranked Choice Voting?

On election night, ballot counting machines will be used to provide unverified first round results. A hand count will be required in all races to obtain the official results.

Beginning the day after the election, City Elections staff must conduct several administrative procedures before a hand count can begin. First, it is necessary to confirm that all absentee ballots have been properly accepted and counted. Second, teams of two election judges of different political parties hand-inspect each ballot for voter error and account for errors where possible, following the rules in Minneapolis' Ranked Choice Voting Election Ordinance. Third, all write-in votes for all three rankings of each office will be hand-tallied.

Then the hand-counting of each of the 22 offices on the ballot can begin. The first choice votes for all candidates are sorted and counted. If no candidate receives the required threshold number of votes to win a race, a process of eliminating candidates and transferring votes begins.

For single seat offices (Mayor, City Council Members, and Park Board District Commissioners) candidates with no mathematical possibility of winning (including the candidate with the fewest votes) are defeated, and votes for those candidates are redistributed to the next ranked candidate on those ballots. Votes are re-tallied. If no candidate reaches the threshold to be declared elected, this process is repeated until a candidate reaches the required threshold and is declared elected, or until the candidate with the most votes is elected.

For multiple seat offices (two seats for Board of Estimate and Taxation At-Large, and three seats for Park Board At-Large), a process of defeating and electing candidates begins. Whenever possible, candidates with no mathematical possibility of winning are defeated and votes from those candidates are redistributed to the next ranked candidate on those ballots. When a candidate reaches the required threshold and is declared elected, that candidate’s surplus votes over the threshold are distributed proportionately to the next ranked candidates on the ballots of the elected candidate. The process of defeating and electing candidates continues until the required number of candidates is elected.

The final results will be certified by the Minneapolis City Council.

Why will Minneapolis be conducting a hand count of the ballots?

Minnesota law requires voting equipment to be certified both at the federal and state level. Currently there is no certified voting equipment available that meets Minneapolis’ Ranked Choice Voting counting needs, or that is capable of preventing or notifying voters of RCV-specific errors they may make when marking their ballot. The hand-counting process will be used instead to determine official vote tallies, and to account for voter errors that the current equipment cannot recognize.

In what order will races be counted?

Offices will be counted in this order: First, City Council Members Wards 1 through 13 and Park Board Districts 1 through 6 will be counted. Then, city-wide offices are counted, including Mayor, the two at-large members of the Board of Estimate and Taxation, and the three at-large members of the Park Board. Several City Council offices or Park District offices will be counted simultaneously. However, city-wide races must be counted one at a time because all ballots are needed to count the office.

What is the threshold of votes required for a candidate to win?

The threshold of votes a candidate needs to be elected in a race is determined based on the number of seats to be filled in that race.

Number of seats	Votes needed
1 seat – Mayor, City Council Member, Park Board District Commissioner	More than 50% of the number of votes for that office
2 seats - At-Large Board of Estimate and Taxation	More than 33 1/3% of the number of votes for that office
3 seats - At-Large Park Board Commissioners	More than 25% of the number of votes for that office

The formula used to determine the thresholds is:

Number of ballots cast for office

_____ + 1 = threshold

Number of seats + 1

The threshold is rounded down to a whole number.

If no candidate receives the required threshold after the entire counting process is complete, the top vote-getter (or vote-getters in races with multiple seats) is elected.

Why is Minneapolis using Ranked Choice Voting?

The voters of Minneapolis approved the change to Ranked Choice Voting in 2006. The City Council placed a question on the ballot that year asking voters whether Minneapolis should switch to RCV, and voters approved the change. That year, 149,318 ballots were cast in the election. Of those voters, 78,741 voted yes and 42,493 voted no on the question. Another 28,084 voters did not vote on the question.

This was the question put before voters:

Charter Amendment No. 161

A proposal to use Instant Runoff Voting in Minneapolis Elections

Should the City of Minneapolis adopt Single Transferable Vote, sometimes known as Ranked Choice Voting or Instant Runoff Voting, as the method for electing the Mayor, City Council, and members of the Park and Recreation Board, Library Board and Board of Estimate and Taxation without a separate primary election and with ballot format and rules for counting votes adopted by ordinance?

Planning to conduct a municipal Ranked Choice Voting election (formerly referred to as Instant Runoff Voting) by City Elections staff began in December 2006.

Will Minneapolis use Ranked Choice Voting every year?

No. The City of Minneapolis as a Charter City is able to choose its voting system for municipal elections only. County, state and federal elections are conducted according to Minnesota Statutes and Rules, and will not use RCV.

That means while RCV is used in the 2009 elections, in 2010, the traditional method of voting will be used at both the Primary on Sept. 14, 2010 and the General Election on Nov. 2, 2010.

Following the 2009 municipal elections, the next regularly scheduled election to use Ranked Choice Voting will be the 2013 municipal elections.

Can the AutoMARK and Ballot Counter help voters by notifying them of voter errors on their ballot?

The AutoMARK and the Ballot Counter cannot prevent or recognize voter errors specific to Ranked Choice Voting.

Voters should pay special attention to avoid making some mistakes specific to RCV that the machines cannot detect. Those errors include:

- Marking the same candidate in more than one column of an office
- Skipping a column between ranked candidates

Both the AutoMARK and Ballot Counters can help voters avoid a third type of error, marking too many candidates in one column. The AutoMARK will guide the voter in each office through all three columns and will not allow the voter to mark more than one candidate per column in any office. The Ballot Counter will notify a voter if they vote for too many candidates in any column.

Voters are responsible for following directions to make sure that they cast valid votes that can be counted. Voters who make a mistake or change their mind while voting are encouraged to ask an election judge for a new ballot.

Is the voting system reliable?

Yes, the voting system (the AutoMARK assistive ballot marking device and the ballot counter machine) used in Minneapolis is reliable and accurate for what it was designed to do. In 2008, Post-election Reviews of randomly selected precincts throughout the state were conducted by local election officials and reported by the Minnesota Secretary of State. In Minneapolis, six precincts were part of this Post-election Review. These reviews demonstrated that ballot counters used in Minnesota have an accuracy rating above 99.99% when voters fill out their ballots correctly.

Are there different methods of RCV, and which will Minneapolis be using?

Ranked Choice Voting is used elsewhere, and there are many different methods of voting and counting ballots using Ranked Choice Voting. As it will be implemented for Minneapolis municipal offices, Ranked Choice Voting will use the voting method known as Single Transferable Vote for single seat offices as well as multiple seat offices.

For single seat offices, the voting and counting is "instant runoff" voting where the winning candidate reaches a majority threshold, or where the winning candidate is the one with the most votes of the two remaining candidates.

For multiple seat offices, the voting and counting method result in proportional representation. Multiple seat offices are counted using the Weighted Inclusive Gregory Method.

Ranked Choice Voting Ordinance

See the entire **Ranked Choice Voting Ordinance in the Minneapolis City Charter – Title 8.5 Elections – Chapter 176. Municipal Elections: Rules of Conduct.**

RCV Definitions – including housekeeping revisions as of 10.02.09

167.20. Definitions. The following words and phrases when used in this chapter shall have the meanings respectively ascribed to them in this section:

Batch elimination means a simultaneous defeat of multiple continuing candidates for whom it is mathematically impossible to be elected.

Chief Election Official includes the Director of Elections and his or her designee.

Continuing candidate means a candidate who has been neither elected nor defeated.

Duplicate ranking occurs when a voter ranks the same candidate at multiple rankings for the office being counted.

Exhausted ballot means a ballot that cannot be advanced under section 167.60(a)(2) or section 167.70(a)(2).

Highest continuing ranking means the ranking on a voter's ballot with the lowest numerical value for a continuing candidate.

Mathematically impossible to be elected means either:

- (1) the candidate could never win because his or her current vote total plus all votes that could possibly be transferred to him or her in future rounds (from candidates with fewer votes, tied candidates, and surplus votes) would not be enough to surpass the candidate with the next higher current vote total; or
- (2) the candidate has a lower current vote total than a candidate who is described by (1).

An **overvote** occurs when a voter ranks more than one (1) candidate at the same ranking.

Partially defective ballot means a ballot that is defective to the extent that the election judges are unable to determine the voter's intent with respect to the office being counted.

Ranked-choice voting means an election method in which voters rank candidates for an office in order of their preference and the ballots are counted in rounds that, in the case of a single-seat election, simulate a series of runoffs until one (1) candidate meets the threshold, or until two (2) candidates remain and the candidate with the greatest number of votes is declared elected. In the case of multiple-seat elections, a winning threshold is calculated, and votes, or fractions thereof, are distributed to candidates according to the preferences marked on each ballot as described in section 167.70 of this chapter.

Ranked-choice voting tabulation center means the place selected for the automatic or manual processing and tabulation of ballots and/or votes.

Ranking means the number assigned by a voter to a candidate to express the voter's preference for that candidate. Ranking number one (1) is the highest ranking. A ranking of lower numerical value indicates a greater preference for a candidate than a ranking of higher numerical value.

Round means an instance of the sequence of voting tabulation steps established in sections 167.60 and 167.70 of this chapter.

Skipped ranking occurs when a voter leaves a ranking blank and ranks a candidate at a subsequent ranking.

Surplus means the total number of votes cast for an elected candidate in excess of the threshold.

Surplus fraction of a vote means the proportion of each vote to be transferred when a surplus is transferred. The surplus fraction is calculated by dividing the surplus by the total votes cast for the elected candidate, calculated to four (4) decimal places, ignoring any remainder. Surplus fraction of a vote = (Surplus of an elected candidate)/(Total votes cast for elected candidate), calculated to four (4) decimal places, ignoring any remainder.

Threshold means the number of votes sufficient for a candidate to be elected. In any given election, the threshold equals the total votes counted in the first round after removing partially defective ballots, divided by the sum of one (1) plus the number of offices to be filled and adding one (1) to the quotient, disregarding any fractions. Threshold = (Total votes cast)/(Seats to be elected + 1) + 1, with any fractions disregarded.

Transfer value means the fraction of a vote that a transferred ballot will contribute to the next ranked continuing candidate on that ballot. The transfer value of a vote cast for an elected candidate is calculated by multiplying the surplus fraction by its current value, calculated to four (4) decimal places, ignoring any remainder. The transfer value of a vote cast for a defeated candidate is the same as its current value.

Transferable vote means a vote or a fraction of a vote for a candidate who has been either elected or defeated.

Totally defective ballot means a ballot that is defective to the extent that the election judges are unable to determine the voter's intent for any office on the ballot.

An **undervote** occurs when a voter does not rank any candidates for an office.

Last updated Apr. 4, 2012

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Fact Sheet for 11/03/09 City of Minneapolis

The Minneapolis Method: Hand-counting a Ranked Choice election

Staffing the 11/03/09 election

- Staff
 - Interim Director & 4 full-time staff
 - Seasonal staff: 8 = all returning from 2008
 - Health Care Coordinator & Election Judges: 16
 - Contract: RCV Outreach Coordinator
 - Contract: Impartial Survey of Voters, Candidates and Election Judges
- Election Judges
 - 15 Precinct Support Judges (13 ward & 2 sign inspectors)
 - 262 Chair and Assistant Chairs
 - 1,200 Team Judges
 - 108 Student Election Judges
 - 20 Reserve Team Judges – not used
- Election Judge training
 - 14 Chair & Assistant Chair classes of up to 20
 - 22 Team Election Judge classes of up to 60
 - 2 Precinct Support Judge classes
 - 6 Student Election Judge classes at high schools
 - 4 Sorter/Counter/Data entry training classes of up to 60

Staffing the Count

- Human Resources
- Manager & crew of 2
- Supply & Transit
- Manager & crew of 6
- Sort/Counters
 - 270 signed up, 240 actually served
 - 90+ per day for full 8-hour coverage (4 or 8 hour shifts)
 - Manager & crew of up to 5
- Data Entry
 - Manager & 10-12 staff per day
- Data Analysis
 - Manager & 4 staff per day

11/21/09 Completed unofficial results for 22 offices

- Single-seat offices
 - Mayor – city-wide
 - Council members – 13 by Ward
 - Park and Recreation Board – 6 by District
- Multi-seat offices
 - Board of Estimate and Taxation – elect 2
 - Park and Recreation Board – elect 3

12/04/09 Results were certified

Single seat offices

- 16 of 20 offices decided in one round
- 19 of 20 winning candidates surpassed threshold
- 4 offices decided in two rounds
 - Council Wards 4 & 5, and Park District 6: The winning candidates surpassed threshold
 - Park and Recreation District 5: The winning candidate won as the highest vote-getter of the last two candidates remaining

Multiple seat offices

- Board of Estimate and Taxation – elect 2
 - A candidate surpassed the threshold in Round 1. In Round 2 this candidate was elected and surplus votes from the winning candidate were proportionately distributed to next ranked choices on those ballots.
 - Candidates with no mathematical chance of winning were defeated in Rounds 3, 4 and 5.
 - The second candidate was elected in Round 5 after two candidates were mathematically defeated. This candidate was elected as the highest vote-getter but did not reach threshold.
- Park and Recreation Board – elect 3
 - Candidates with no mathematical chance of winning were defeated in Rounds 2 through 6
 - In Round 5, the first candidate elected passed threshold but no surplus votes were ever distributed
 - In Round 6, a candidate with no mathematical chance of winning was defeated, and the second and third elected candidates were the highest vote-getters remaining, but did not reach the threshold.
 - The ordinance gives priority to defeating candidates with no mathematical chance of winning before distributing surplus votes of elected candidates. No surplus votes were distributed in any round for this office.

Last updated Sep. 27, 2011

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RCV Minneapolis Method Story

The hand-counting process for determining winners of single and multiple seat offices in a Ranked Choice Election Minneapolis MN – November 2009

Background

In 2006, the voters of Minneapolis approved a change from traditional balloting to Ranked Choice voting for municipal elections.

Minnesota Election law requires both federal and state certification of all electronic voting systems. Since there is no certified equipment that can conduct a Ranked Choice Voting election, the City of Minneapolis election staff had to hand-count the 2009 election.

Research and Planning

As part of the 2006 Minneapolis Instant Runoff Voting Task Force, election staff had completed research and reports that would guide the planning.

In December 2006, Minneapolis election staff met with Secretary of State-elect to seek support for creation of the Minnesota Ranked Choice Voting Issues Task Force. This task force had an open membership and included two sub-committees: Technical Advisory and Legislative/Rules Committee.

Minneapolis in 2009

The election planning included a dual-track schedule, as the Council could postpone implementation until a future election.

The 2009 Municipal election would have 22 offices on the ballots. In each precinct, there would be five different offices on the ballot.

During planning of 2009, election staff completed these tasks:

- Officially adopted Ranked Choice Voting as the name of the voting method to more accurately reflect the process voters use to rank candidates in single and multi-seat offices. In addition, "Ranked Choice" did not imply "instant" results from the process.
- Reviewed the newly created Ranked Choice Voting city ordinance for housekeeping changes needed
- Determined the best method to count the multiple seat offices that would comply with Minnesota law was the Weighted Inclusive Gregory Method (WIGM), which could produce the same election results in a recount.
- In May 2009, a "test election" was conducted for several purposes
- Develop the first-draft ballot design
- Work with different draft versions of materials to be used by election judges in the polling place to help voters
- Kick-off our voter outreach efforts by inviting various groups to experience a Ranked Choice Voting experience & share their feedback on the experience and the ballot itself
- Develop the method for hand-counting the single seat and multiple seat offices to determine the winner(s). Ballots were counted by combining all of the ballots for an office. For a turnout of 70,000, it was estimated that the hand-count for the 22 offices could take between 24 and 129 8-hour shifts of 39 counters.
- In June 2009, the council confirmed the Ranked Choice Voting election schedule
- The ballot design was improved based on the feedback from the Test Election and other community feedback
- In August 2009, the hand-count process was redesigned. A one-week "work-out" session developed the Minneapolis Method of hand-counting the ballots at the precinct level and using the precinct level data for analysis by office. Based on the Minneapolis Method, with a 70,000 voter turnout, it was estimated hand-counting the 22 offices would take 37 8-hour shifts

with 102 election judges serving as counters and data entry staff. This new method would assure seating elected candidates on time.

- The training plan was designed to use at least one-half of the class-time on explaining Ranked Choice Voting to the election judges
- Hired an organization to conduct a impartial survey of voters, candidates and election judges concerning implementation
- Recruited a Historian to document the implementation
- In addition to the traditional precinct staffing, election judges were recruited and scheduled to do counting and data entry

The Minneapolis Method

The Minneapolis Method combines a hand-count with data analysis that avoids using an uncertified ballot counting program.

In the future, if certified equipment is developed and implemented for Ranked Choice Voting, the Minneapolis Method would be an efficient method for conducting a recount. In Minnesota, a recount must be conducted by hand.

Overall, determining winners based on the ballot data rather than sorting and re-sorting the actual ballots was easier and saved time. Some advantages of the Minneapolis Method include

- Ballots are counted by precinct rather than combining all ballots for the office. This avoids the problem of candidate rotation precinct by precinct that complicates sorting ballots.
- By precinct and office, ballots are sorted down to the unique 3-choice combination (including any possible write-in), counted and then documented on Precinct Ballot Summaries. For an office with 11 candidates, there can be up to 990 different 3-choice combinations...not including the write-ins.
- Counting offices by precinct allowed multiple offices to be counted simultaneously. Combining all of an office's ballots together for counting would have only allowed one city-wide office to be counted at a time.
- When the counting of all offices on the precinct ballots is completed, the ballots can then be sealed and stored by precinct as required by MN law.
- Providing a means to verify that the same number of votes was counted for each of the five offices on the precinct ballots
- Counting by precinct meant that many precincts could be counted simultaneously which allows expanding the counting process if necessary.

Implementing the Minneapolis Method

The Tabulation Center

The Minneapolis Elections Warehouse was converted to a Tabulation Center for counting, data entry and data analysis. Amenities included new vending machines in the break room, improved heating, ergonomic chairs, a cleaning crew and nametag racks to hold color-coded nametags to indicate political party affiliation.

Human Resources

Counters and Data Entry judges were selected from among Chair and Assistant Chair Judges as well as top performing Team Judges as recommended by Chair Judges. Every day as judges arrived at the Tabulation Center, they picked up their name tags and timesheets, signed in with staff and were directed to a precinct pod seated next to a Counter with a different color-coded nametag.

Supply and Transport

A Supply and Transport Crew was responsible for ballot security and delivering color-coded supplies to each Precinct Pod. The supplies were color-coded to help with organization and visual management.

Some highlights of color-coding of supplies

- A different color was used for each of the five offices for both the name placards and also the Ballot Summaries.
- Beige was used for Precinct Supply Lists, Duty Cards and timesheets.
- The only white paper allowed at the Precinct Pod was the actual ballots.

Other notes on organization

- Tables were taped off to create different spaces.
- Each pod had three sets of name placards with the candidate names to label their sorting area.
- A three-letter abbreviation of each candidate name was taken from the first three letters of a candidate's last name. Using the 3-letter abbreviation saved time for Counters writing and the abbreviations were also built into the Data Entry documents.
- Pods had two color-coded slips used to silently request assistance with supplies or process questions, which helped to reduce the background noise.

Sorting and Counting

Precinct pods for counting were designed using a combination of tables to hold the ballot length. Each pod was staffed with six Counters, three teams of two judges of different political parties. A crew of up to six roamed the floor to help with on-going training and to answer questions.

Counters at each precinct pod

- Staged the ballots for the precinct (sorted them all the same direction)
- Inspected each ballot for voter errors specific to Ranked Choice Voting and accounted for these errors
- Sorted the ballots for each office down to the unique 3-choice combination (including all write-ins), counted the ballots with that combination and completed a Ballot Summary for each unique combination in the precinct

When a precinct office was completely counted, the Supply and Transit Crew would review the Ballot Summaries for completeness and then deliver them to the Data Entry Teams.

Counting each precinct took between 5.5 hours to 8.0 hours, depending on the number of ballots and ballots with voter errors. Counting began Wednesday November 4 and was completed Friday, November 13.

Data Entry

Data entry judges working at computers as a team of two judges of different parties, entered the precinct level data from the Ballot Summary sheets into the computer. The team also double-checked their work. A data analysis team then verified the data.

With six teams of two judges each, data entry of the ballot summaries for a precinct office took an average of one-half hour, depending on the number of ballot summaries. Data entry began Wednesday November 4 and was completed Friday November 13.

Data Analysis

Data Analysis was conducted using a dual track system. Each of the two teams consisted of a lead analyst and an observer. Both teams did analysis on the same office, performing the exact same steps and calculations, and then verified their results with each other.

Data analysis of council offices (which have between 8 to 11 precincts) took between 50 minutes to 1 ½ hours. Analysis of the Park District offices (which have between 19 to 24 precincts) took 50 to 70 minutes. Determining the winning candidate for the city-wide office of Mayor (131 precincts) took 4 hours and 20 minutes for one round.

Data analysis for the two city-wide multiple-seat offices with five or six rounds took over eight hours each.

Last updated Sep. 27, 2011

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Ranked Choice Voting Updates on Planning and Implementation

See [RCV Historical Files](#) for post-election reports of the 2009 RCV election.

2/2009: Although it has commonly been referred to as Instant Runoff Voting, abbreviated "IRV", we will be referring to this method in the future as "**Ranked Choice Voting**." The term "Ranked Choice" more accurately reflects the process voters will use to rank candidates in single and multi-seat offices. Also "Ranked Choice" does not promise "instant" results from the process. Historical documents will not be renamed to reflect this name change.

During planning and implementation of IRV, updates will be provided updates to the Minneapolis City Council as information becomes available. These updates are posted below:

Date	Communication (newest listed at top)
December 18, 2009	City Council Resolution honors all who helped implement the first Ranked Choice election in Minneapolis
November 6 & December 4, 2009	Election Results certified
November 3, 2009	Ranked Choice Voting election
October 2, 2009	Housekeeping revisions to RCV Ordinance: pages 1022 - 1029
June 11, 2009	Minnesota Supreme Court ruling June 11, 2009 - affirmed
May 21, 2009	RCV Update #10 is posted as the staff report on the May 21 Elections Committee Agenda
April 9, 2009	Ranked Choice Voting Implementation Update #9
February 6, 2009	Ranked Choice Voting Implementation Update #8
September 30, 2008	Ranked Choice Voting Implementation Update #7

August 4, 2008	<u>Ranked Choice Voting Implementation Update #6</u>
May 1, 2008	<u>Request for Proposal (RFP)</u>
April 18, 2008	<u>City Council approves next steps to implement Instant Runoff Voting</u>
April 18, 2008	<u>City Council Meeting</u>
April 17, 2008	<u>Elections Committee of the Council</u>
Mar. 7, 2008	<u>Presentation to Council (pdf)</u>
Feb. 29, 2008	<u>Instant Runoff Voting Implementation Update #5</u>
Feb. 1, 2008	<u>Instant Runoff Voting Implementation Update #4</u>
Sept. 17, 2007	<u>Instant Runoff Voting Implementation Update #3</u>
June 14, 2007	<u>Instant Runoff Voting Implementation Update #2</u>
January 3, 2007	<u>Instant Runoff Voting Implementation Update #1</u>

Historical information leading up to placing IRV on the November 2006 ballot:

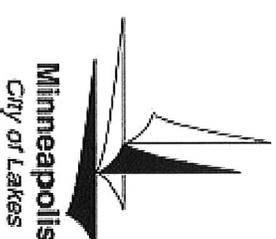
- [IRV Passes for Minneapolis Municipal Offices \(IRV Passes\)](#)
- [IRV Ballot Language & Background \(IRV Ballot Language\)](#)
- [Chronological activity that placed IRV question on November 7, 2006 ballot \(Chronological IRV Activity\)](#)

Last updated Mar. 28, 2012

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The Minneapolis Method Ranked Choice Voting Hand Count Process

General Election November 3, 2009



Thank you

- You will participate in the historic application of **The Minneapolis Method** of hand-counting single and multiple seat offices using Ranked Choice Voting
- Hand-counting will provide precinct level data
- Precinct level data used to establish office threshold for winners, defeat losers, consider subsequent choices, elect winner(s)

Minneapolis Method for Hand-Counting RCV

- **15 Counting Precinct Pods**
 - 6 person team/pod
 - Pods A through L – 12 pods – warehouse
 - Pods M, N & O – 3 pods – penthouse next door
- **6 Data Entry & Analysis Stations** - warehouse
 - 2 person team/station
 - 4 person analyst team
- **Single Shifts/Full or Half Days; Option to increase as needed**
- **Six Workdays per Week: Mon – Sat 9 a.m. to 5:30 p.m.**
- **Count complete week of Dec. 21st**

First Day of Hand-Counting RCV

- **Wednesday November 4**
- **11 a.m. to 5:30 p.m.**
- **Color-coded nametags to indicate EJ name & political party**
- **Establish pod staffing system for counting starting at 9 a.m. for future days**
- **Counters assigned to Teams at Precinct Pods using political party balance**

Typical RCV Days

- Monday - Saturday 9 a.m. to 5:30 p.m.
- Counters assigned to Teams at Precinct Pods using political party balance
- Counting starts at 9 a.m.
- Paid time: Two – 15 minute breaks; not paid if not used
- Unpaid time: 30 minute lunch
- Overtime over 40 hours/week – but avoid burnout

Scheduling

- Individual timesheet example
- Check in with Carol today if you have not already
- Give prior notice if you need to change your schedule: Call Carol
- Please sign up for more hours!

Creature Comforts & Tidiness

Dress warmly for warehouse

- **Clothing layers & insulated shoes/boots**

Food & Beverages = ballot protection

- **No eating at tables**
- **No liquids on counting tables, only on floor**
- **Wash/wipe up your own spills**
- **No liquids in the garbage, pour liquids into sink**

Health & Comfort

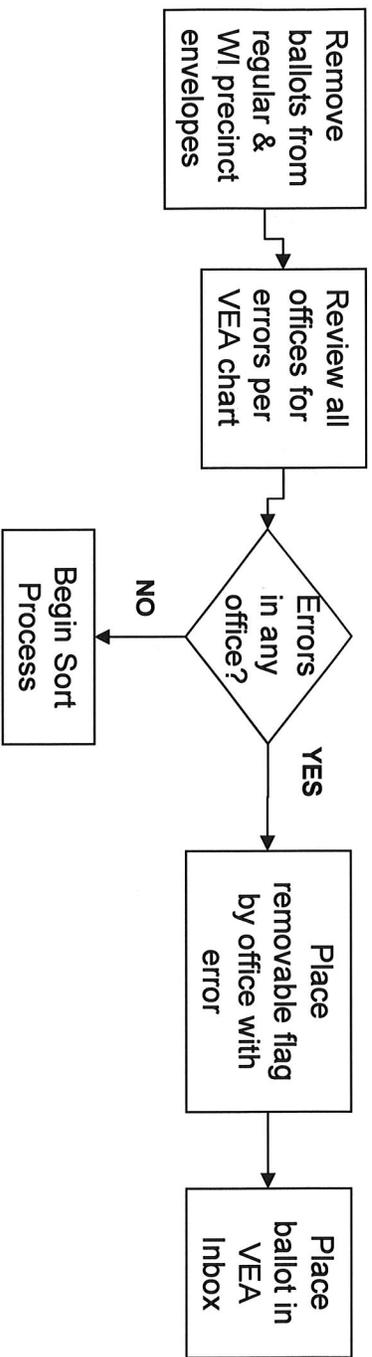
- **Your personal health**
 - Have you had your flu shot?
 - Habits to support health
- **Comfort/Sound level in the counting area**
 - Speak to your team mate
 - Speak to your pod
 - Other pods should not hear the details
- **Personal items in box under table**
- **Cell phones on vibrate; used only at break**

Results & Data & Results

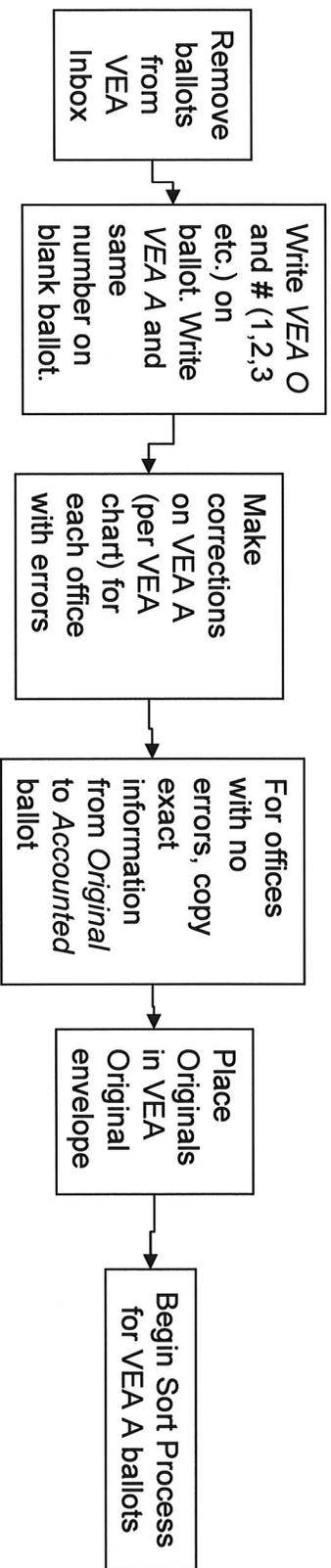
- Unverified First Round Results: from election night tapes
- Ballot Summaries: Precinct level data
- Unofficial Results: Data team uses Ballot Summaries of each precinct for each office to determine
- Official Results: Unofficial Results as canvassed by the City Council
 - Fri 11/6/09: Ballot question
 - Mon 12/21/09 (tentative): All offices

Voter Error Accounting Process Steps

VEA SORT



DUPLICATION



Triple Sort & Count Ballots, & Summary Creation

FIRST SORT

Take ballot from either VEA Sort process or In Process Box

Identify 1st Choice Candidate for CURRENT OFFICE

Sort ballot to pile for Candidate, Write In or Blank (if no candidate name selected) Wis to Team 3

Combine piles created for same candidate and move to center space

For every pile complete color-coded summary form with precinct number and first three letters of candidate name in first box

SECOND SORT

For each 1st choice pile Identify 2nd Choice Candidate for CURRENT OFFICE

Sort ballot to pile for Candidate, or Write In or Blank (if no candidate name selected) Wis to Team 3

Create new summary forms so that there is one for each 2nd choice pile by copying all the information on the 1st choice summary form.

Add the three letters of each 2nd choice candidate name to the second box of each summary.

THIRD SORT

For each 2nd choice pile Identify 3rd Choice Candidate for CURRENT OFFICE

Sort ballot to pile for Candidate, or Write In or Blank (if no candidate name selected) Wis to Team 3

Create new summary forms so that there is one for each 3rd choice pile by copying all the information on the 2nd choice summary form.

Add the three letters of each 3rd choice candidate name to the third box of each summary.

SUMMARY

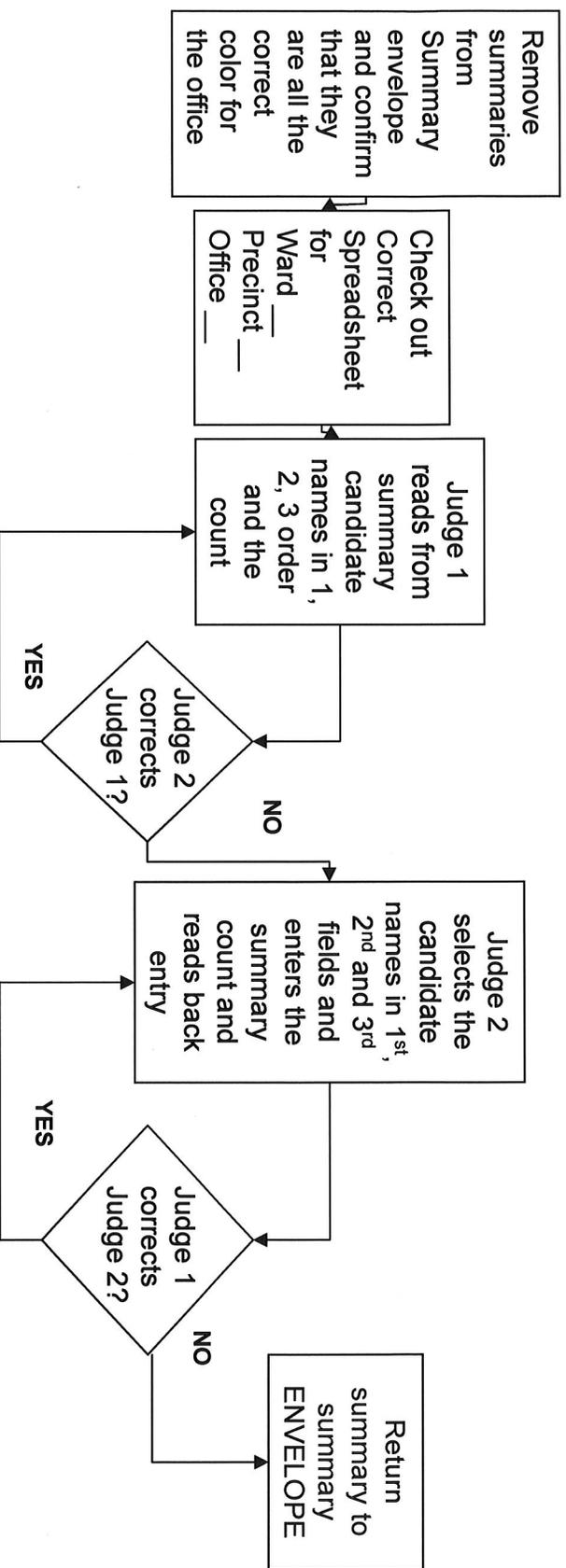
Count the ballots in each pile and write the number in the Count box of each summary.

Complete Color - Coded Office Summary Envelope with Precinct and insert summaries.

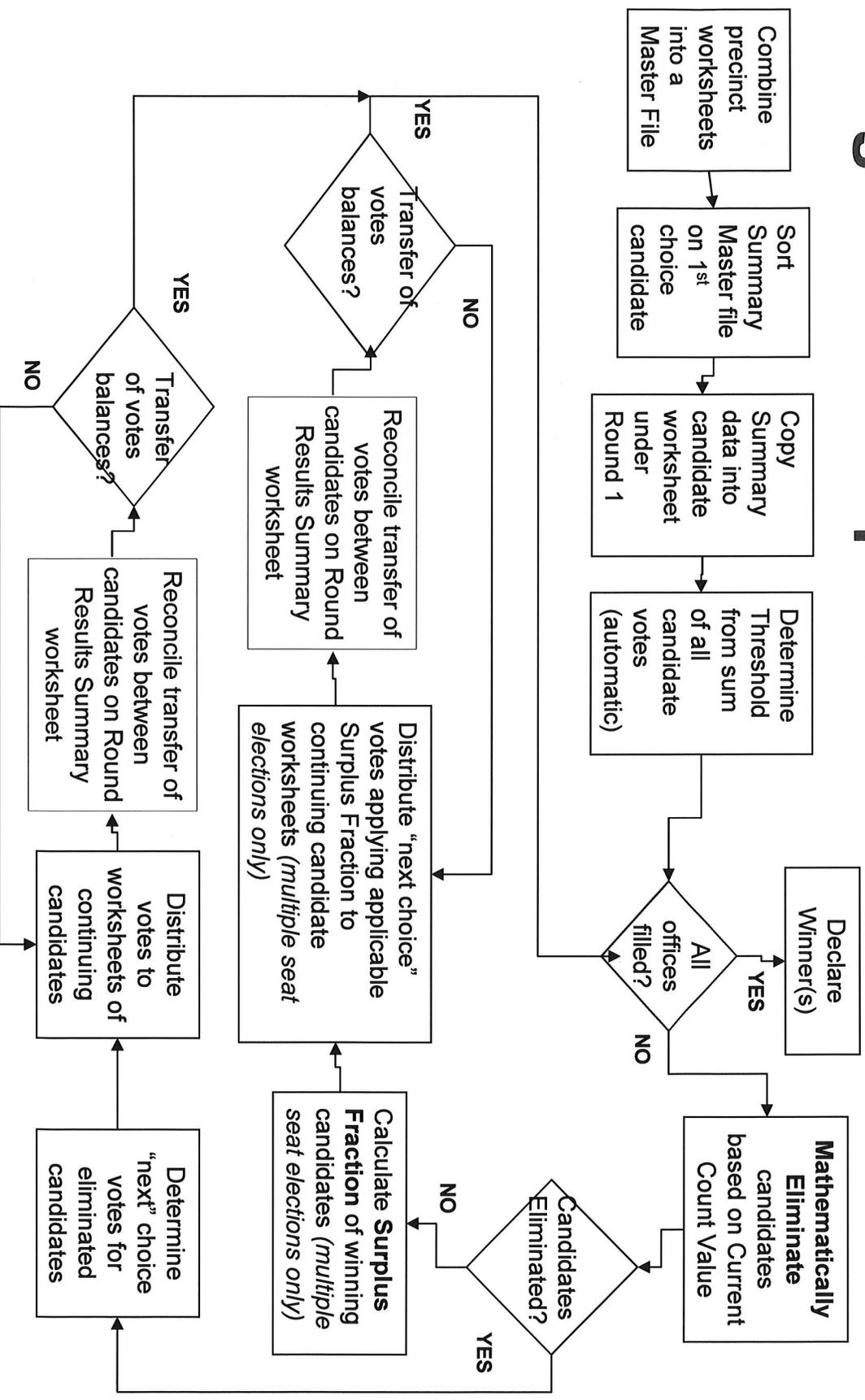
Place Office Summary Envelope in Outbox

Return Ballots to In Process for NEXT OFFICE

Data Input – Digitizing Summary Data



Data Analysis – Single or Multiple Seat Elections



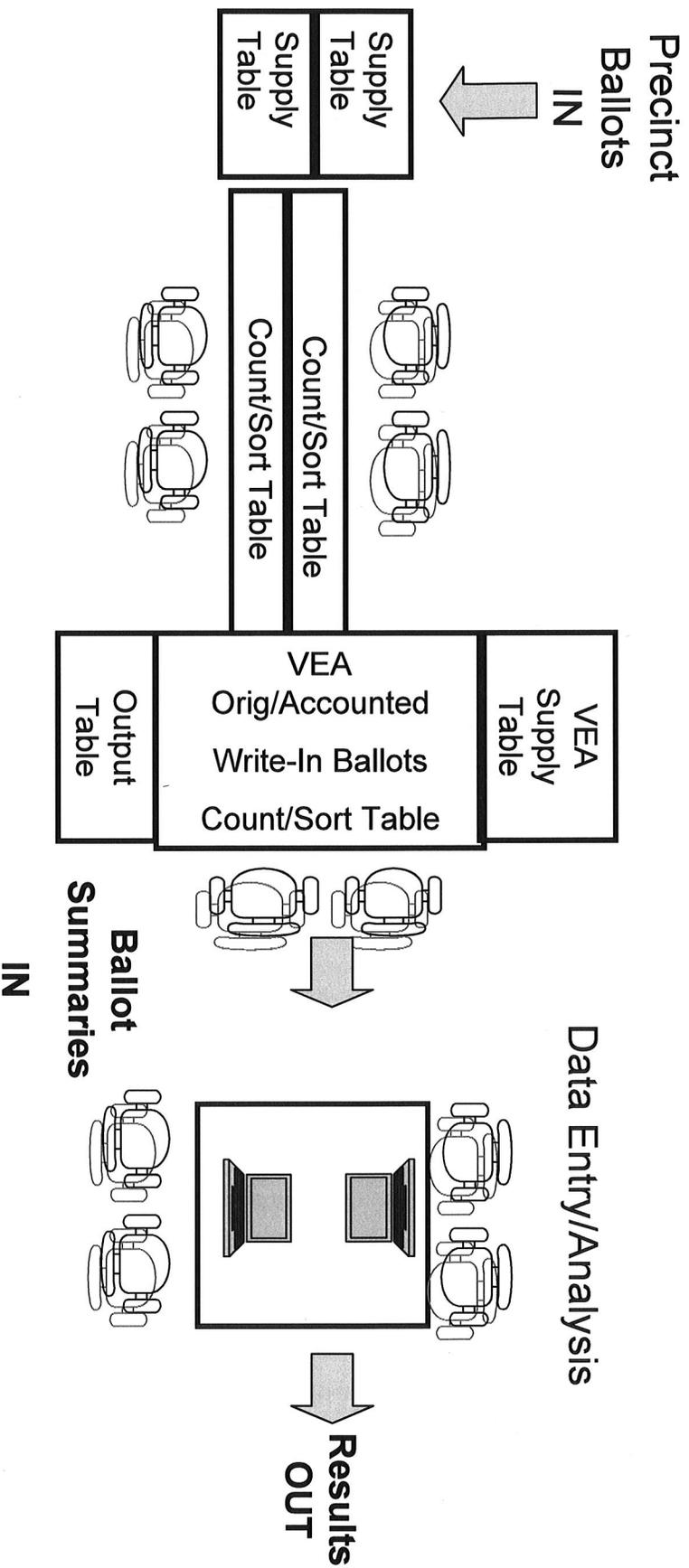
Error-proofing and Process Integrity

- **Error proofing**
 - Two-person teams at every step to catch & correct errors
 - Reconciliation points along the way to catch & correct errors
 - Number of votes counted reconciled with ballot scanner count
 - Number of votes redistributed during rounds of calculation balanced
 - Total number of votes reconciled after every round of calculation
- **Process Integrity**
 - All count staff are Election Judges and/or City staff
 - Party balance in every two-person team
 - Ballot security: envelopes from precincts sealed, observers remain in observer gallery, warehouse security system
 - Computer security: unique user IDs and passwords, all data stays in City's secure network (never goes through the Internet)
 - Records: Daily seating chart, Content management system

Minneapolis Method of Hand-Counting RCV

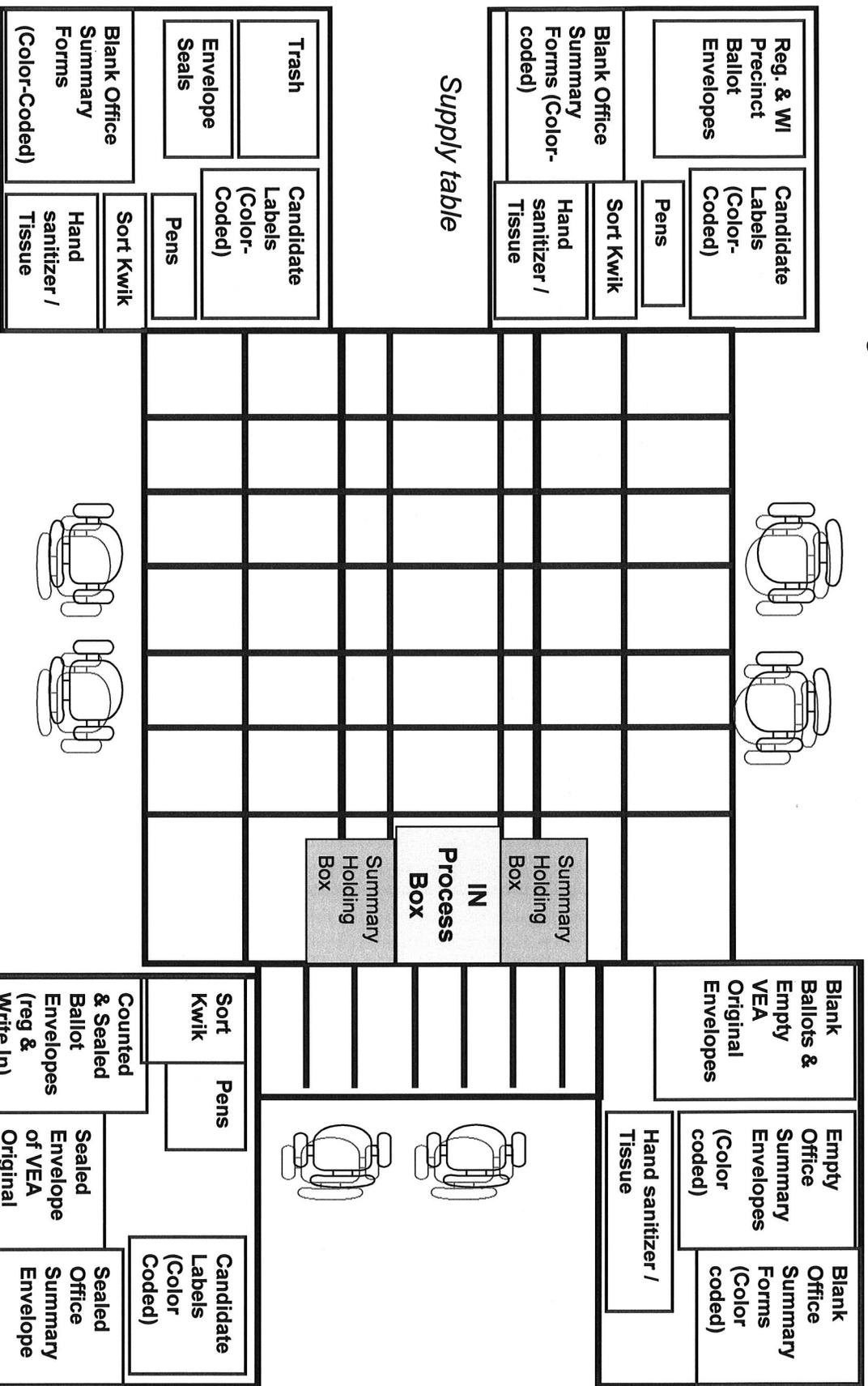
- Confirm Absentee Ballots are counted
- Transport to pod: Precinct ballots & supplies
- Hand-count each precinct at Precinct Pods
 - Stage ballots as necessary
 - Voter Error Accounting
 - Inspection
 - VEA O = Originals
 - VEA A = Accounted
 - For each office on ballot
 - Triple Sort each candidate including specific write-ins
 - Count ballots & complete **Precinct Office Ballot Summaries**
- **Data entry & analysis to determine winners**

Precinct Pods & Data Entry



Detailed Layout of Precinct Pod

VEA Supply table



Supply table

Personal items under table

Output table

Tasks by Team

Teams 1 & 2; Team 3

- Sort ballots for Voter Error Accounting – VEA
- Sort ballots by office/candidate combinations

Team 3 – additional responsibilities

- VEA Original & VEA Accounted
- Sorts all ballots that have any Write-Ins

Write-In Votes

- Done by Team 3
- Count as part of each unique Ballot Summary

Source Documents

- MS 204C.22 - Voter Intent
- Minneapolis Ordinance Title 8.5 chapter 167

Write-In Votes

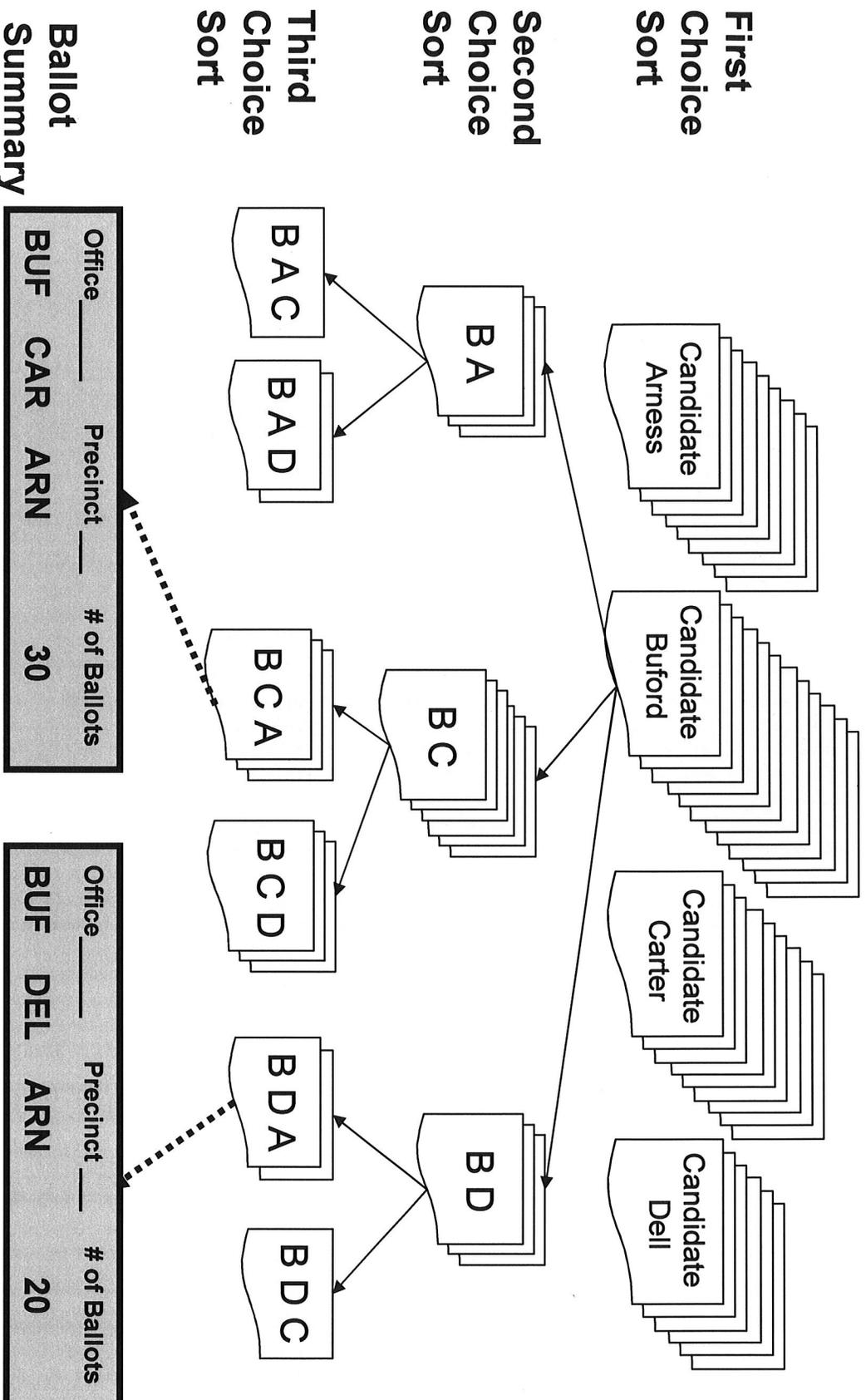
MS 204C.22 & Minneapolis Ordinance Title 8.5 Chapter 167

Votes for more than one candidate/column	Ballot is defective for that column & to the right
Name filled in but WI oval not filled in	Count the vote - unless it is an overvote
Mark out of place/different marks	Determine voter intent
Misspelling or abbreviations	Determine voter intent – count as written
Voter already voted for that candidate in column at left	Treat as Repeat Candidates
Filled in oval but no name	Count as blank

Precinct Ballot Summaries

- **Group ballots with the same 1st, 2nd and 3rd choices**
- **Give all ballots with Write-Ins to Team 3**
- **Hand count and record information on Ballot Summaries for each unique combination**
- **Hand-count method: 2 EJs are looking at office side of ballot.**
 - **Confirm each ballot has exact same combination**
 - **Move ballot to side – do NOT flip ballot**
 - **Count to 25 & stagger piles of 25**

Precinct Ballot Summary



Sample Ballot Summary forms

Ward _____				MAYOR
Precinct _____				
1st Choice _____	2nd Choice _____	3rd Choice _____	Number of Ballots _____	

Ward _____				COUNCIL MEMBER Ward _____
Precinct _____				
1st Choice _____	2nd Choice _____	3rd Choice _____	Number of Ballots _____	

Ward _____				BD of EST & TAX
Precinct _____				
1st Choice _____	2nd Choice _____	3rd Choice _____	Number of Ballots _____	

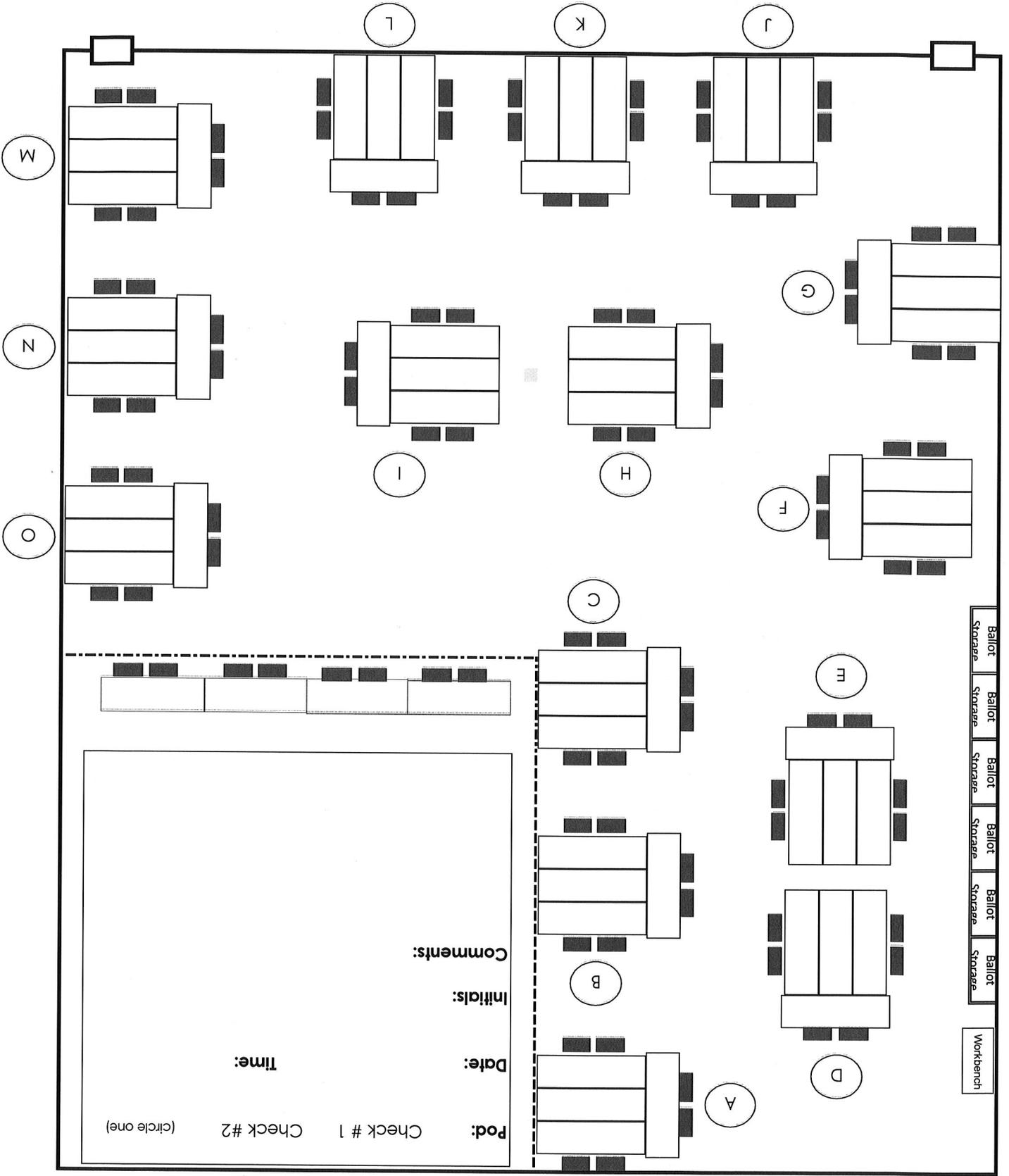
Ward _____				PARK DISTRICT _____
Precinct _____				
1st Choice _____	2nd Choice _____	3rd Choice _____	Number of Ballots _____	

Ward _____				PARK AT LARGE
Precinct _____				
1st Choice _____	2nd Choice _____	3rd Choice _____	Number of Ballots _____	

Thank you so much!

- You are part history for your role in implementing the Minneapolis Method of Hand-counting RCV ballots!**

Twice Daily Election Judge Seating Chart For 2009 Ranked Choice Hand Count



Pod: Check # 1 Check # 2 (circle one)

Date: Time:

Initials:

Comments:

Ballot Storage Ballot Storage Ballot Storage Ballot Storage Ballot Storage Ballot Storage Workbench



Minneapolis
City of Lakes

**Office of
Elections &
Voter Registration**

350 South 5th Street – Room 1B
Minneapolis MN 55415-1396

Office 311 or
612 673-3000
Fax 612 673-2756

December 29, 2009

Karen Kelley-Ariwoola
The Minneapolis Foundation
800 IDS Center
80 South Eighth Street
Minneapolis, MN 55402

Re: Grant ID 209155

Dear Ms. Kelley-Ariwoola,

Enclosed is the final report as required by the above referenced Minneapolis Foundation grant to the city of Minneapolis. This grant enabled the city to both produce informational materials to be used by RCV partners and to deliver a direct mail piece to every voter in the city.

The grant was of enormous help to the city in educating the voters on Ranked Choice voting and indeed, a recently complete Minneapolis voter survey by St Cloud State University indicated that 80% of the voters came to the polls on election day, aware that they would be voting via Ranked Choice.

We thank you for the financial support of our work and hope that this final report will allow you to evaluate the significant role the foundation played in the administrative success of this historic election in Minneapolis.

If you have any questions or require any additional information, please do not hesitate to contact Mr. Franklin J. Parisi.

Sincerely,

Patrick H. O'Connor
Interim Elections Director
City of Minneapolis

C: Franklin J. Parisi,
Director of Strategic Partnerships

Minnesota Common Report Form Cover Sheet

Date of Report: December 31, 2009
Report Submitted to: Karen Kelley-Ariwoola
Vice President, Community
Philanthropy

Organization Information

<i>Name of organization</i> City of Minneapolis		<i>Legal name, if different</i>
<i>Address</i> 350 South Fifth Street, Room M301		<i>Employer Identification Number (EIN)</i>
<i>City, State, Zip</i> Minneapolis, MN 55415		
<i>Phone</i> 612/673-2516	<i>Fax</i>	<i>Web site</i>
<i>Contact person</i> Franklin J. Parisi	<i>Phone</i> 612/673-2516	<i>E-mail</i> frank.parisi@ci.minneapolis.mn.us

Grant Information

Grant ID, if applicable: 209155

Amount and support type: \$35,000 Date grant issued: August 15, 2009

2-3 sentence description of grant:
The Minneapolis Foundation provided funds to the City of Minneapolis to enable the City to
both produce informational materials to be used in connection with the first Ranked Choice
Voting election in the City and to deliver a direct mail piece to every voter in the City.

Check one:

Interim Report _____

Final Report X

Report Form to the Minneapolis Foundation

The City of Minneapolis conducted a public education and outreach campaign to inform voters about the new voting method now used in municipal elections called ranked choice voting (RCV). The objectives of this effort were to make voters aware of the change and educate them on how Ranked Choice Voting works. The Minneapolis Foundation generously provided financial support for “informational materials to be used by the RCV partners and to deliver a direct mail piece to every voter in the city.”

The City of Minneapolis RCV effort produced three types of informational materials for RCV partners. The first was an introductory brochure, which provided basic information about what ranked choice voting is and simple steps on casting a Ranked Choice ballot. This was distributed by volunteers to 18,000 individuals as part of National Night Out activities in August. Secondly, we produced a poster that visually demonstrated how an individual votes. The final piece was a direct mail piece that was sent to every individual with a postal address in the City of Minneapolis. Prior to developing the direct mail piece, the City of Minneapolis hired a usability consultant to ensure that the education materials were easy to understand for all audiences. The results of that testing and a summary of all the other educational activities that the city conducted are outlined in the **attached report**.

As a result of the usability testing, educational materials, and person-to-person engagement, voters were well prepared to use ranked choice voting on Election Day. A poll conducted by Minnesota Public Radio found that 90% of voters felt that they successfully voted using the new ranked choice voting system. The lessons learned from this outreach campaign are documented in the attached report and will provide guidance to the City of Minneapolis in future elections. These materials and the report will be available publicly for other municipalities to use for their own implementation of ranked choice voting.

Appendix F: Budget

Description of Expenses	Budget	Actual
Graphic Designer	\$7,500	\$9,111.13
Web site development	\$2,500	\$2,100.00
Materials	\$15,000	Direct Mail -\$7,332.00
• Brochure		Poster - \$736.00
• Poster		Brochure - \$5,332.00
• Door-hangers		

Direct Mail	\$25,000	Postage – \$24,595.83
Advertising	\$5,000	\$8,218.00
Miscellaneous	\$5,000	Usability testing \$2,500.00
Total Expenses	\$60,000	\$59,926.96

Note: Expenses were funded by the City of Minneapolis, in the budgeted amount of \$25,000 and by the Minneapolis Foundation Grant # 209155 in the amount of \$35,000. Actual expenditures were made first from foundation funds.

11.03.09

Ranked Choice Voting: It's Coming

A Report on the Education and Outreach Activities



*Developed by Tipping Point Strategies, LLC
On Behalf of the City of Minneapolis Election Department*

*Michael Dean
Tipping Point Strategies, LLC
<http://www.tippingpointstrategies.org>
1145 Blair Ave.
Saint Paul, MN 55104*

*mike@tippingpointstrategies.org
612-770-6908*



INTRODUCTION

On November 3, 2009, Minneapolis voters participated in the first ranked choice voting election in Minnesota history. By most accounts, despite new ballots and vote counting procedures, voters were aware of the changes and understood how to vote under the new system. Significantly, concerns about voter confusion were quickly laid to rest. According to a Minnesota Public Radio poll conducted shortly after the election, 90% of Minneapolis voters felt that they successfully voted using the new ranked choice system. This anecdotal information mirrors the low reported spoiled ballot rate, which was 4.1%, or 1,888 out of 45,968 completed ballots. To ensure the highest rate of success, every voter who turned in a spoiled ballot was offered a new ballot.

One voter commented on the Star Tribune website that, "I am skeptical of ranked-choice voting's efficacy as an electoral method, but I do have to say it went very smoothly this morning. The City arranged the ballot in a sensible way, making it very clear that one should vote for only 'ONE' first choice, 'ONE' second, and 'ONE' third on the multiple-seat races, which I thought had the most potential for trouble. Overall, I'm impressed with how they put it together."

Those comments were echoed by advocates for ranked choice voting: "the City of Minneapolis did a great job preparing for today's election in terms of its own processes and in terms of voter education," said Jeanne Massey, executive director of FairVote Minnesota. "The result appears to have been a smooth, trouble-free election. Most voters came to the polls knowing what to do and – when there were questions – election judges were prepared to help as needed. According to initial reports, we saw very few spoiled ballots and we have anecdotal reports indicating voters liked the new voting method."

The education and outreach effort played an important role in preparing voters for the change to ranked choice voting and properly educating them. The effort successfully used limited resources to target outreach into communities that have experienced a high spoiled ballot rate in previous elections.

In addition, our efforts reached voters through a wide variety channels, such as the www.voteminneapolis.org website, direct mail, and one-on-one conversations. Over 500,000 contacts with residents were made over the six-month period. Careful usability testing of the ballot and message testing of the education materials also ensured success.

These three reasons, combined with effective election judge instructions at the polls, made sure that voters were prepared for this new voting method.

I. EFFICACY OF TESTING

The education and outreach effort began in May 2009 with a test election. Over 40 members of the community participated in the election, which evaluated the ballot design, election judges' instructions, and potential problems that voters might face. As a result of the test election, we gathered valuable information that helped us develop our education materials and outreach plan.

One of the most important pieces of feedback that we received from the test election was regarding the ballot design. Many of the participants felt that aspects of the ballot were confusing,

which prompted an effort to redesign the ballot. We engaged a usability and design expert to make significant improvements to the layout of the ballot and instructions. Visual elements were added to the instructions that depicted correct and incorrect voting methods. Additionally, shading was added to the 2nd and 3rd choice columns to make it clearer that those columns were for the same race. Some of the suggestions could not be implemented because of limitations of the equipment or mandates in state law, but most of the improvements were incorporated. These changes played a critical role in making it easier for voters to understand how to vote with a ranked choice ballot. According to an Editorial in the October 29, 2009 *Pioneer Press*, "The Minneapolis ballot design is a winner."

In addition to the test election, we conducted a usability study of the voter education materials provided to voters via direct mail pieces as well as in the voting booth. The elections department hired a usability expert to conduct the test with 12 random individuals. The testing uncovered that the voter education materials as constructed did a good job of educating individuals about the new voting method. Yet, based on the feedback, more information was included to ensure that voters understood that they did not have to vote for more than one candidate.

Clearly, usability testing was a critical part of the success of this effort. Nothing replaces feedback from actual voters regarding ballot design and instructions. This testing really started the education and outreach effort out on the right foot.

II. COMMUNICATIONS EFFORTS

The ranked choice voting communication effort employed a wide variety of mediums to reach voters throughout the city. We utilized a hybrid approach that married general communications outreach to the entire city with targeted grassroots activities to engage specific populations.

Materials

The communication effort began with the development of a multifunctional brochure. This brochure was designed to generally inform voters about ranked choice voting and how to vote. Almost 70,000 brochures were distributed to organizations, candidates, and on National Night Out. In addition to the brochure, we developed posters to distribute to coffee shops, apartment buildings and other public spaces. In the end, about 2,000 posters were put up throughout the city, ensuring that ranked choice voting had a ubiquitous presence.

Other materials were created on an as-needed basis, such as a one-page handout that organizations could easily copy and widely distribute to members. To reach the maximum number of voters, this handout was translated into the Spanish, Somali, and Hmong. Further, we developed a one-page brochure that detailed vote counting when, during outreach events, the education team began to get many questions from individuals on how ranked choice votes are counted. Our ability to stay nimble and react to issues as they arose allowed us to effectively manage our time and resources while providing information the public needed.

Website

We knew that for our effort to be successful we needed a functional, engaging and visible web presence. The Vote Minneapolis website was created as a one-stop-shop for information on

ranked choice voting. It provided visitors with the basic information about ranked choice voting and utilized interactive media to demonstrate how individuals vote using this system. The website also provided detailed information about how ranked choice ballots are counted and how city residents could help spread the word about ranked choice voting, as well as allowing voters to ask questions about the new voting method. To ensure that the public received the best information, we regularly updated the website with new content and provided a listing of all community education and outreach events.

The website received over 11,500 visits, with the average visitor looking at 2.3 pages per visit. This means that people really utilized all the website had to offer and looked around for the specific information they wanted. Many visitors were directed to our website from the City of Minneapolis' website (33%), by typing the url directly into their web browser (36%), or by searching for it on Google (5%).

Direct mail

We also contacted voters directly through mail. In early September, all city residents received a notification about the new voting system with their utility bill. This reached about 102,000 city residents.

Then, approximately three weeks before the election, all Minneapolis residents received a postcard explaining ranked choice voting and inviting them to attend an information session in a location near them. This went out to all residents throughout the city.

Media coverage

The ranked choice voting effort received a significant amount of media attention during the four weeks prior to the election. Regular press releases went out to the major media outlets and community newspapers. Throughout the six months, at least 46 stories were written about the new voting method and they reached over 200,000 people. (See the Appendix B for the complete list of media hits.)

Advertising

To maximize our resources, we only engaged in free advertising opportunities for our large scale efforts. The campaign began by engaging Metro Transit to provide free advertising inside of buses that run Minneapolis routes, which provided us with space for approximately 1200 signs. Then, Clear Channel advertising offered to place ranked choice voting signs on their digital display ads at no charge.

The last month before the election, we placed ads in six community newspapers: Southwest Journal, Downtown Journal, Spokesman, Circle, North and Northeaster. The proximity to the election and the targeted nature of these publications allowed us to ensure that our advertising budget would have the biggest impact.

III. IMPORTANCE OF GRASSROOTS OUTREACH

The grassroots effort focused on having as many one-on-one conversations with voters as practicable. We learned from other engagement efforts that these interactions had the most success in educating voters. We focused our efforts on three communities that were likely to

benefit most from hands-on outreach activities: the elderly, people that speak English as a second language, and communities with an historically high rate of spoiled ballots. Research from other municipalities that have implemented ranked choice voting mentioned that these specific communities needed a higher level of engagement.

Speakers Bureau and Events

The grassroots effort developed a speakers bureau to make short presentations about ranked choice voting at community and cultural events throughout the city. A total of 27 people were recruited and trained as speakers. A wide assortment of community members volunteered to participate in the speakers bureau, including FairVote volunteers, election judges, and other community leaders.

Altogether, the speakers bureau members spoke at 119 events throughout the city. These events ranged from association meetings, resident council meetings, and voter education sessions. We also had a strong presence at nursing homes and other facilities that cater to seniors. (For a comprehensive list of events, please see Appendix E.) Approximately 5,000 people were engaged by the speakers bureau.

To complement these efforts, we engaged over 40 volunteers and 16 neighborhood associations to educate the public at National Night Out activities on August 5, 2009. Voter education volunteers attended 297 parties on National Night Out and reached 18,651 residents of Minneapolis.

Nonprofit Outreach

We sent letters to 500 Minneapolis-based nonprofits seeking their help to engage their members and the public. In particular, because of their close ties to the community, we wanted to engage neighborhood associations, cultural organizations, and civic organizations. To ensure participation, we followed up with a targeted list of nonprofits by phone and email.

Neighborhood Associations

We had four “asks” for neighborhood associations:

1. Include information about ranked choice voting in their newsletters, websites, emails, etc.
2. Promote our “Tour of the City” educational event series.
3. Have someone speak about ranked choice voting at their meetings or events.
4. Assist with our neighborhood canvass.

We contacted 68 neighborhood associations through phone calls, letters and emails. The City Minneapolis Community Engagement Coordinator for the City of Minneapolis assisted in getting the neighborhood associations more involved with ranked choice voting education and outreach.

Over one-third of the neighborhood associations put information on their websites and newsletters. Speakers bureau members spoke at 20 neighborhood association meetings about the new voting method. At the beginning of this effort, we hoped that neighborhood associations would be very engaged in reaching out to their community. Unfortunately, that did not materialize because of the funding shortages that are hitting many of the neighborhood associations and other nonprofit partners. Given these limitations, we were still able to engage those who serve on neighborhood association boards. These community thought-leaders helped spread the message virally from person-to-person.

Cultural Organizations

We worked with 25 cultural organizations, including the Brian Coyle Center, Somali Action Alliance, and the Southeast Asian Community Council. Presentations were made to their staff and materials were provided to them to share with their members and clients. The city's office for multicultural services also assisted in engaging various ethnic and cultural groups in Minneapolis.

Civic and Labor Organizations

We had one major labor partner: Working Partnerships, a community service program that serves a variety of unions in the Twin Cities. Working Partnerships had two staff members participate in the speakers bureau, conducting 16 meetings with a dozen different unions. Working Partnerships also sent information about ranked choice voting to all of the union members that utilized its services since 2007. The Service Employees International Union also sent a mailer about ranked choice voting to all of its Minneapolis members.

In addition, we worked with the Civic Engagement Table, a coalition of nonprofits including Wellstone Action!, Minnesota Public Interest Research Group, Somali Action Alliance, and the Minneapolis Highrise Representative Council (MHRC).

The MHRC was one of our strongest and most effective nonprofit partners. MHRC is an organization that represents 5,000 public housing residents in Minneapolis. Three MHRC members were on our speakers bureau. Thanks to a donor secured by FairVote, we were also able to hire two residents (as well as four Somali residents who served as interpreters) to canvass public housing. These canvassers reached almost 700 public highrise residents who we identified as likely voters.

MHRC members on our speakers bureau talked to 15 resident councils, including the MHRC annual celebration and at their regional meetings in the fall. Ranked choice voting information appeared in the MHRC newspaper, *The Highrise Lowdown*, and MHRC also coordinated the distribution of the city's ranked choice voting materials to all of the highrise buildings in the city.

Candidates

Candidates played an important role in educating voters on how to vote. We organized a series of trainings for candidates and their staff, educating them on the best ways to talk to voters about ranked choice voting. (See Appendix E.) In addition, the candidates assisted in distributing the education materials that the City of Minneapolis produced and included ranked choice voting language in their own education materials. Their assistance allowed us to reach populations that had a high probability of voting in the municipal election.

Senior Outreach

The senior community was an important community of interest for our voter education activities. Early on, we met with the city's Senior Citizen Advisory Committee and worked with the city's ombudsman on senior outreach. We reached out to every nursing home, assisted living housing, senior apartment building, and senior center in Minneapolis to conduct a voting training or distribute materials to residents. Some nursing homes with higher-need patients declined ranked choice voting training, but we successfully engaged 31 different groups of seniors through the speakers bureau.

Canvass

Running a canvass operation was not part of the original education and outreach plan. However, the need for a canvass became evident towards the end of the summer and the canvass operation was launched in mid-September. The city has no natural base of volunteers beyond election judges; therefore, recruitment was difficult and we relied heavily on lists provided by FairVote. We picked precincts for canvassing based on three factors: number of spoiled ballots in past elections, percentage of the population that are seniors, and the density of likely voters. Based on these criteria, we canvassed the following precincts:

Ward 2, Precincts 3 and 6
Ward 4, Precincts 1, 3, and 6
Ward 5, Precincts 1, 2, 3, 4, and 5
Ward 6, Precincts 5 and 7
Ward 8, Precinct 5
Ward 9, Precinct 10
Ward 10, Precincts 5 and 9

In total, we knocked on 6,778 doors and had one-on-one conversations with 1,551 voters.

CONCLUSION

The ranked choice voting education and outreach effort was successful not because of any single strategy or tactic, but rather because the combination of efforts we employed worked to reinforce key messages. As a result, we achieved our main objective: a well-informed voting population that participated in a smooth election day. As the City of Minneapolis looks forward to the next ranked choice voting election, it should consider ways that it could continue to educate voters.

Four years is a long period between elections and voters will likely forget that the ranked choice voting method is used for municipal races. The City of Minneapolis should plan on running a similar voter education campaign before the 2011 election to refresh voters' memories. This will ensure that future elections run as smoothly as the 2009 election.

More importantly, the next election cycle will likely have a higher voter turnout that will necessitate additional education efforts targeted at infrequent voters who likely did not participate in 2009. A voter education campaign would need to reach to this group, as well as the other targeted communities that we mentioned earlier, to ensure that there is not a higher level of voter error in future election.

In the end, the act of ranked choice voting was not complicated for voters to understand. Voters are often smarter than the pundits give them credit for and, with continued education efforts, voters should not have any problems in the next municipal election to be held 2013 and beyond.

Appendix A
Total Contacts

<i>Type of Contact</i>	<i>Number of Contacts Made</i>	<i>Notes</i>
<i>Grass Roots Contacts</i>		
National Night Out	18,651	
Speakers Bureau Meetings/Events	4,987	
Canvassing	6,778	
Businesses / Coffee Shops Flyered	2,000	21 coffee shops allowed RCV flyers.
Flyers in Schools	1,000	-posted flyers in 49 schools, 4 schools published info in their newsletter.
Direct Mail to all MPLS residents	200,000	# of pieces mailed
Direct Mail to Utility Bill Recipients	102,000	# of pieces mailed
Church Newsletters/Postings	600	-posted flyers in 17 churches, 7 churches put info in their newsletter.
<i>Total Grass Roots Contacts</i>	336,016	
<i>Media Contacts</i>		
RCV Youtube Video	465	views
MPR RCV Youtube video	2,483	views
Southwest Journal	35,000	circulation of paper
Downtown Journal	30,000	circulation of paper
Spokesman Recorder	10,000	circulation of paper
The Circle	10,000	circulation of paper
Northeaster	34,500	circulation of paper
North News	29,000	circulation of paper
La Prensa	14,200	circulation of paper
Facebook contacts	349	349 facebook "fans"
Website Hits	11,500	
Metro Transit PSA	12,000	Estimate based on 100 people seeing each sign.
<i>Total Media Contacts</i>	180,497	
<i>Total Contacts</i>	516,513	

Appendix B
Media Listings

Ranked-choice voting a go for November election

Downtown Journal

6/22/09

“A pair of decisions this month have guaranteed that Minneapolis will implement ranked-choice voting in the November election.”

<http://www.downtownjournal.com/forPrint.php?story=13898&page=65&category=96&action=forPrint&publication=downtown> □

DATELINE MINNEAPOLIS; Residents try hand at new voting system; Instant-runoff voting is easier to cast than count.

Star Tribune

8/19/09

“Second, they need to learn a new voting system that no one else in the state is using.”

<http://www.encyclopedia.com/doc/1G1-206175360.html>

Rank Choice Voting, GC and TP

Marcus Harcus Campaign Website

8/20/09

“Ranked Choice Voting (RCV) is the new voting system being implemented this year by the City of Minneapolis.”

<http://www.marcusharcus.org/blog/?p=81>

Ranked choice voting means no primary Tuesday in Mpls.

KARE 11

09/04/09

“Voters who show up at their normal polling places Tuesday will be greeted by a sign that says “There is no primary today.”

http://www.kare11.com/news/news_article.aspx?storyid=824444&catid=14

Primary election Tuesday in St. Paul, none in Minneapolis

Workday Minnesota

9/13/09

“In Minneapolis, voters will go to the polls just once this fall...”

http://www.workdayminnesota.org/index.php?news_6_4157

Mpls. Skips Primary Due to New Voting Method

KSTP

9/15/09

“Minneapolis voters will not head to the polls for a primary election Tuesday”

<http://kstp.com/news/stories/S1138028.shtml?cat=206>

Absentee Ranked Choice Voting Begins

The Mayor Blog

10/1/09

“The City of Minneapolis is geared up and ready to go with its new Ranked Choice Voting system.”

<http://themayorblog.com/2009/10/01/absentee-ranked-choice-voting-begins/>

Minneapolis voters get 1st, 2nd and 3rd choices

KARE 11

10/2/09

“Foes say it's confusing, inefficient and a slap against the principle of "one person, one vote."”

http://www.kare11.com/news/news_article.aspx?storyid=827648

Election Day: Minneapolis voters try new voting system

KARE 11

10/3/09

“After months of training, anticipation, and some uncertainty, Minneapolis has arrived at Election Day 2009”

http://www.kare11.com/news/news_article.aspx?storyid=827684

Ranked Choice Voting official in Minneapolis starting November 3

Twin Cities Daily Planet

10/5/09

“Minneapolis voters in 2006 approved the new voting system, called Ranked Choice Voting (RCV)”

<http://www.tcdailyplanet.net/news/2009/10/05/ranked-choice-voting-official-minneapolis-starting-november-3>

IRV offers new strategies for Minneapolis candidates

MPR News Q

10/16/09

“...voters won't notice a big difference when the city begins using Instant Runoff Voting on Nov. 3, but candidates and their supporters already are...”

<http://minnesota.publicradio.org/display/web/2009/10/16/irv-voting-minneapolis/?refid=0>

Minneapolis begins IRV learning sessions tonight

MPR News Q

10/19/09

“The city of Minneapolis begins a series of public educational meetings on Instant Runoff Voting Monday night.”

<http://minnesota.publicradio.org/display/web/2009/10/16/irv-voting-sessions/?refid=0>

Minneapolis launches IRV education campaign for Nov. 3 elections

KARE 11

10/21/09

“The city of Minneapolis has launched an effort to educate voters about instant runoff voting.”

http://www.kare11.com/news/news_article.aspx?storyid=826820

Mpls. To Teach Voters To Use Ranked Choice Ballots

WCCO

October 19th, 2009

“What this did is it actually combined the primary and the general election into one event,” said Mike Dean, a City of Minneapolis employee who led a workshop Monday night on the new system. It's the first of 14 workshops over the next 14 days to educate voters.”

<http://wcco.com/politics/minneapolis.ranked.voting.2.1258324.html>

Election night wins might be tough to call in Minneapolis

Star Tribune

10/22/09

“Not only will it take weeks before all results are known from the first attempt at ranked-choice voting in Minneapolis, but some of the election-night results will be misleading.”

<http://www.startribune.com/politics/65698537.html>

Minneapolis officials spread the word on ranked-choice voting

MPR News Q

10/22/09

“Dean explained that the biggest change in the system will be how the votes are counted, particularly for multiple seat races.”

<http://minnesota.publicradio.org/display/web/2009/10/22/irv-meetings/>

VOTING DAY BASICS // voter's guide 2009

Downtown Journal

10/26/09

<http://www.downtownjournal.com/index.php?&story=14576&page=65&category=125>

Independence Party fields impressive candidates for Minneapolis City Council seats

Examiner.com

10/26/09

“The Minnesota Independence Party has endorsed several candidates in what officially is a non-partisan election.”

<http://www.examiner.com/x-19844-Hennepin-County-Independent-Examiner~y2009m10d26-Independence-Party-fields-impressive-candidates-for-Minneapolis-City-Council-seats>

Ranked Choice Voting Basics

KFAI

10/26/09

“St. Paul residents are going to decide whether they want it and Minneapolis residents are actually going to use it on Election Day next Tuesday, November 3rd.”

<http://www.kfai.org/node/23712> □

Rank Choice Voting BUST and Tainted Ballots – Get this: In North Minneapolis!

The Independent Business News Network

10/27/09

The fake undercover video

http://ibnn.org/tainted_ballots_nompls/ □

IRV voting to be unveiled in Minneapolis on Nov. 3.

MNDaily.com

10/28/09

“Officials say rank-choice voting will promote fairer local elections based on competition and civic duty.”

<http://www.mndaily.com/2009/10/28/irv-voting-be-unveiled-minneapolis-nov-3>

Minneapolis tries ranked-choice voting

Star Tribune

11/2/09

“...a lot less confusing than it sounds...”

http://www.startribune.com/politics/local/65955557.html?elr=KArksc8P:Pc:UHDaaDyiUiD3aPc:_Yyc:aUU

Video: Minneapolis Voters on Ranked-Choice-“Easy”

Daily Kos

11/3/09

““Ranked Choice Voting” seemed to go very smoothly Tuesday.”

<http://www.dailykos.com/story/2009/11/3/201341/820>

Mpls. Voters Adapt Easily to Ranked Choice Voting

KSTP News

11/3/09

“Election officials said ranked choice voting in Minneapolis was a success.”

<http://kstp.com/article/stories/S1231640.shtml?cat=89>

Election Day: Minneapolis voters try new voting system

Kare 11

11/3/09

“When voters get their ballots Tuesday, they won't just choose one candidate for elected offices, unless they want to. Instead, they'll have the opportunity to rank their first, second and third choices.”

<http://www.msnbc.msn.com/id/33604762/>

Success For Ranked-Choice

Star Tribune

11/4/09

“Minneapolis voters seemed to adjust to ranked-choice voting with relative ease on Tuesday...”

http://www.startribune.com/politics/local/69018792.html?elr=KArks8c7PaP3E77K_3c::D3aDhUHc3E7_ec7PaP3iUiacyKUUr

Ranked Choice Voting in Minneapolis – St Paul

Election Law Blog

11/4/09

“Minneapolis voters were apparently unfazed by the debut of ranked-choice voting Tuesday...”

<http://electionlawblog.org/archives/014692.html>

Minneapolis Voters Find Ranked Choice Voting Easy

Daily Motion

11/4/09

“Months of planning apparently paid off in Minneapolis...”

http://www.dailymotion.com/video/xb14b9_minneapolis-voters-find-ranked-choi_news

Ranked Choice Voting, H1N1 New For Election Day

WCCO

11/4/09

“It's called Ranked Choice Voting, and it could help minority candidates.”

<http://wcco.com/local/election.day.Minnesota.2.1289877.html>

Minneapolis Voters Find Ranked Choice Voting Easy

Veoh.com (video)

11/4/09

“Months of planning apparently paid off in Minneapolis as the city's first election using "Ranked Choice Voting" seemed to go very smoothly Tuesday.”

<http://www.veoh.com/browse/morelike/v19316397cBw8T78K>

Turnout is low for debut of Minneapolis' instant-runoff voting

TwinCities.com

11/4/09

“Multiple-choice questions weren't enough to drive Minneapolis voters to the polls Tuesday night.”

http://www.twincities.com/news/ci_13707562?source=rss □

November 3rd is Election Day!

Votekimv.com

No date

http://voteforkimv.com/?page_id=163

General Election, Tuesday, November 3

AFL-CIO

No Date

“Election Day 2009 lacks the drama of last year's presidential contest, but voters this year will be voting in important local races Tuesday, November 3.”

<http://www.minneapolisunions.org/index.php> □ □

Ranked Choice Voting Debuts in Mpls Tues

AOL Video

No Date

Video about ranked choice voting.

<http://video.aol.co.uk/video-detail/ranked-choice-voting-debuts-in-mpls-tues/1962125564>

Instant Runoff Voting- Making Democracy Work

MPIRG

No Date

“On the ballot, voters rank the candidates in order of preference...”

http://www.mpirg.org/current_issues/ranked_choice_voting.html

Rank Choice Voting (link to voteminneapolis.org)

minneapolisparcs.org

No Date

“On Nov, 3, voters in Minneapolis will be able to rank...”

<http://www.minneapolisparcs.org/default.asp?PageID=1166>

Appendix C
Memo

To: Cynthia Reichert, City of Minneapolis Elections
From: Mike Dean, Tipping Point Strategies
RE: Test Election Feedback

The City of Minneapolis Election Department conducted a test election to help the staff evaluate the procedures for implementing ranked choice voting. Over the course of week, Tipping Point Strategies interviewed members of various organizations and interested members of the public to gather input on the ranked choice voting process and ballot design.

The over 40 individuals that we met with provided the following feedback:

Ballot Design

- Many commented that repeating all of the candidate names in every column makes it look as though the three ranking columns are actually three separate races. Suggestions for fixing this point of confusion included using thicker lines between offices and creating one heading with the name of the office that spans all three columns.
- Since the ballot machines only detect some types of voter errors, many voters made mistakes that were not caught. These mistakes included skipping rankings and voting for the same candidate more than once. Election judges expressed surprise at the large number of spoiled ballots cast during the test election. As a result, their biggest concern is having enough ballots for the actual election.
- The most common mistake was, luckily, one that is detectable by the ballot machines: choosing more than one first choice in the multi-seat (park board at large and board of estimate and taxation) races. Many voters were extremely confused that two or three people were to be elected but they were only able to *rank* two or three candidates instead of *voting for* two or three candidates.

Election Judge Instructions

- Voters found the explanation of how to fill out their RCV ballot given by the demonstration election judge helpful but overly long. Many admitted to “tuning out” midway through the explanation. Instructions on the ballot and plentiful explanatory posters in the polling place will be key to reducing voter error.
- Election judges also wanted to create a climate in the polling place in which voters feel comfortable asking for a new ballot if they make a mistake. Many voters who made mistakes during the test election were extremely embarrassed about asking for a new ballot.

Voting Method

- Some people felt that the process in which the winner is determined in the multi-seat election is complicated and confusing. This will require additional levels of education for those that are interested in the process.
- Many voters expressed anger about how multi-seat races were determined using RCV. A common comment was “this is not what I voted for in 2006.”

Appendix D

Usability Evaluation from Straight Line Theory on Voter Education Materials

What We Tested

- Ranked Choice Voting Ballot
- Voter Education Card (Versions A and B)

Who Participated

- 14 participants
- Mix of ages, genders and ethnicities

Results

- People had few problems filling out their ballots
- People found the voter education card helpful and instructive
- People made fewer mistakes with Version A than Version B
- None of the participants made mistakes with Version A
- 3 people made mistakes with Version B
- 1 person marked the same candidate for 1st, 2nd and 3rd choices
- 1 person over-voted by marking more than one candidate in a column
- 1 person marked only a 2nd choice candidate, skipping the other columns
- Most participants understood how to mark only a 1st choice
- Marking only a 1st choice was more common with Version A
- Nearly all participants would ask for a new ballot if they made a mistake
- 2 people questioned how votes would be counted and/or why Ranked Choice Voting is better

Recommendations

Given that the materials tested well and the tight timeline for making changes, we recommend the following refinements.

1. Use Version A of the voter education materials.
2. Change the right-column heading from 'Things to Keep in Mind to 'Important Voting Information' or 'How to Avoid Mistakes'. Lead with the three common mistakes. Follow with instructions to fill out both sides and what to do if you make a mistake. Close with reminder that you vote the same for all races, but simplify the language for less-sophisticated voters.
3. Include a concise statement about how votes are counted; combine with "Election officials will not use your second or third choice unless your first choice has already been eliminated or elected."
4. In the introduction, consider rewriting to speak directly to the voter ('You' versus 'voters in Minneapolis'). Consider using color and/or a bold font to emphasize the phrases "rank your choices" and "up to three different candidates." This recommendation would apply only in the version that will appear in the voting station, not in direct mail.

5. While participants made few mistakes unaided, the orientation from the election judge on Election Day will help. The orientation should explain the correct and incorrect ways to fill out the ballot and remind voters to ask for a new ballot if they make mistakes.

Appendix E
Contact Logs

Candidate Contact Log

Candidate	Office	October 21 event	Outreach Status
Dick Franson	Mayor	Left Message	Trained
Gregg A Iverson	City Council		Trained 7/25
Scott Vreeland	Park & Rec Board	may show up for drop in	LM
Laura Jean	City Council		Trained 7/25
Michael J Katch	City Council	emailed info has to talk with scheduler	LM
Brent Perry	City Council		attending
Diane Hoftstede	City Council		trained
Meg Tuthill	City Council		trained
Lisa Goodman	City Council		LM
Barbara A. Johnson	City Council		LM
Jordan Brandt			Trained 7/25
Todd J Eberhardy	City Council	emailed	attending
John Charles Wilson	Mayor		Trained 7/25
Gary Schiff	City Council		LM
Gregory McDonald	City Council	attending	attending
Robert Lilligren	City Council		trained
Tom Nordyke	Park & Rec Board		LM
Troy Parker	City Council		attending
Kevin Reich	City Council		LM
Elizabeth Glidden	City Council		trained
Sandy Colvin Roy	City Council		LM
Carol Jean Becker	Board of Estimation & Taxation		LM
Anita Tabb	Park & Rec Board		trained
Liz Wielinski	Park & Rec Board		trained
Steve Barland	Park & Rec Board		trained
Don Samuels	City Council	number wrong on website	lm
DeWayne Townsend	Board of Estimation & Taxation		trained
Meg Forney	Park & Rec Board		trained
Dan W. Peterson	Park & Rec Board	left message	LM
John Quincy	City Council		Trained 7/25
Kim Vlavisvljevich	City Council		Trained 7/25
Phil Willkie	Board of Estimation & Taxation	attending	LM
Mark Fox	City Council	left message	LM
Betsy Hodges	City Council	attending	attending
Cam Gordon	City Council	left message	maybe
Jon Olson	Park & Rec Board		LM
John Erwin	Park & Rec Board	left message	LM
Brad Bourn	Park & Rec Board	try to attend on the 21st but will	LM

City of Minneapolis 2009 Municipal Election Survey Results

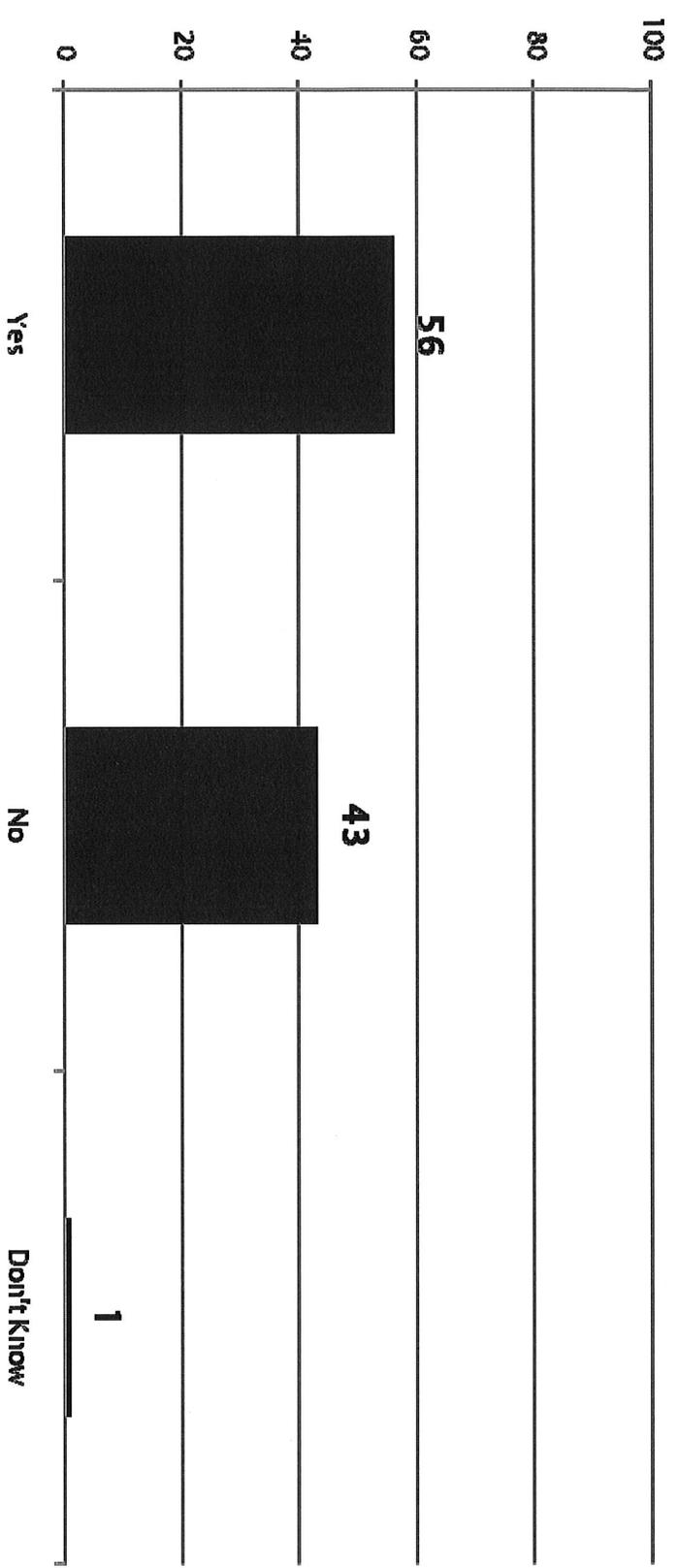
**St. Cloud State University Survey
November 9, 2009 - December 1, 2009**

- ▶ **There were four different surveys conducted for this project**
 - A phone interview with registered voters who voted in the municipal election (n=683)
 - A phone interview with registered voters who did not vote in the municipal election (n=521)
 - A paper survey that was given to the election judges (n=948)
 - A paper survey that was given to the candidates themselves (n=34)

“Let’s begin with an easy question. Did you vote in the recent Minneapolis city elections?”

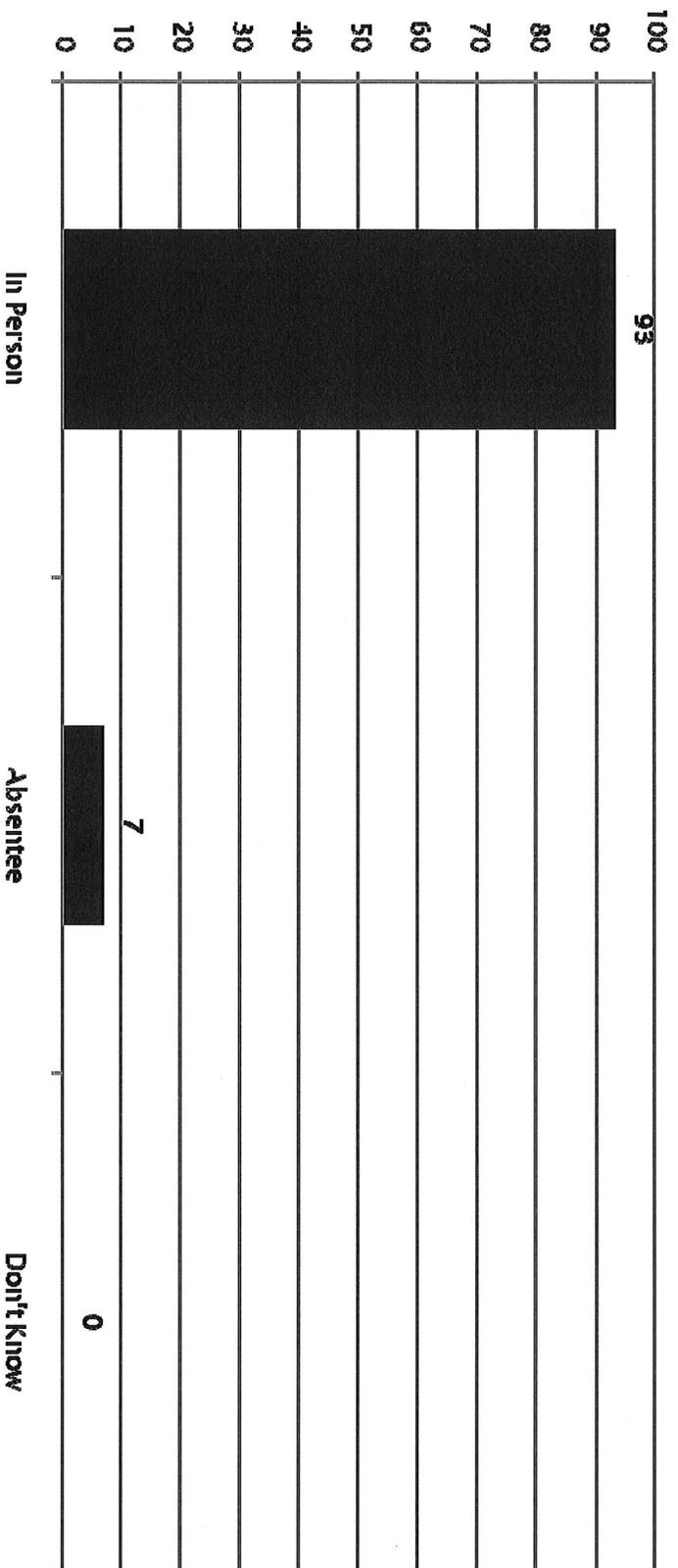
% of Respondents

N = 1,210



"Did you vote in person or absentee?"

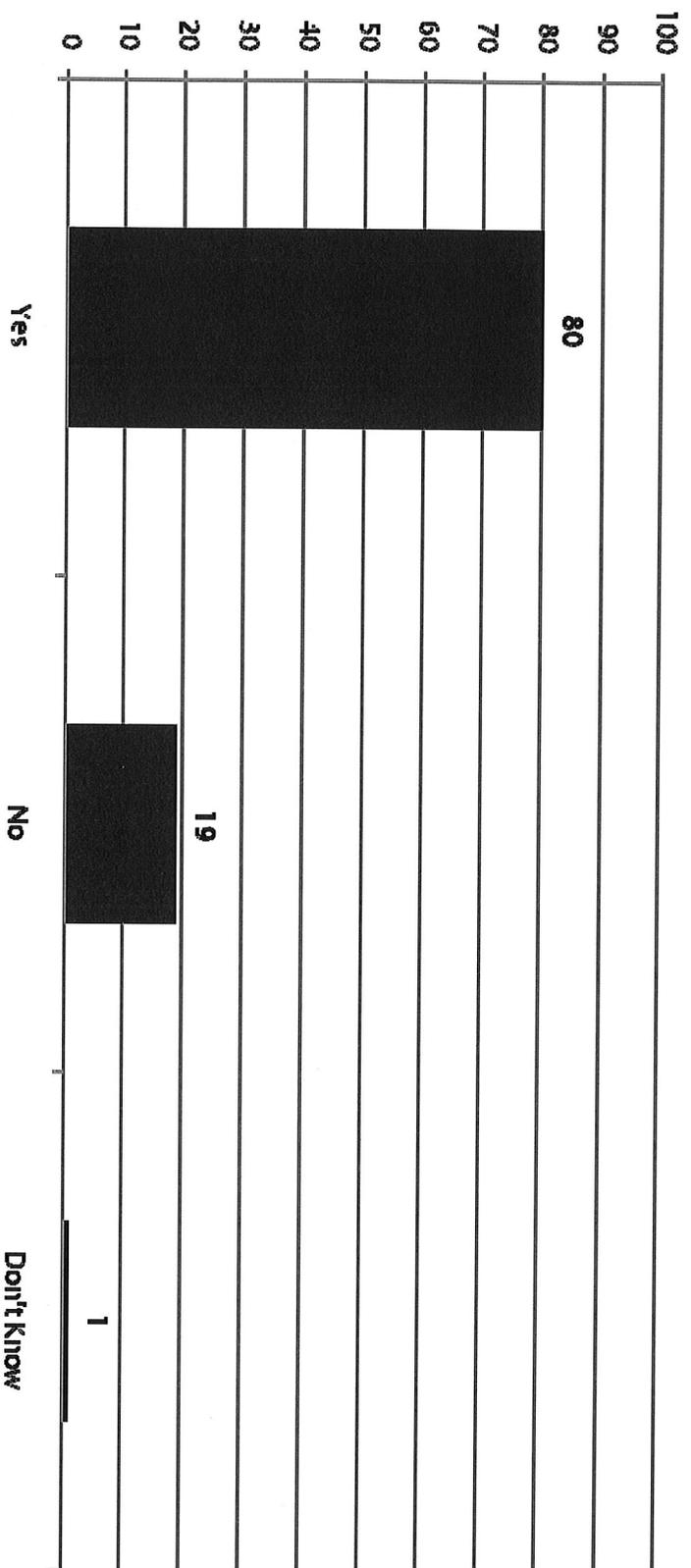
% of Respondents
n = 682



"Before you voted, did you know you would be asked to rank your vote choices?"

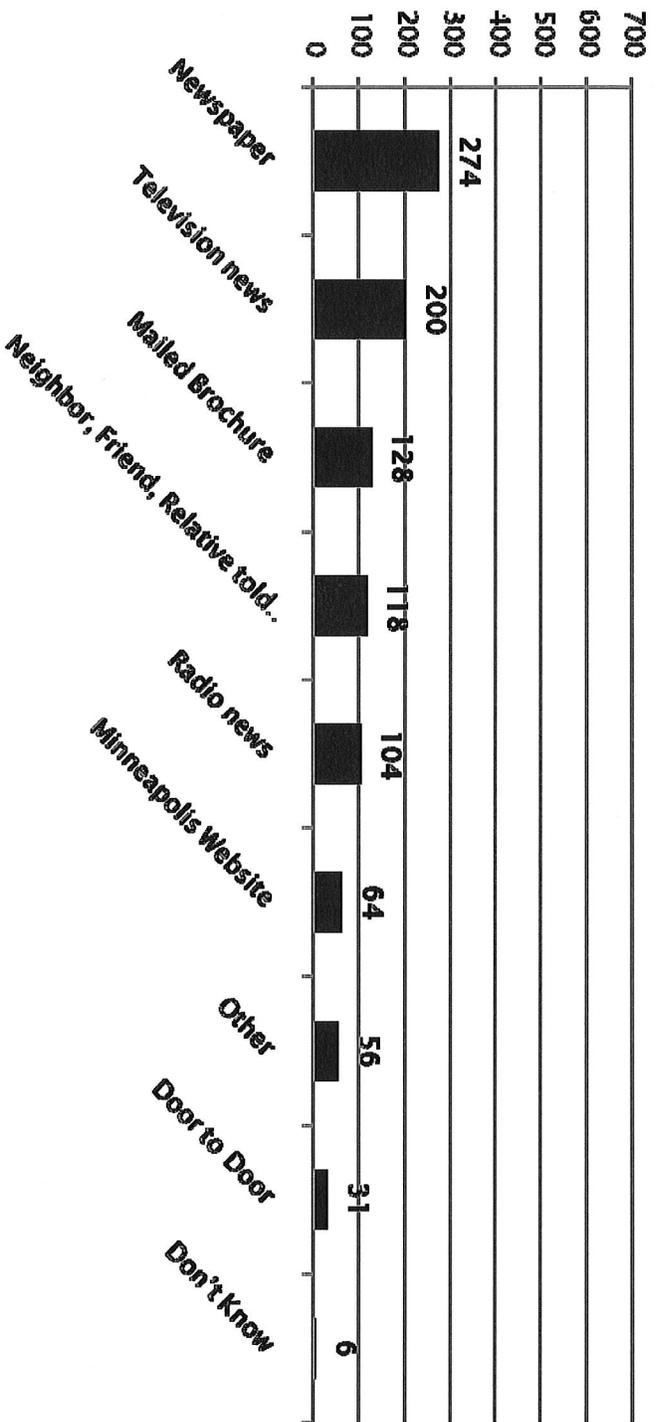
% of Respondents

n = 683



“How did you learn about ranked choice voting?”
(multiple responses allowed)

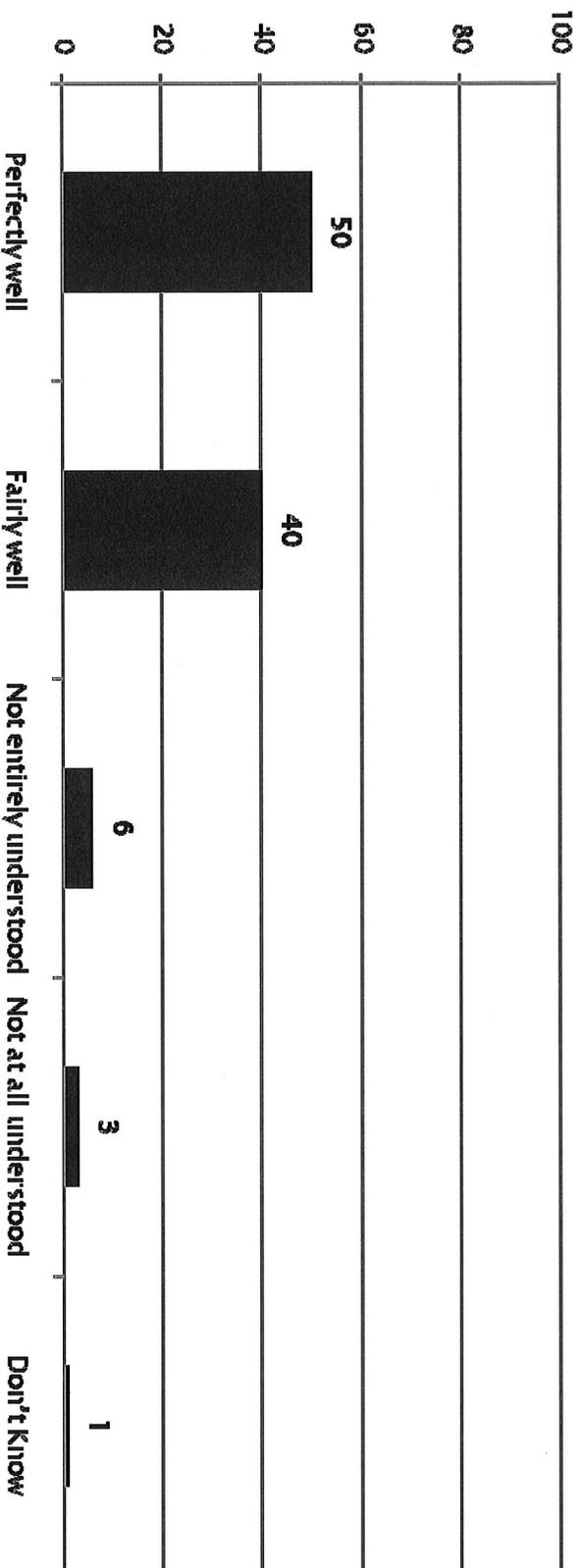
of Respondents
N = 683



“Prior to voting, would you say your level of understanding of how ranked choice voting functions was perfectly well, fairly well, not entirely understood or not at all understood?”

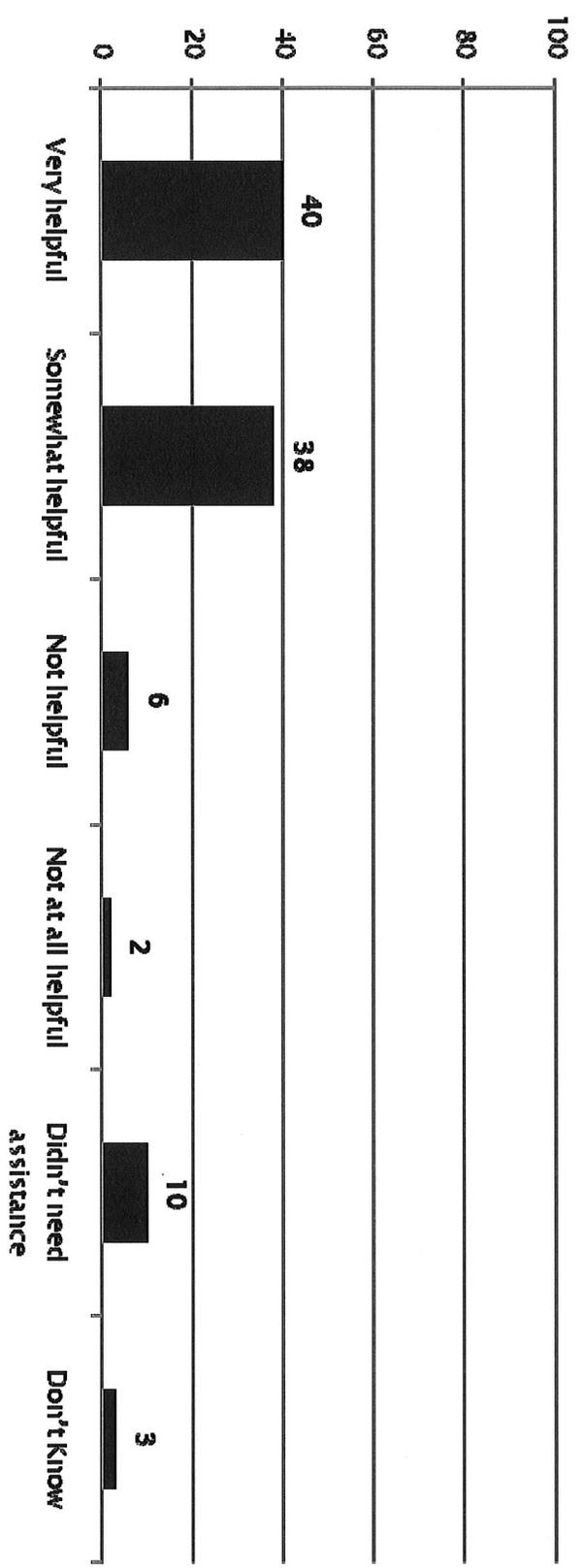
% of Respondents

n = 549



"In your personal opinion, did you find election judges explanation of ranked choice voting very helpful, somewhat helpful, not helpful or not at all helpful when you cast your ballot?"

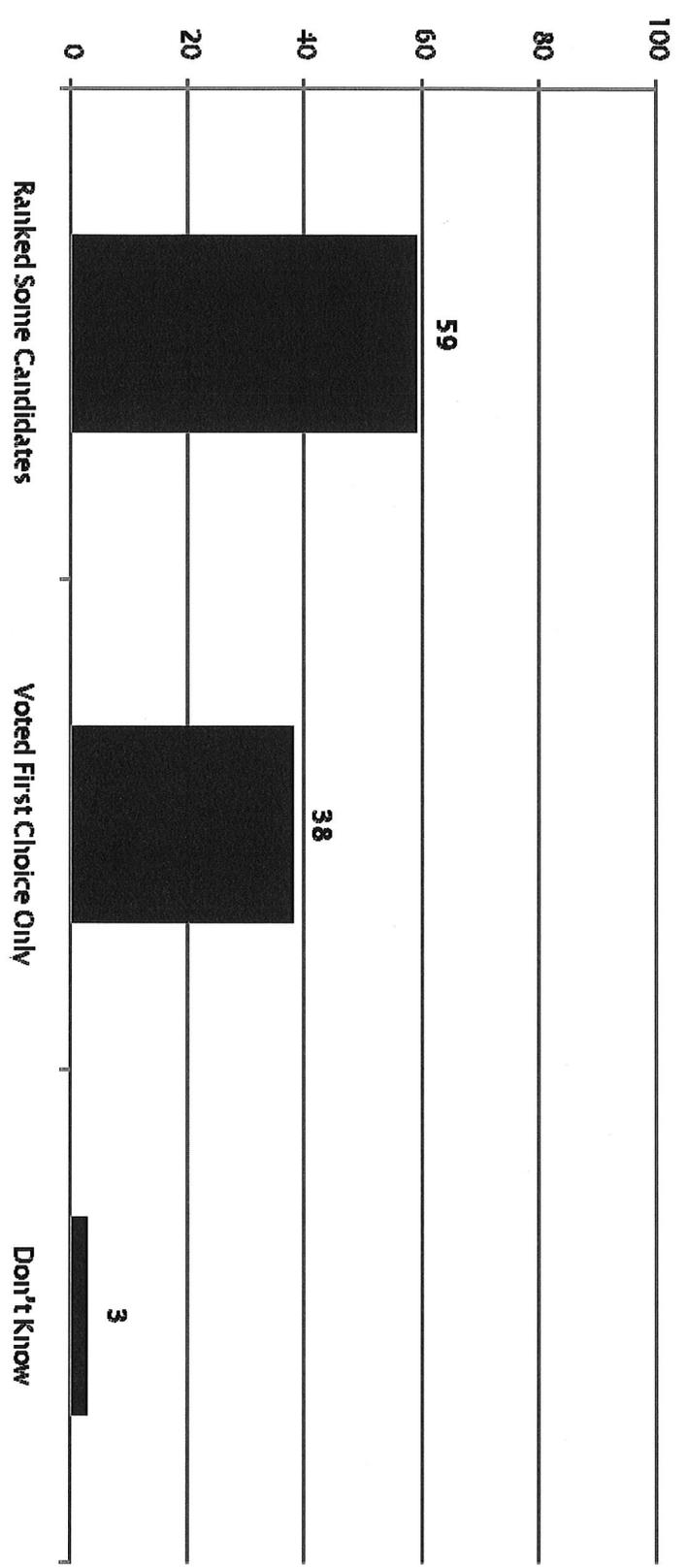
% of Respondents
n = 657



“Did you actually rank any candidates after your first choice or did you only vote for your first choice?”

% of Respondents

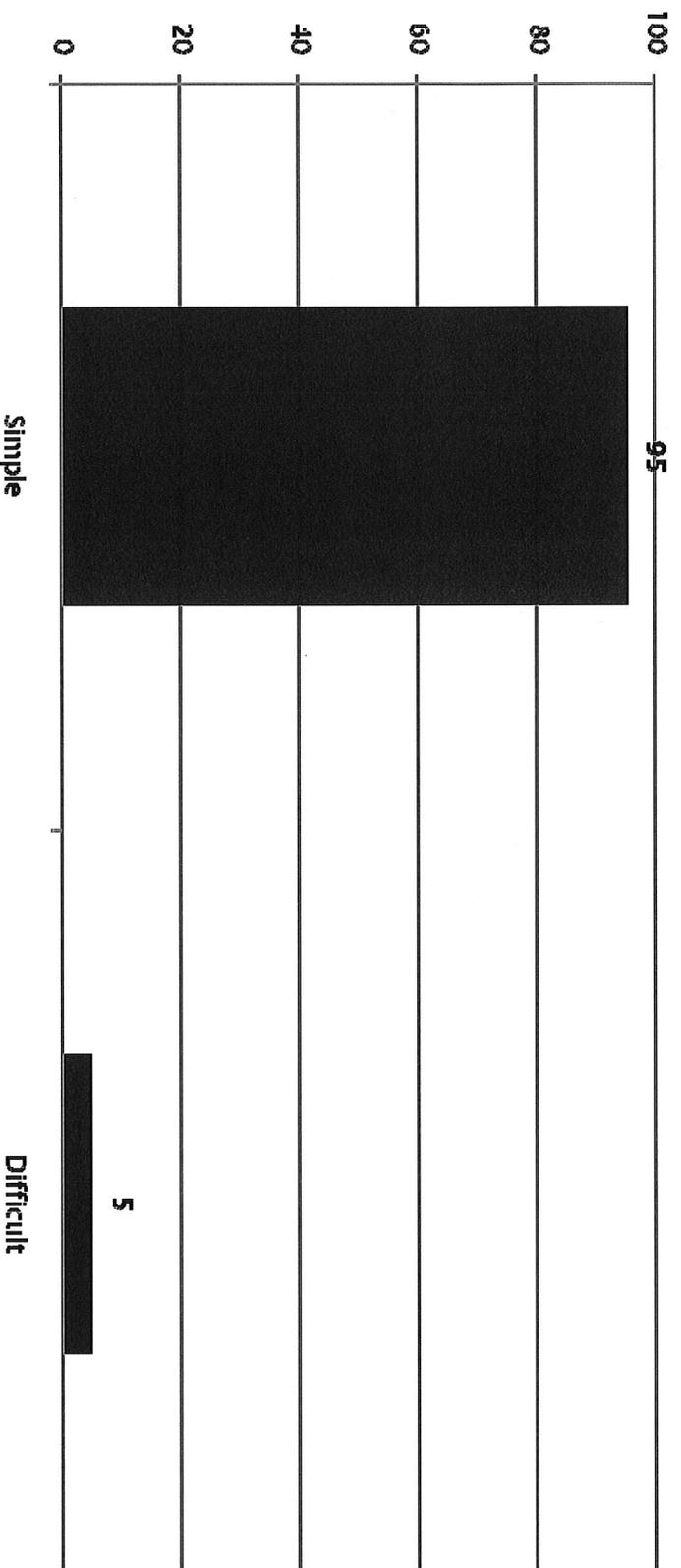
n = 679



"In your opinion, was it simple or difficult to rank your choices on the ballot?"

% of Respondents

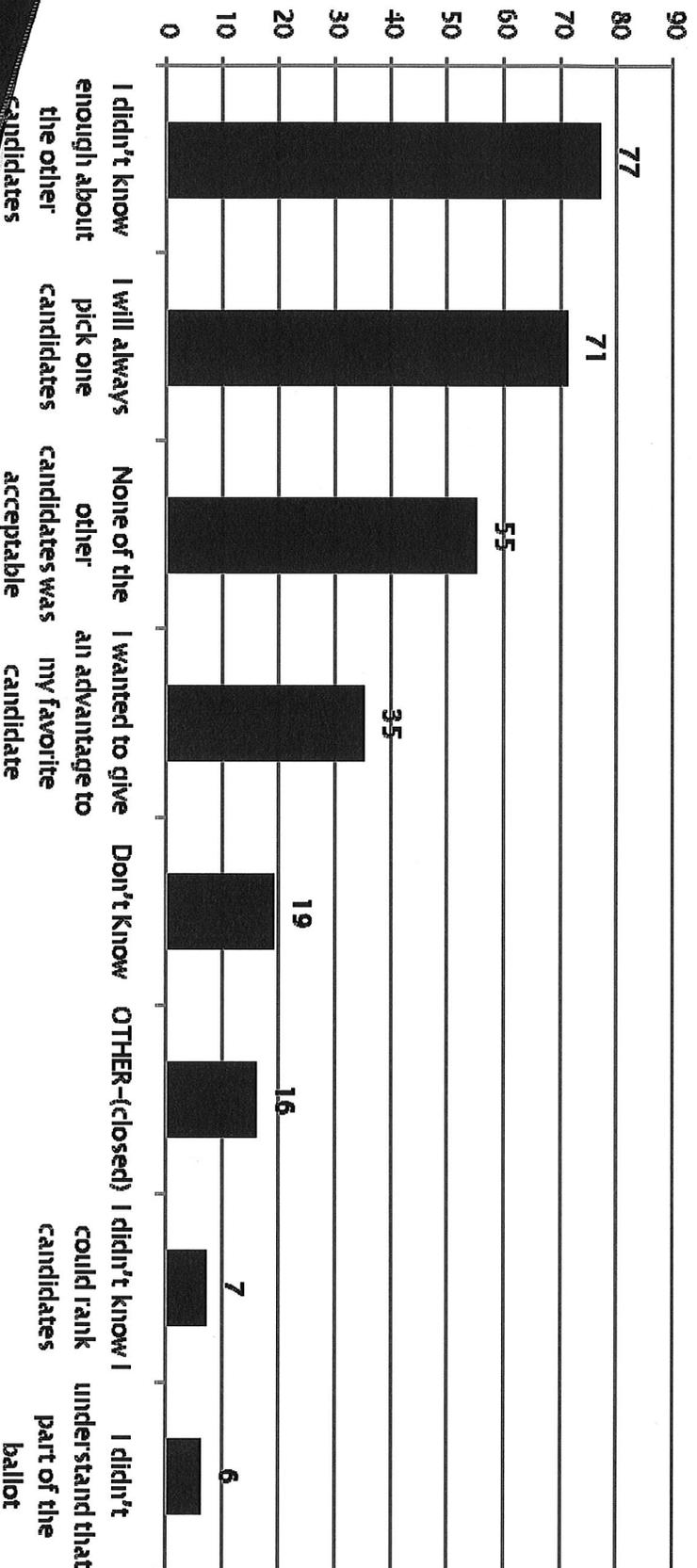
n=402



*“Why did you not rank your vote choice?”
(multiple responses allowed)*

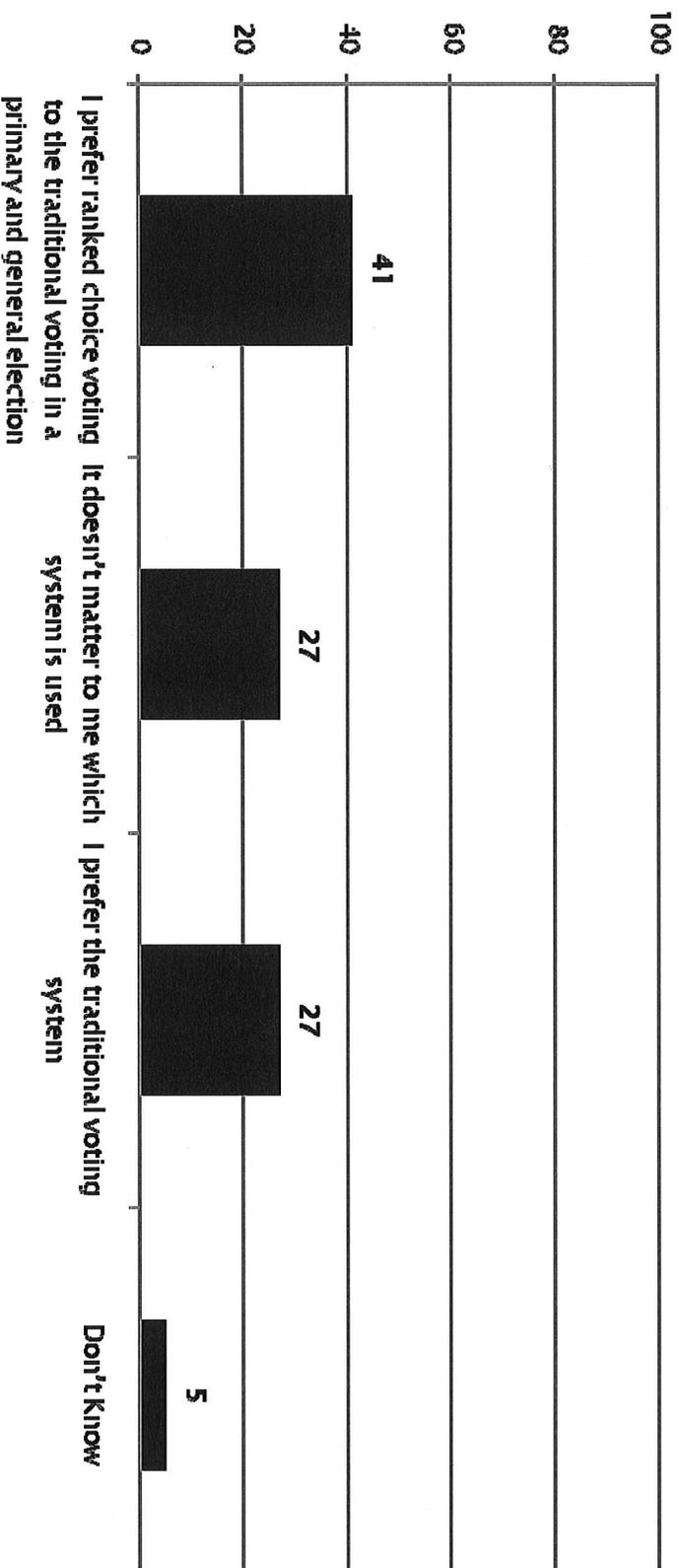
Number of Responses

n = 286



***“What is your opinion of the ranked choice voting system?”
(responses read; only one answer accepted)***

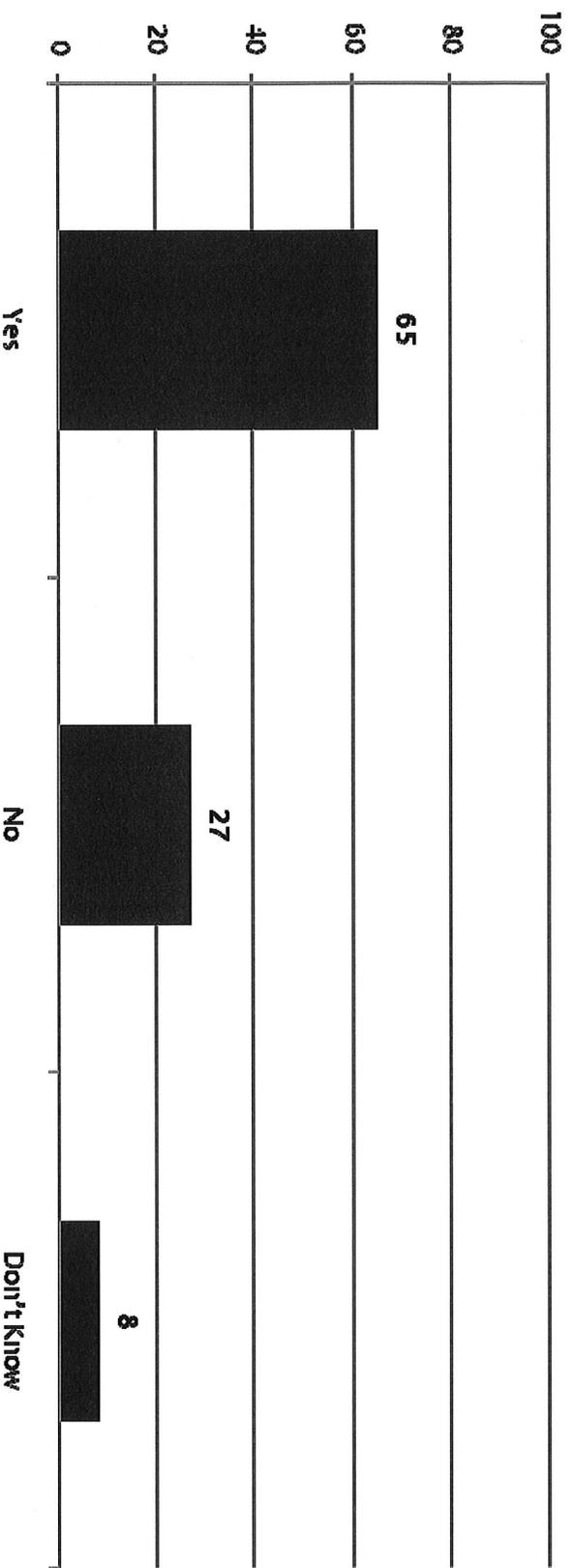
**% of respondents
n = 673**



"Automated ballot counting and tabulating equipment is not certified to be used in Minnesota. This means vote counting for this election will be done by hand and final results will not be known until mid December. If there were no such delay in announcing the winners of a ranked choice voting election, would you then change your opinion about ranked choice voting?"

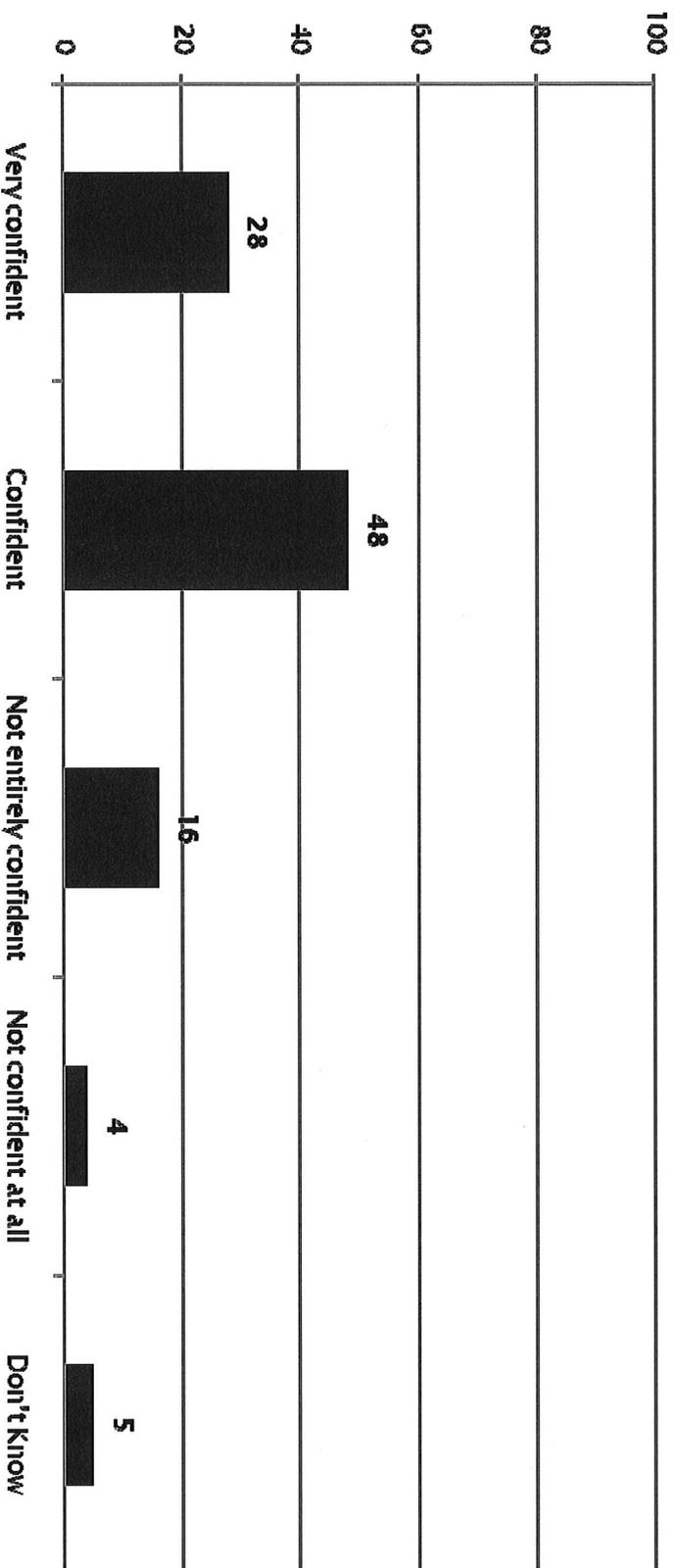
% of Respondents

n = 182



“Are you very confident, confident, not entirely confident or not confident at all that votes will be counted accurately using ranked choice voting?”

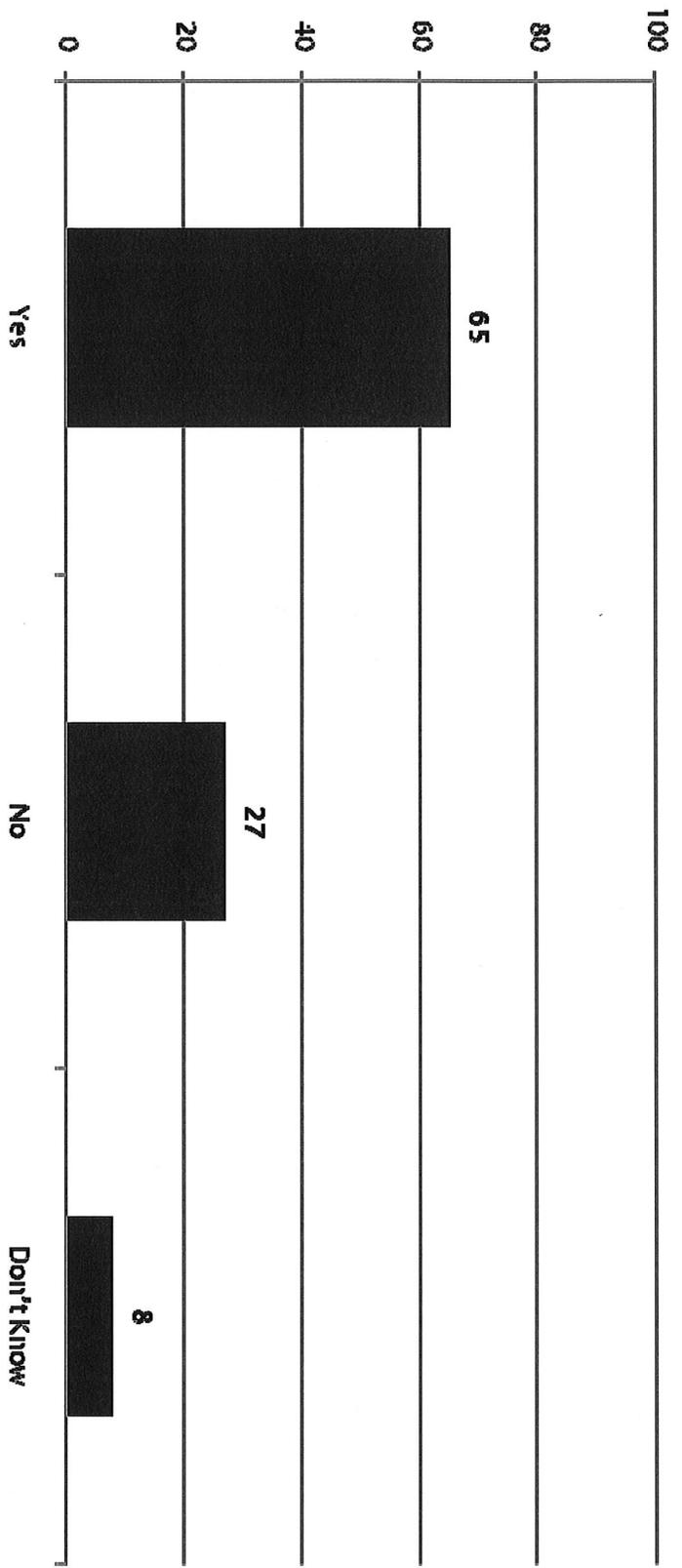
% of Respondents
n = 683



“Do you think ranked choice voting should be used in future municipal elections?”

% of Respondents

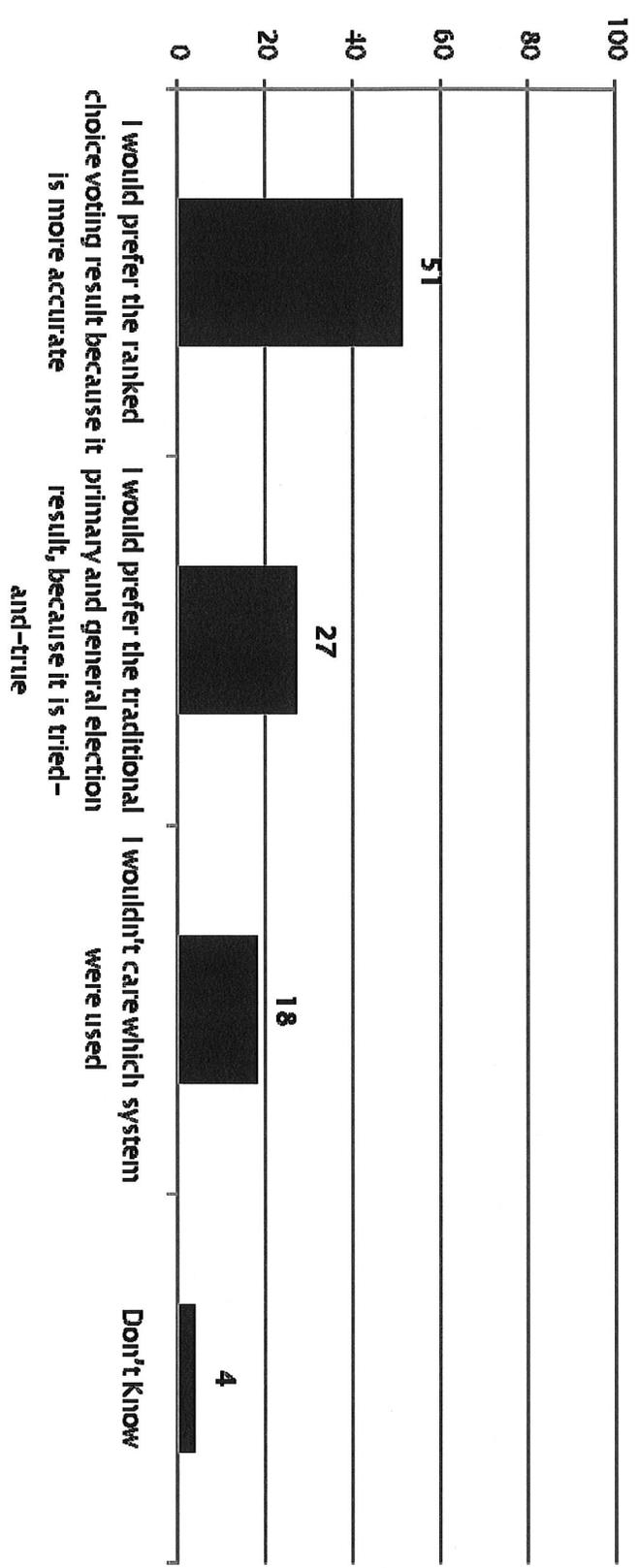
n = 680



“Suppose the outcome of this election results in a different winner than there would have been in a traditional primary and general election. Which of the following best describes your opinion if this happened?”

% of Respondents

n = 672

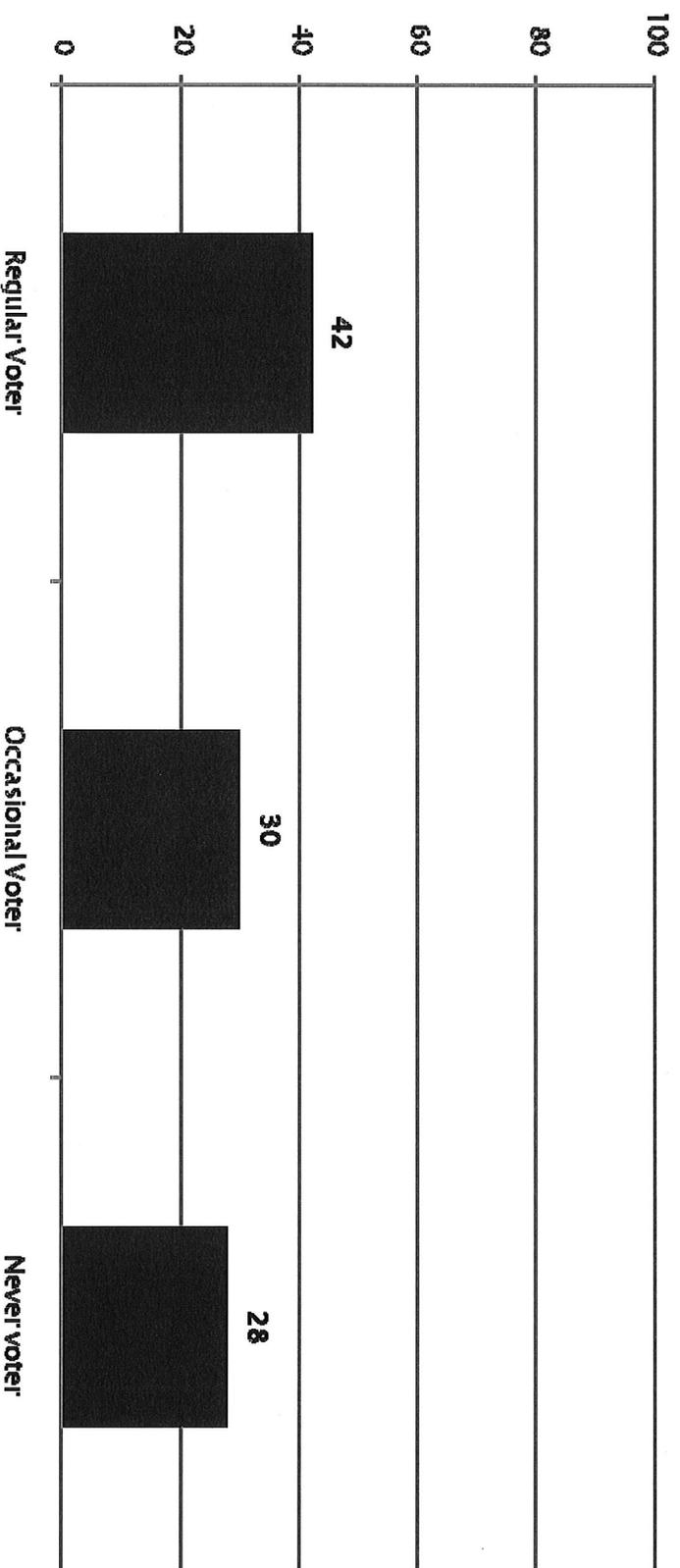


- ▶ **The next set of questions were asked of those who said they did not vote in the municipal elections.**

"Let's start with an easy question. Would you say you were a regular voter, occasional voter, or never voted in past municipal elections?"

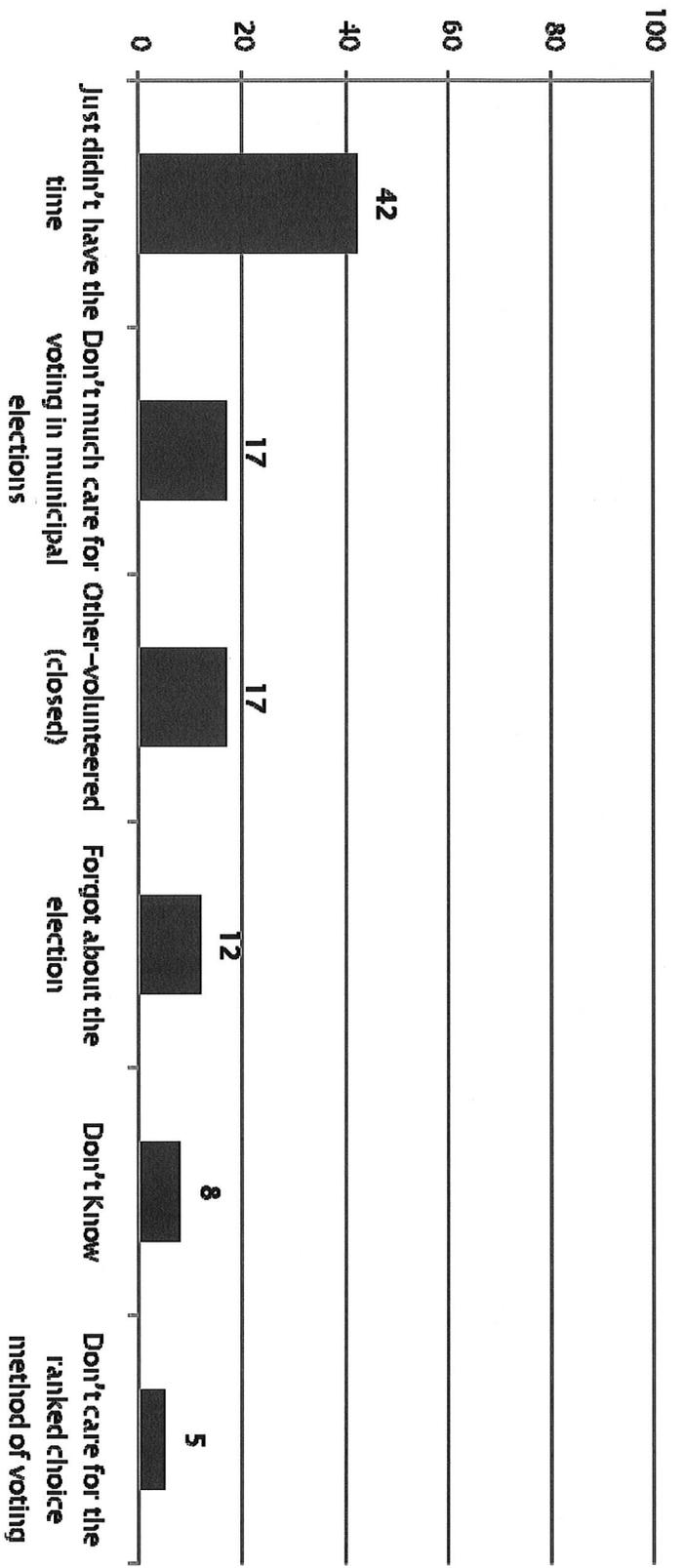
% of Respondents

n = 525

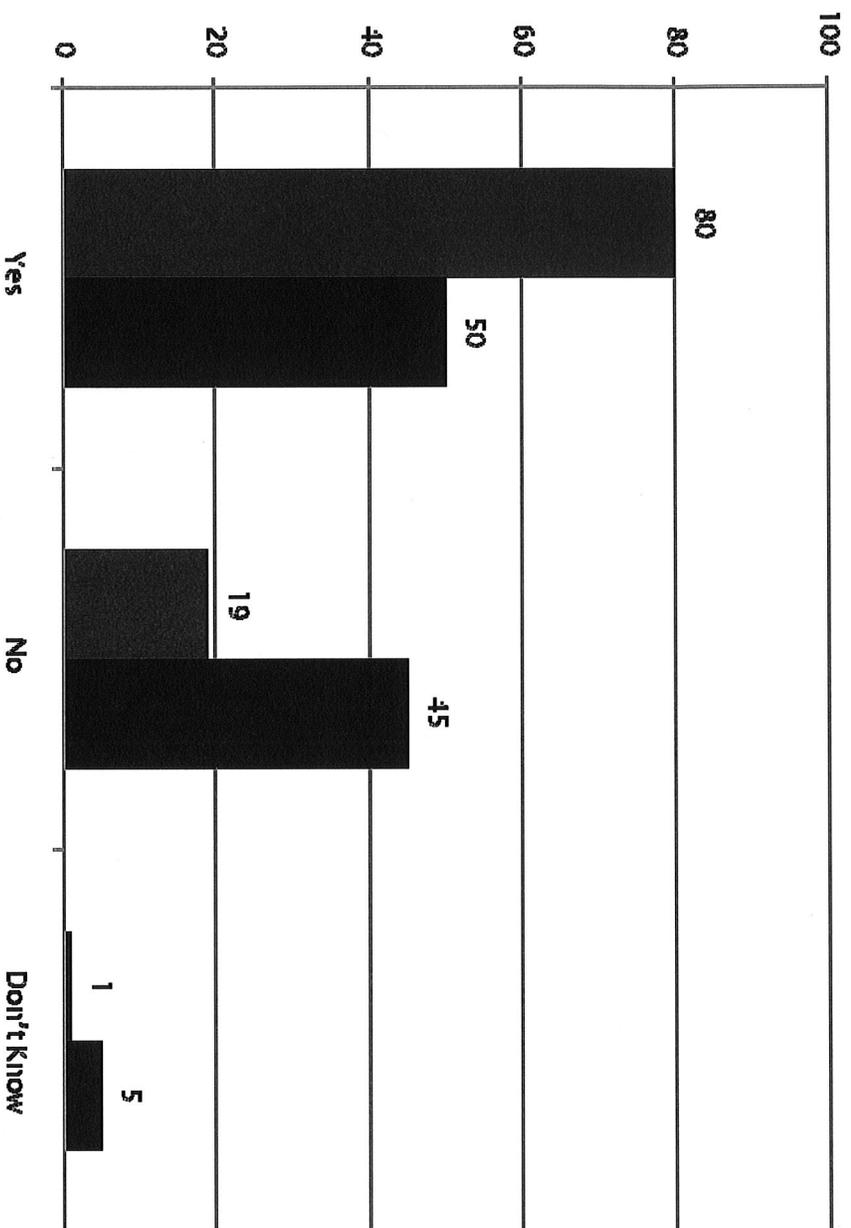


“Why did you not vote in this year’s municipal election? Was it because?”

% of Respondents
n = 518



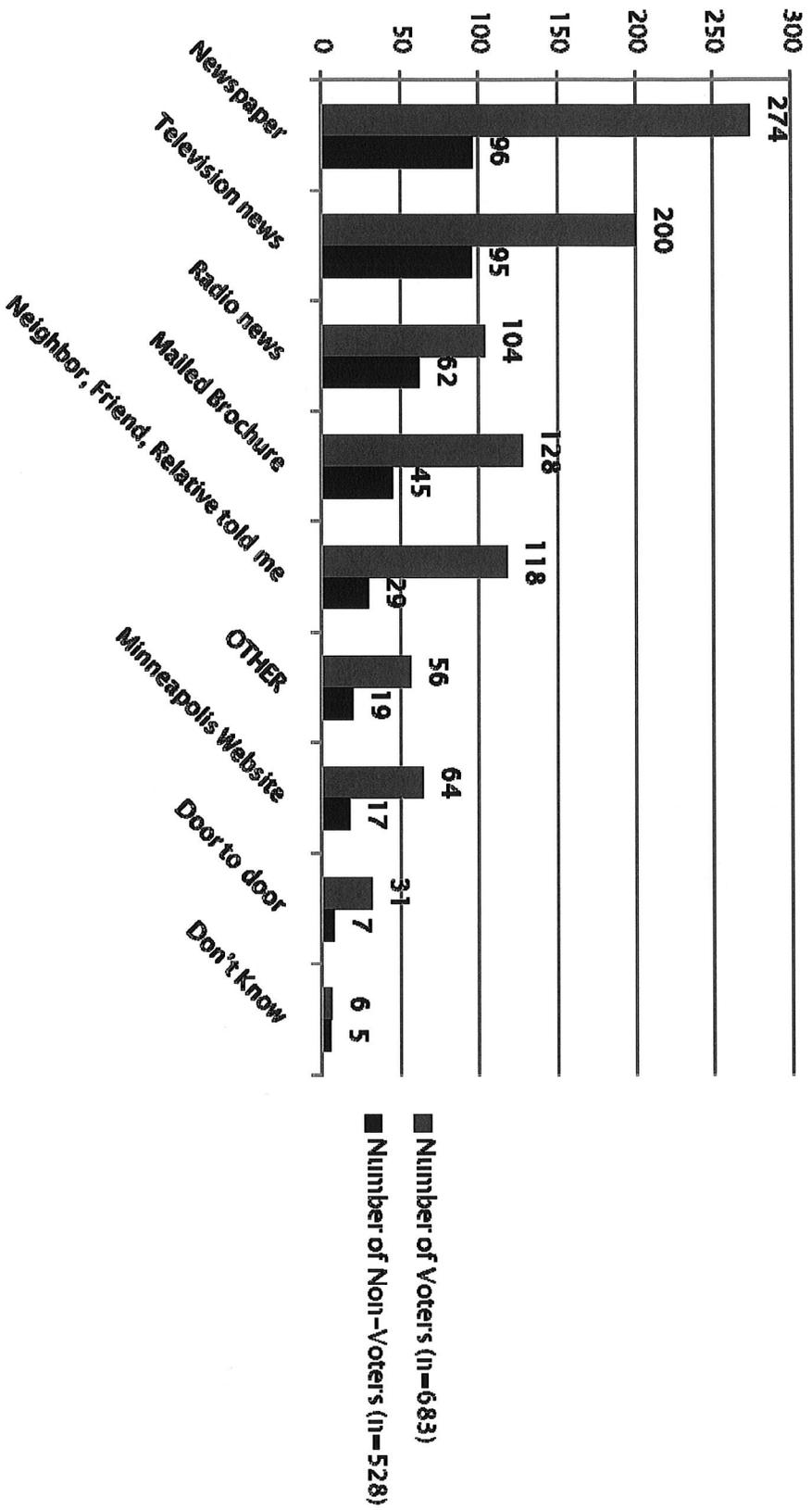
“Did you know this election would use the ranked choice method of voting?”



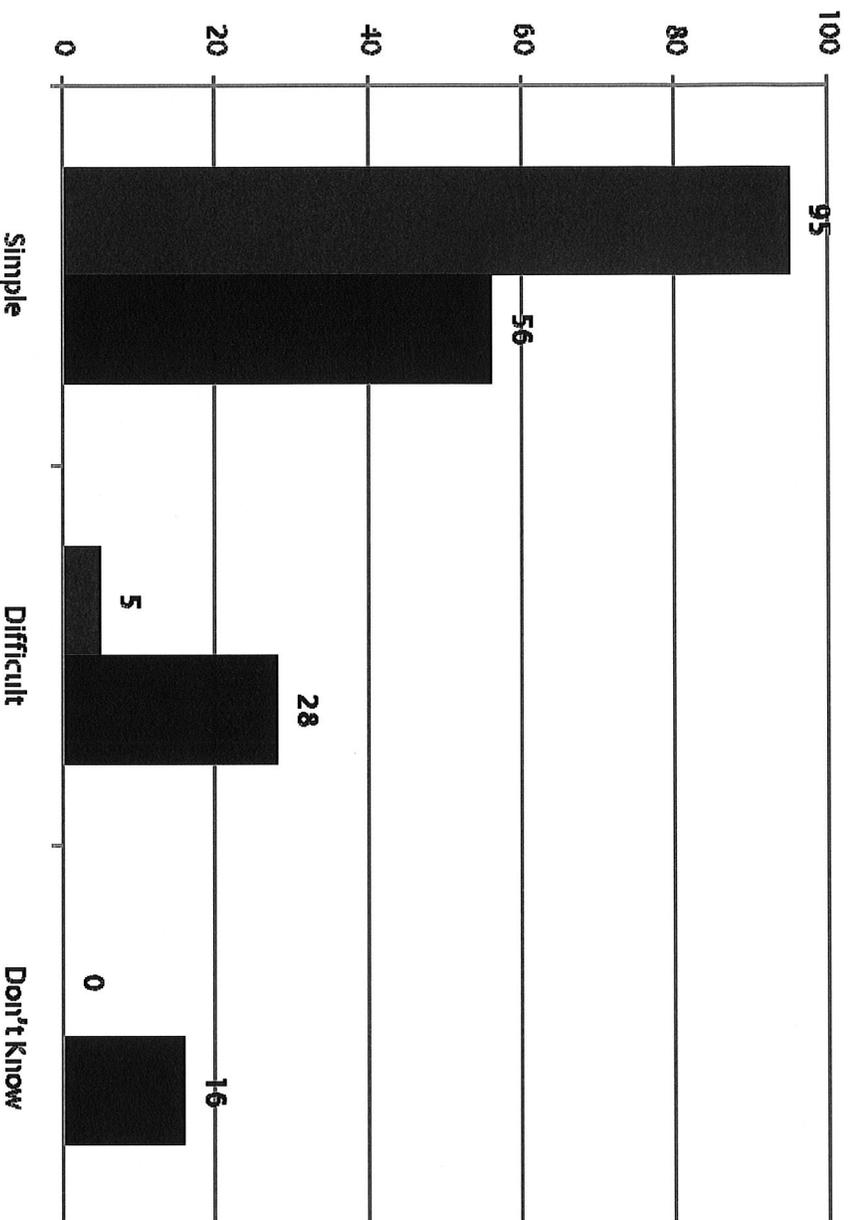
■ % of Voters (n=683)

■ % of Non-voters (n=528)

***“How did you learn about ranked choice voting?”
(multiple responses allowed)***



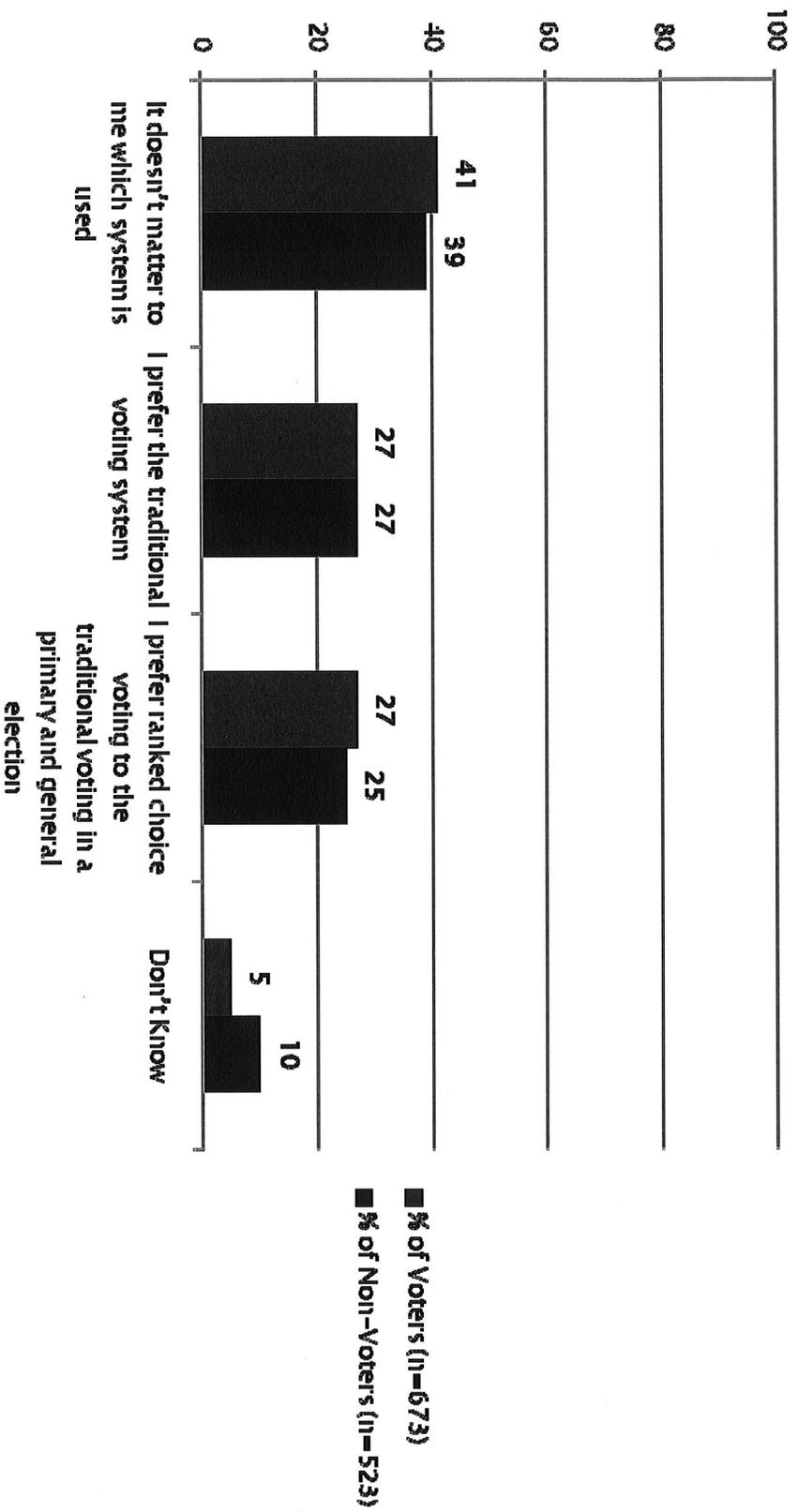
“Based on what you know, would you say it would be simple or difficult to rank your choices on the ballot?”



■ % of Voters (n=402)

■ % of Non-Voters (n=523)

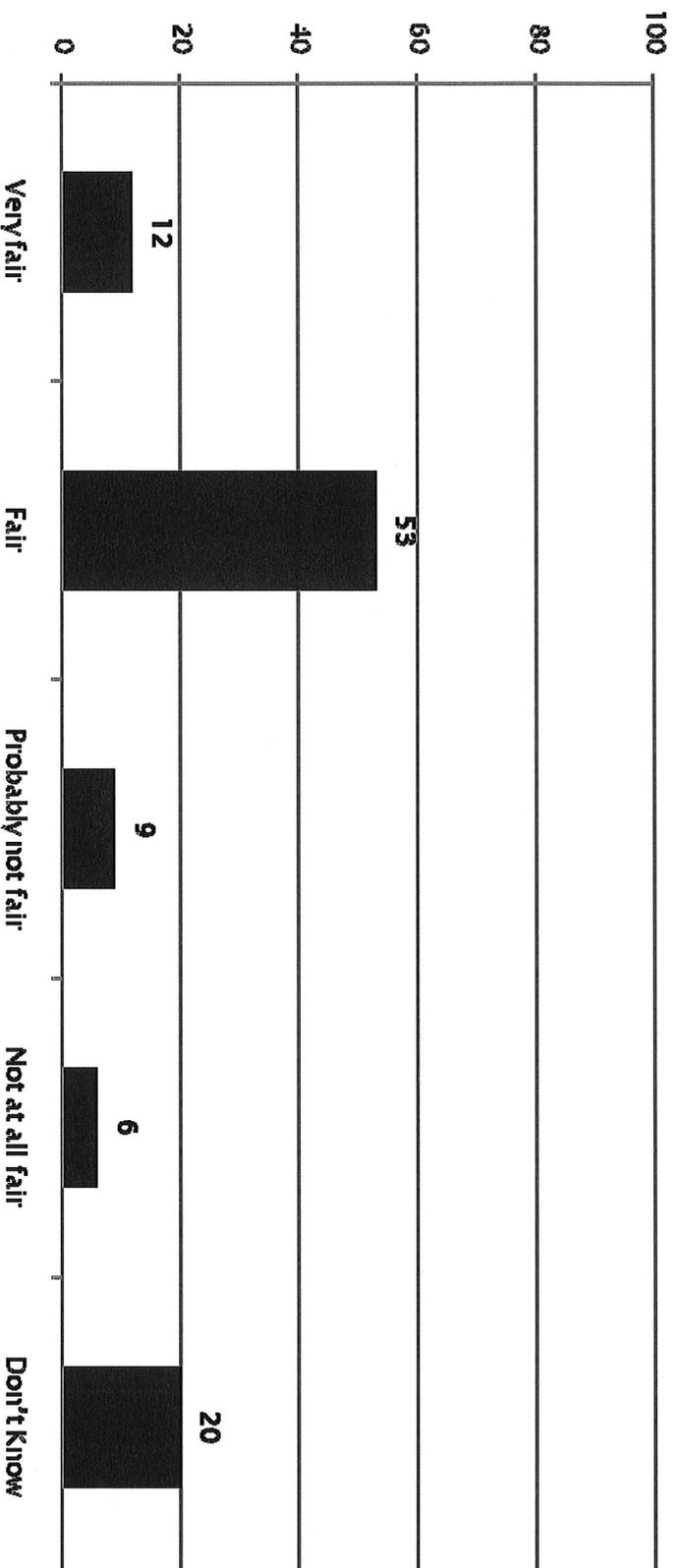
“What is your opinion of the ranked choice voting system?”



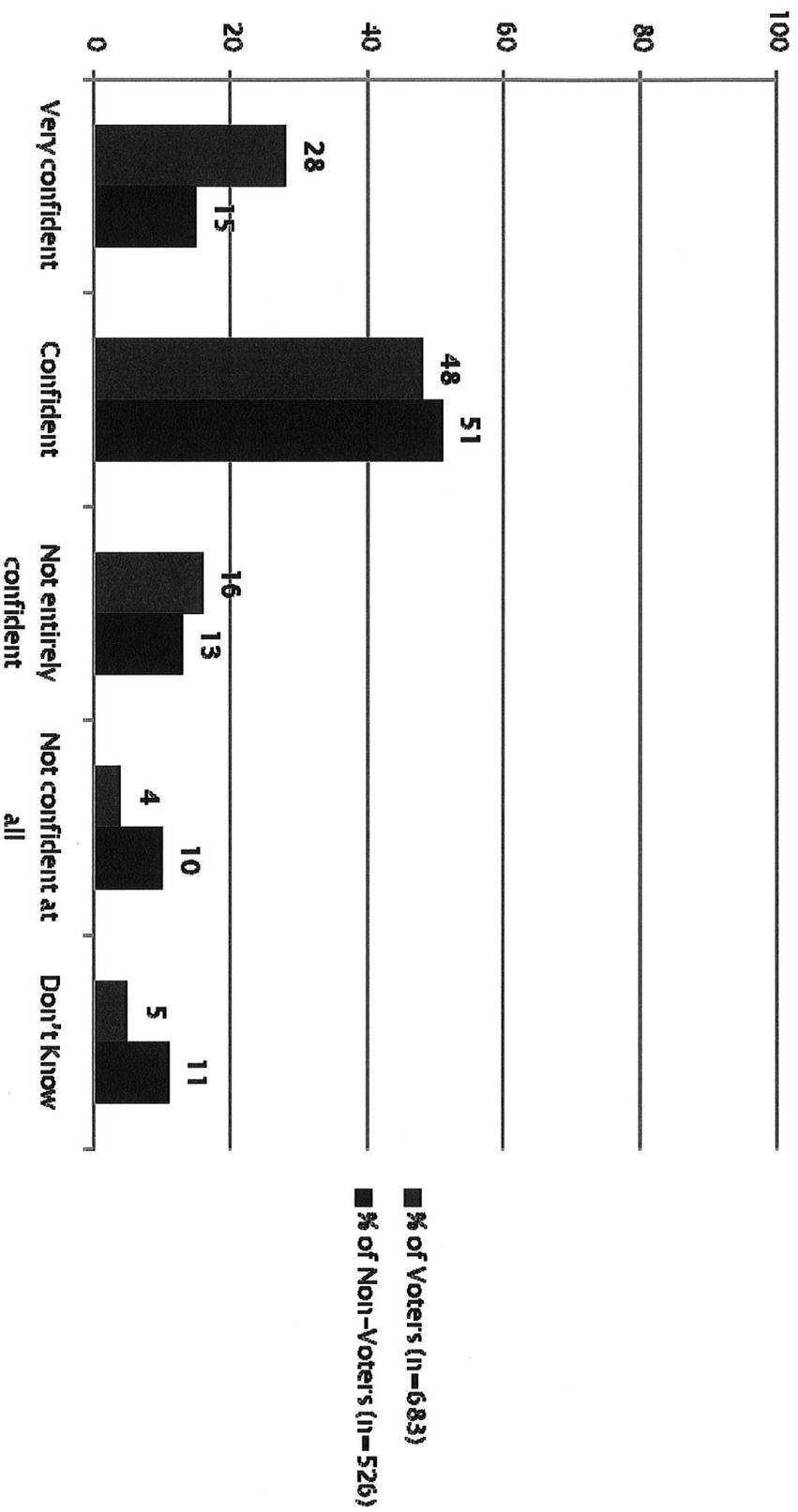
Nov. 2009 Minneapolis Municipal Election Survey

“Personally, would you say ranked choice voting is very fair, fair, probably not fair or not at all fair?”

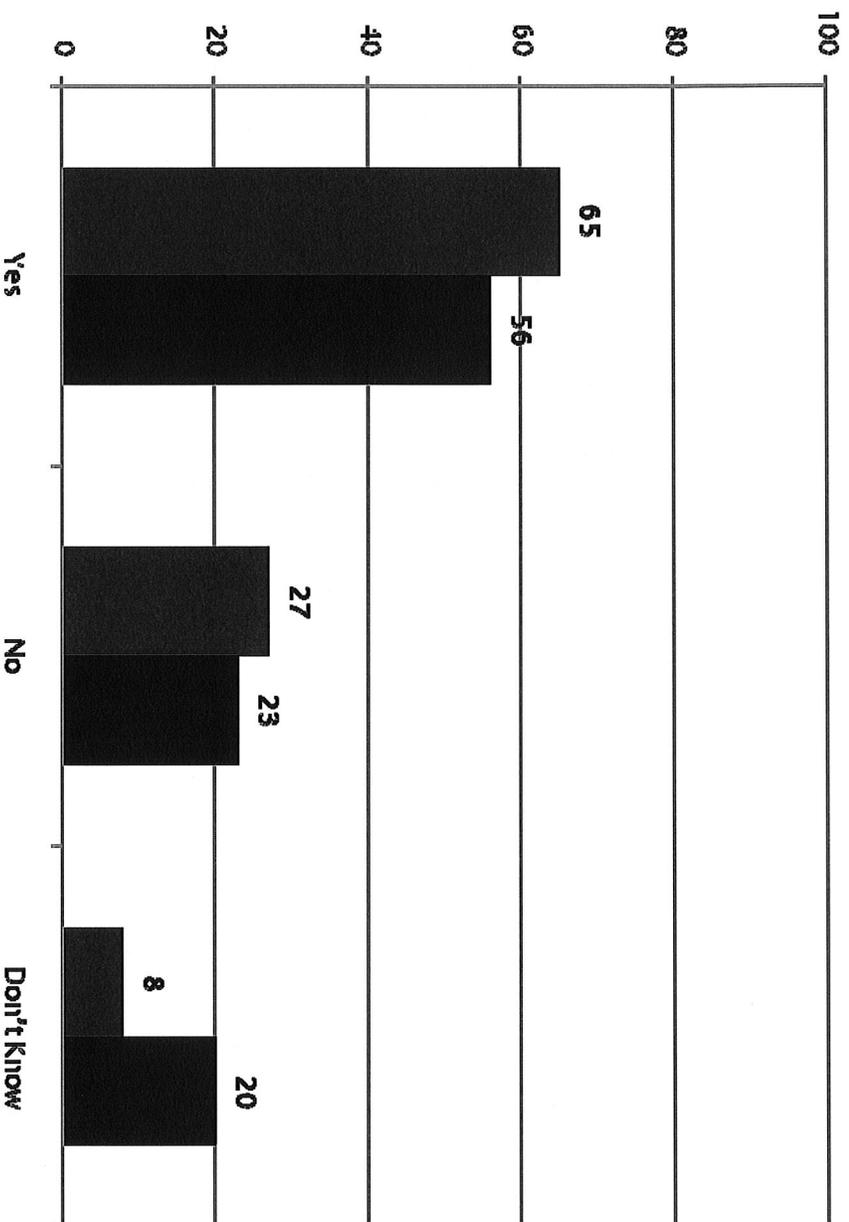
**% of Respondents
n = 526**



“Are you very confident, confident, not entirely confident or not confident at all that votes will be counted accurately using ranked choice voting?”



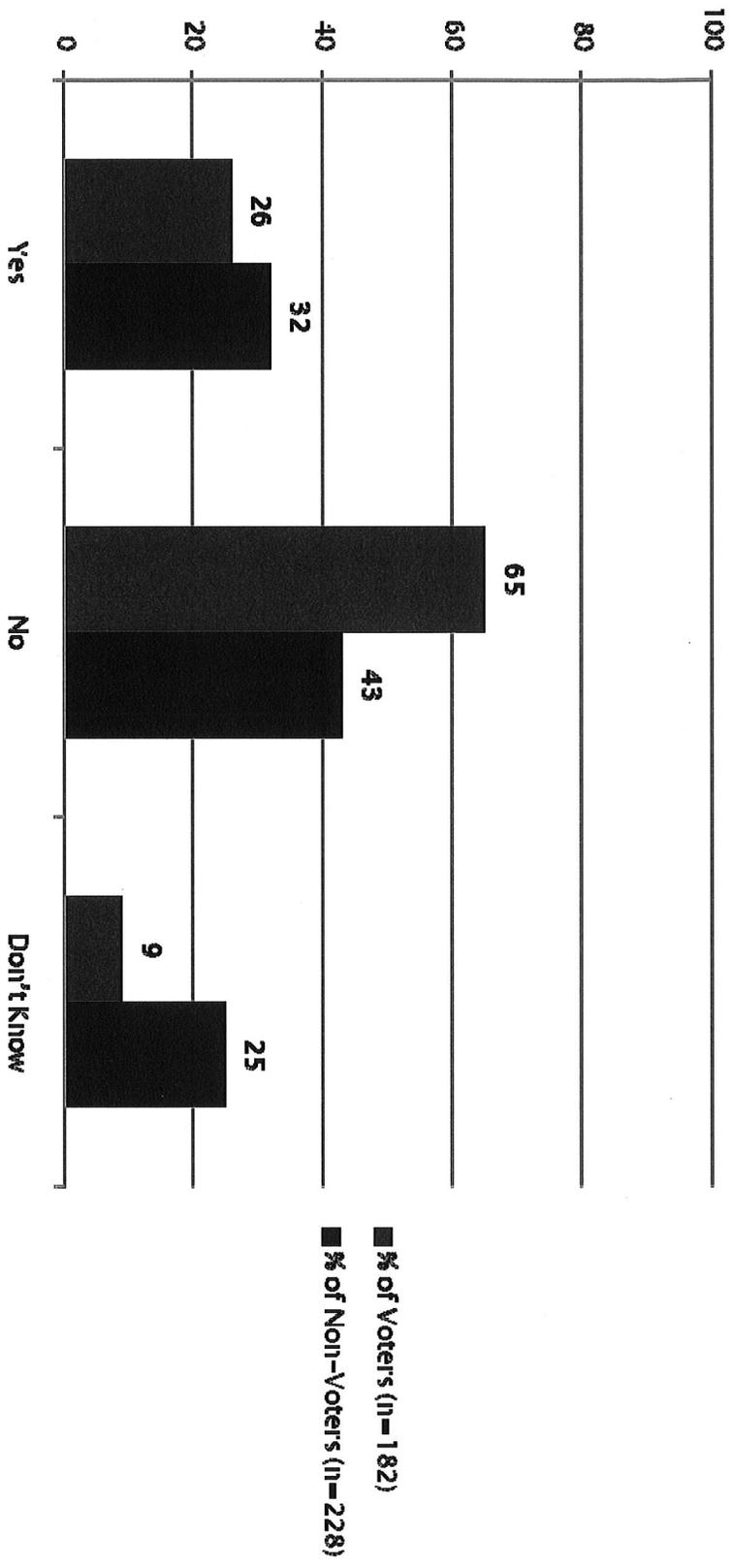
“Do you think ranked choice voting should be used in future municipal elections?”



■ % of Voters (n=680)

■ % of Non-Voters (n=527)

“Automated ballot counting and tabulating equipment is not certified to be used in Minnesota. This means vote counting for this election will be done by hand and final results will not be known until mid December. If there were no such delay in announcing the winners of a ranked choice voting election, would you then change your opinion about ranked choice voting?”

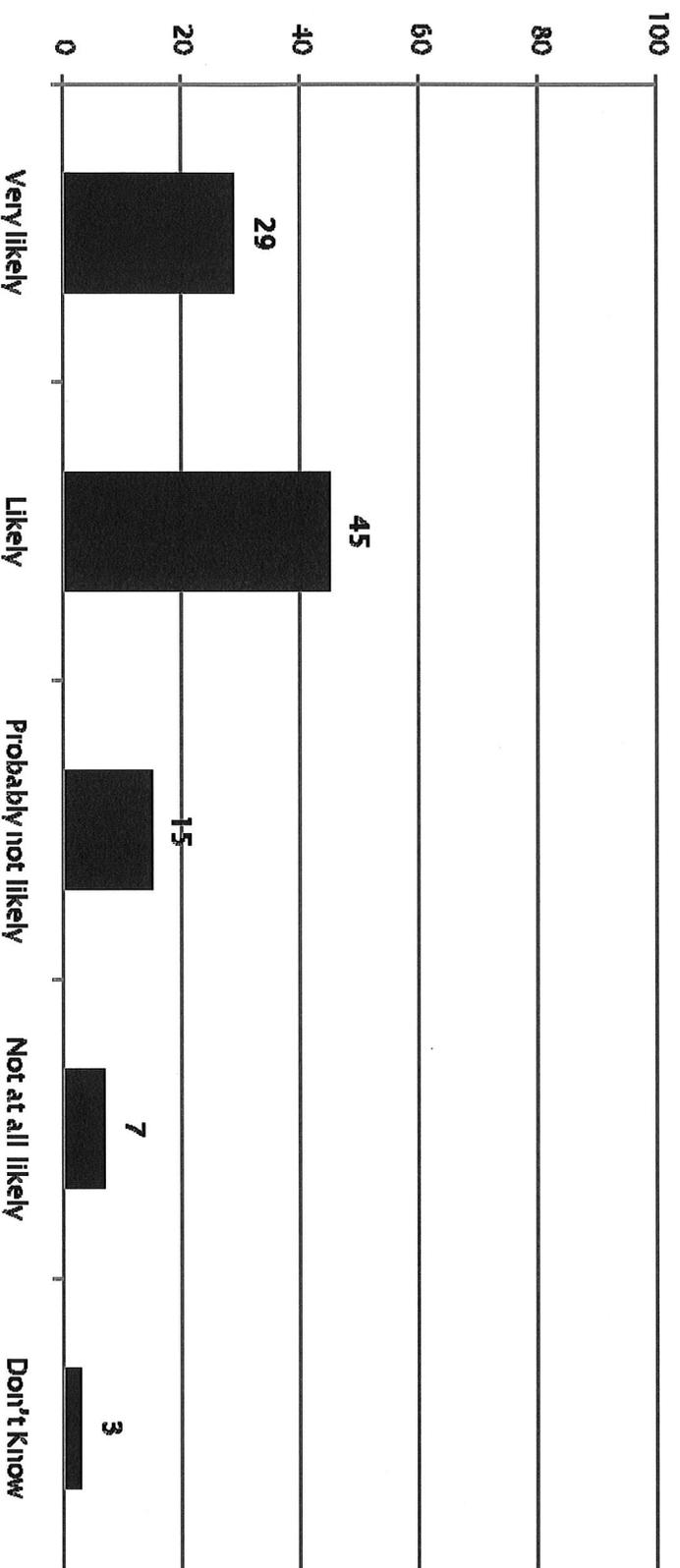


Nov. 2009 Minneapolis Municipal Election Survey

“Would you say you are very likely, likely, probably not likely or not at all likely to vote in future Minneapolis municipal elections?”

% of Respondents

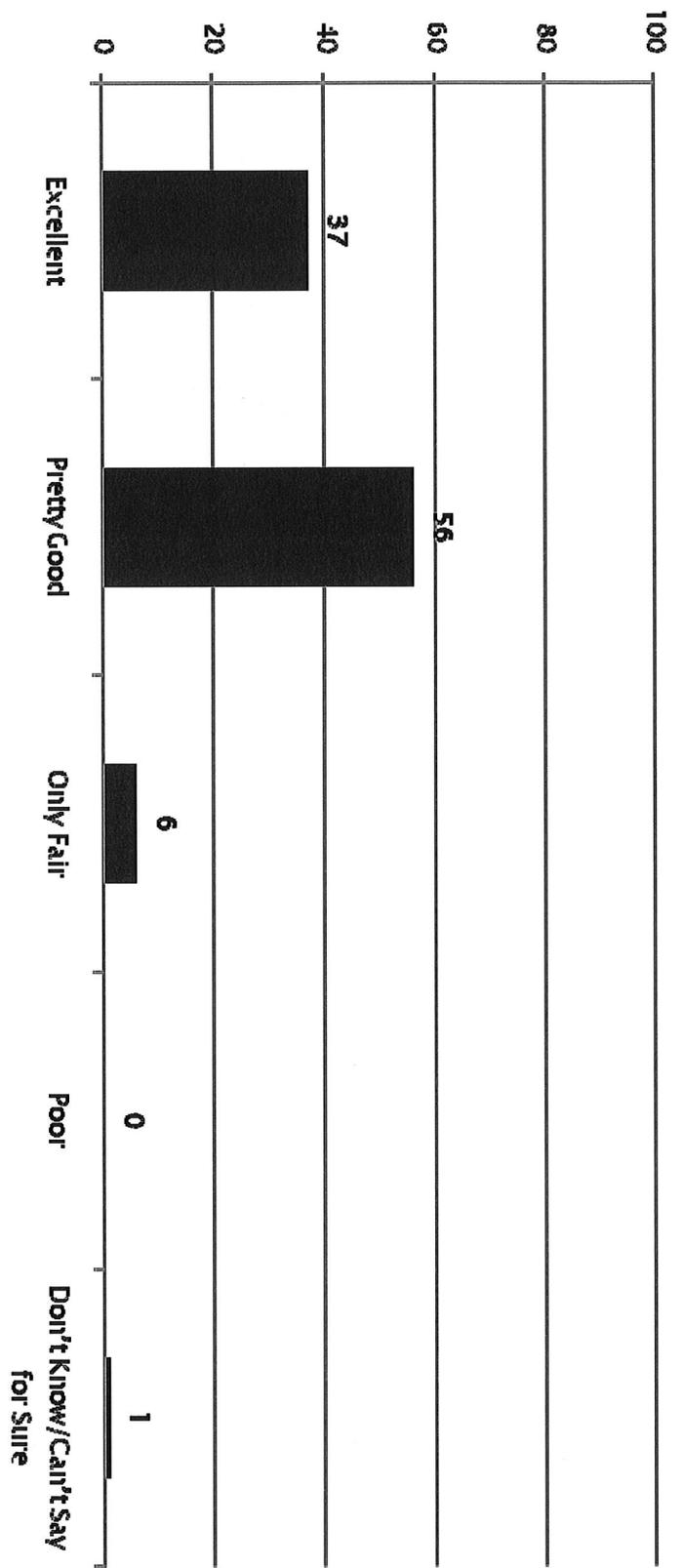
n = 527



- ▶ This section of the report displays the questions and data findings of the survey of election judges. The survey questionnaire was distributed to all election judges at the conclusion of voting. Once completed, they were returned to city staff and the data tabulated by St. Cloud State University. Approximately 1,300 judges served the city for this effort and received surveys. Of those, 948 were returned with completed answers

“After your experience today, how would you rate your training for the ranked choice voting election? Was it?”

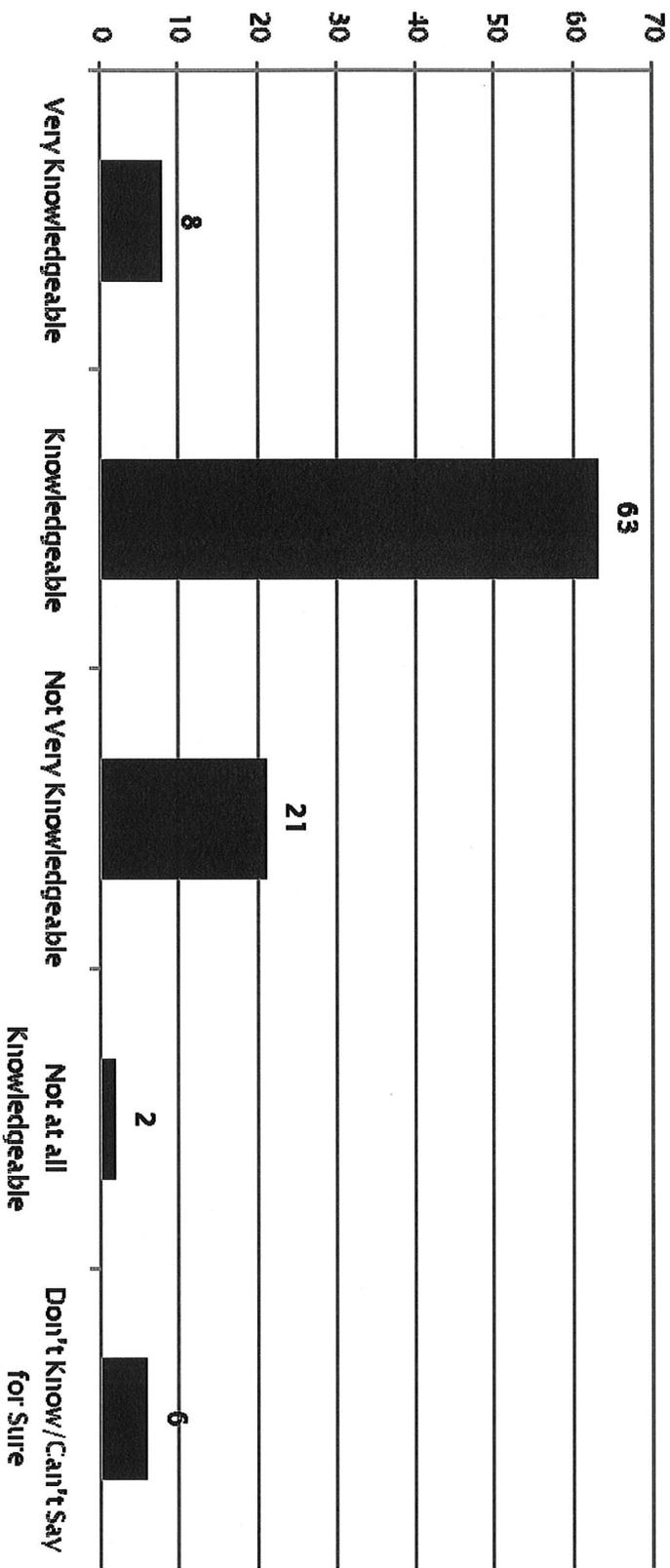
**% of Respondents
n = 942**



“In your opinion, how would you rate how knowledgeable voters were about ranked choice voting before they entered the polling place? Were they?”

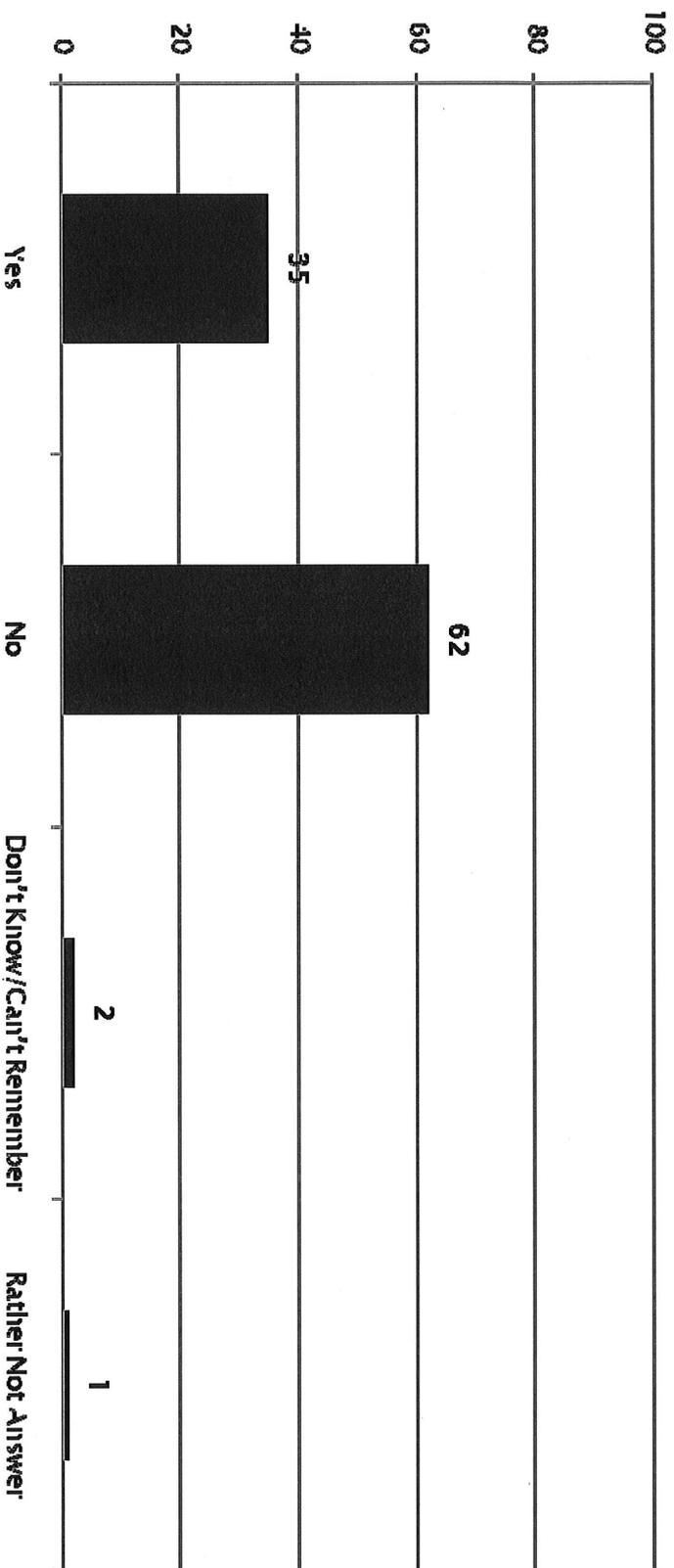
% of Respondents

n = 915



“Did voters want to engage you in a discussion about the pros and cons of ranked choice voting at the polling place?”

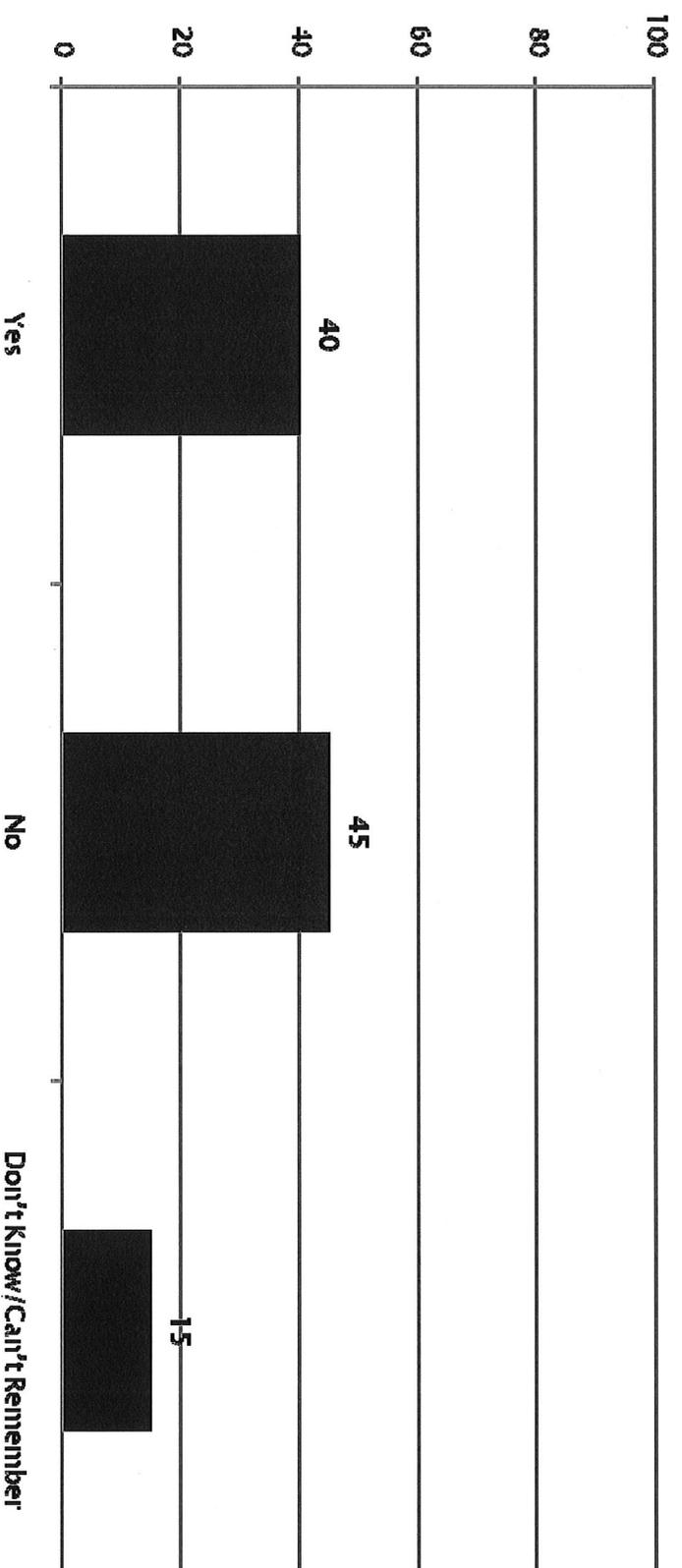
% of Respondents
n = 928



"In your personal estimation, did voters need more time to complete ranked choice voting ballots?"

% of Respondents

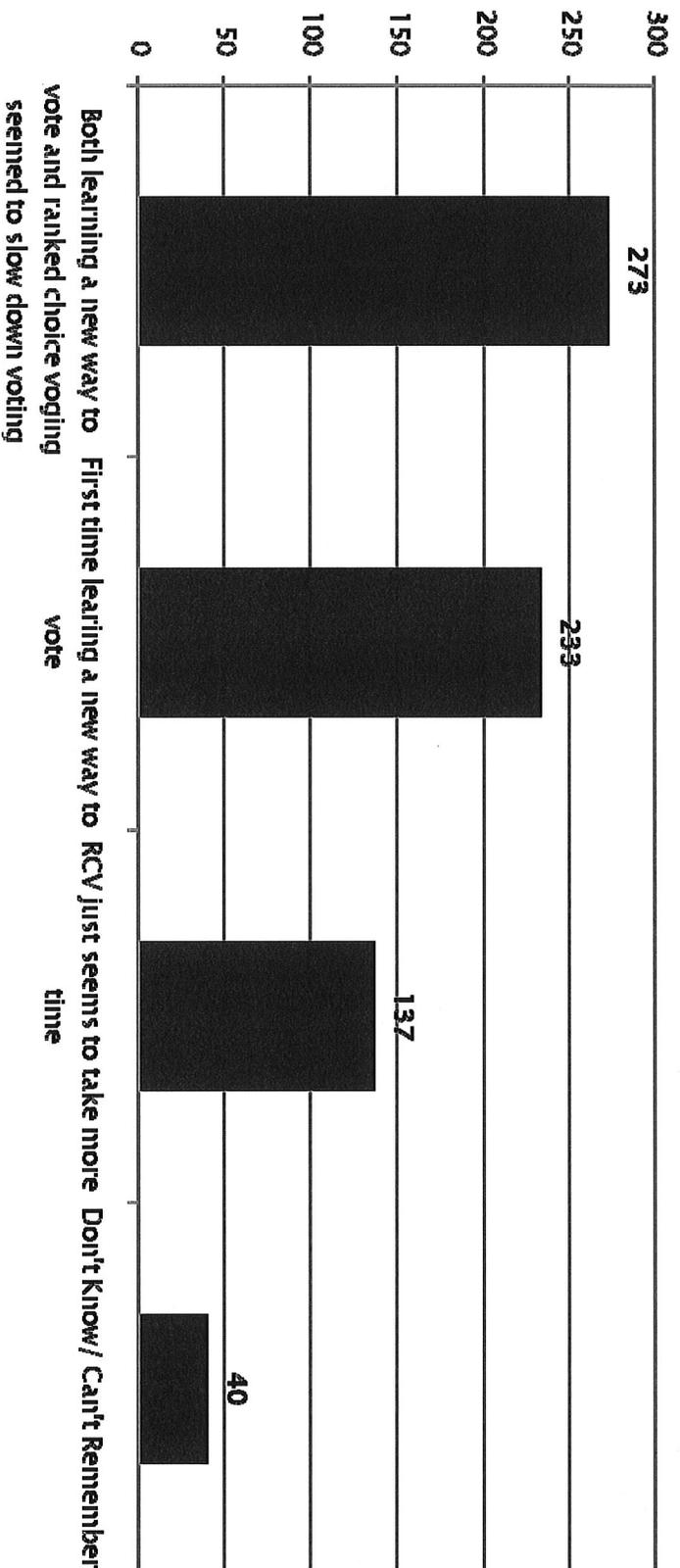
n = 933



Nov. 2009 Minneapolis Municipal
Election Survey

"Why do you think voters needed more time?" (Multiple Answers Allowed)

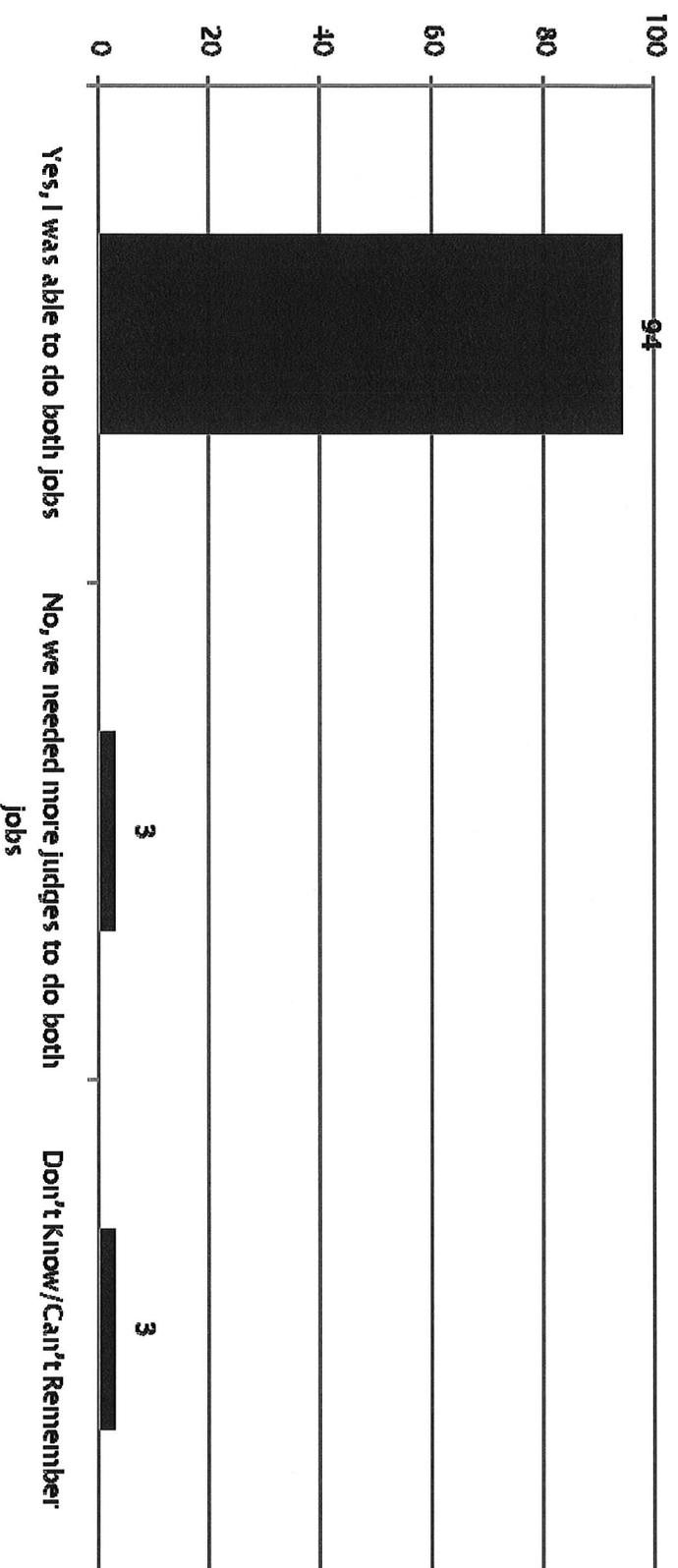
of Responses
n = 683



“All things considered, were you able to do your normal duties as a judge such as registering new voters and checking names to see if the voter is registered, plus answering questions about ranked choice voting?”

% of Respondents

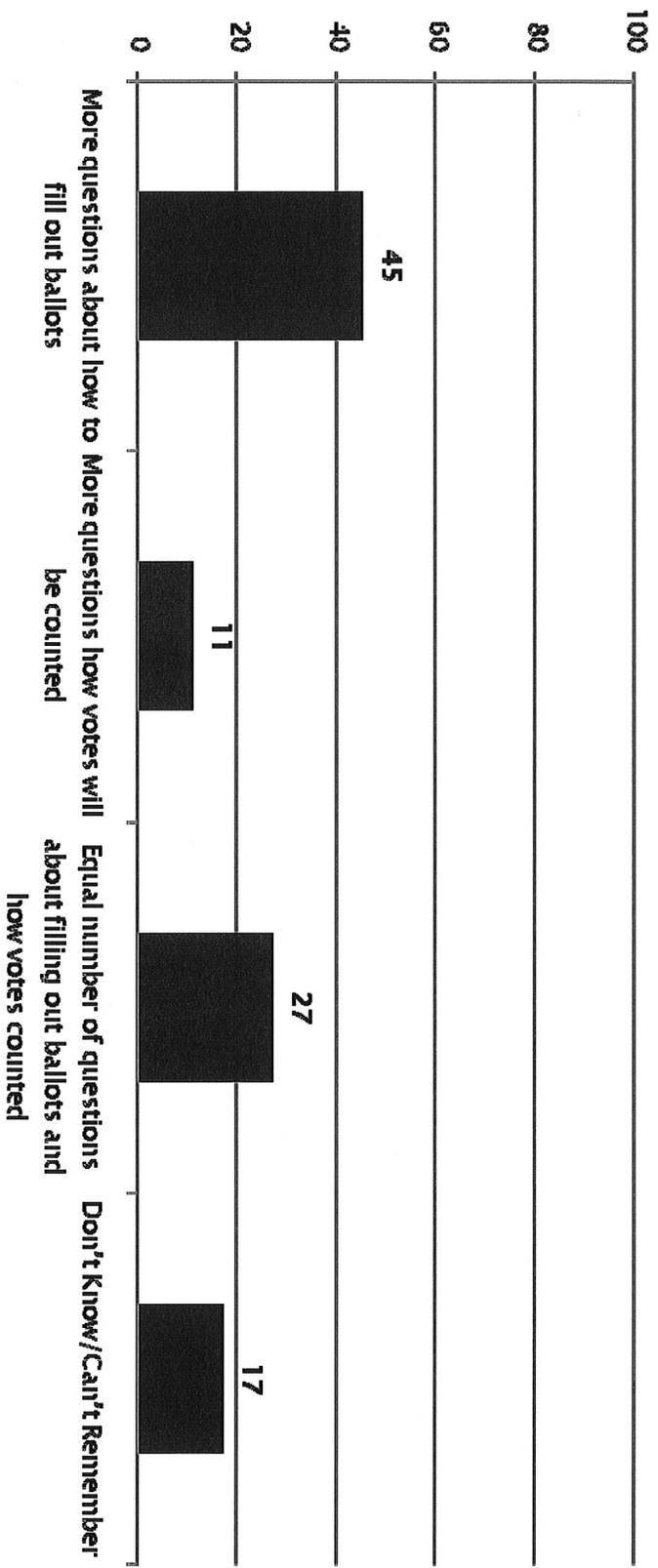
n = 910



“Would you say you were asked more questions from voters about how to fill out the ballot or how votes will be counted or did you get about an equal numbers of questions?”

% of Respondents

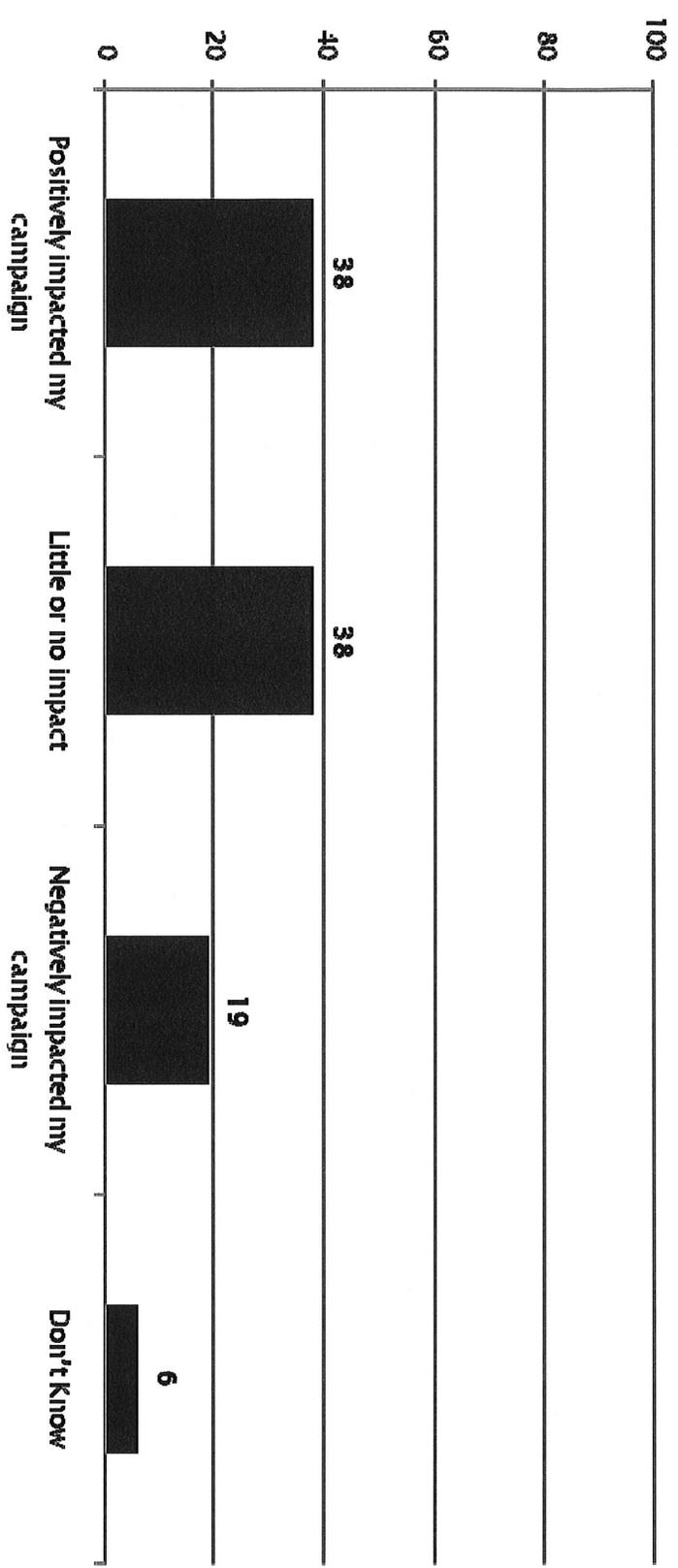
n = 860



- ▶ Candidates for office were also surveyed. The questionnaire was distributed to each candidate and were returned to St. Cloud State University for data analysis.

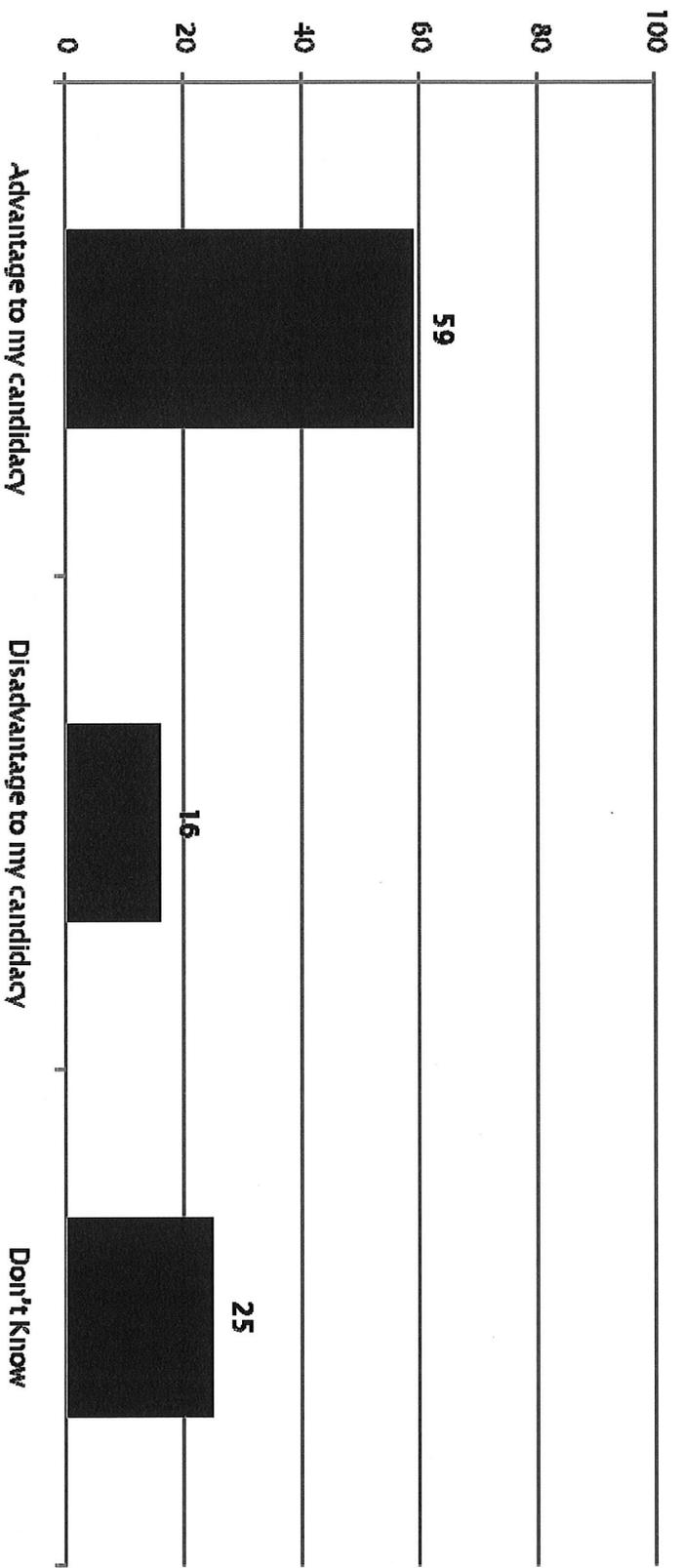
“Generally, do you think ranked choice voting negatively or positively impacted your campaign or had little or no impact on your campaign?”

% of Respondents
n=32



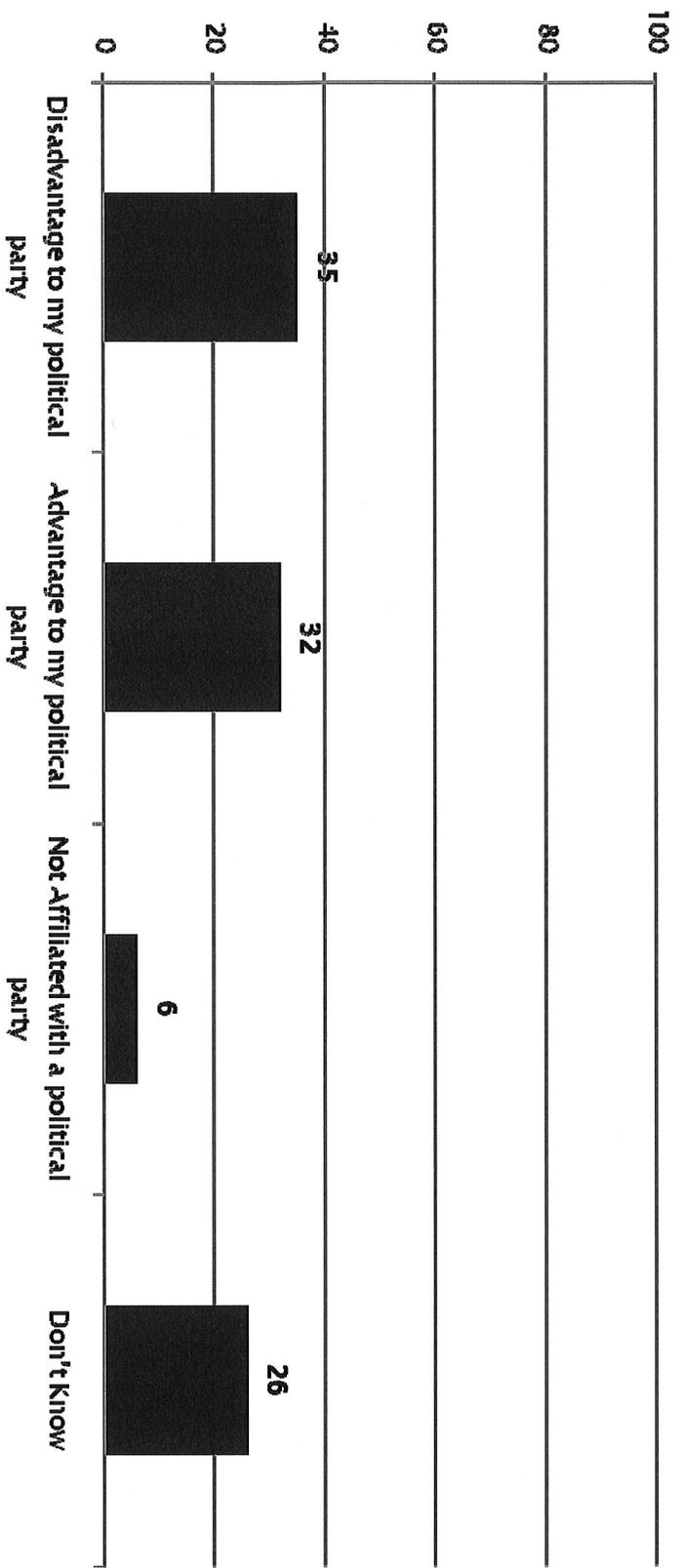
“Do you think ranked choice voting was an advantage or a disadvantage to your candidacy?”

**% of Respondents
n=32**



“Do you think ranked choice voting was an advantage or a disadvantage to your political party?”

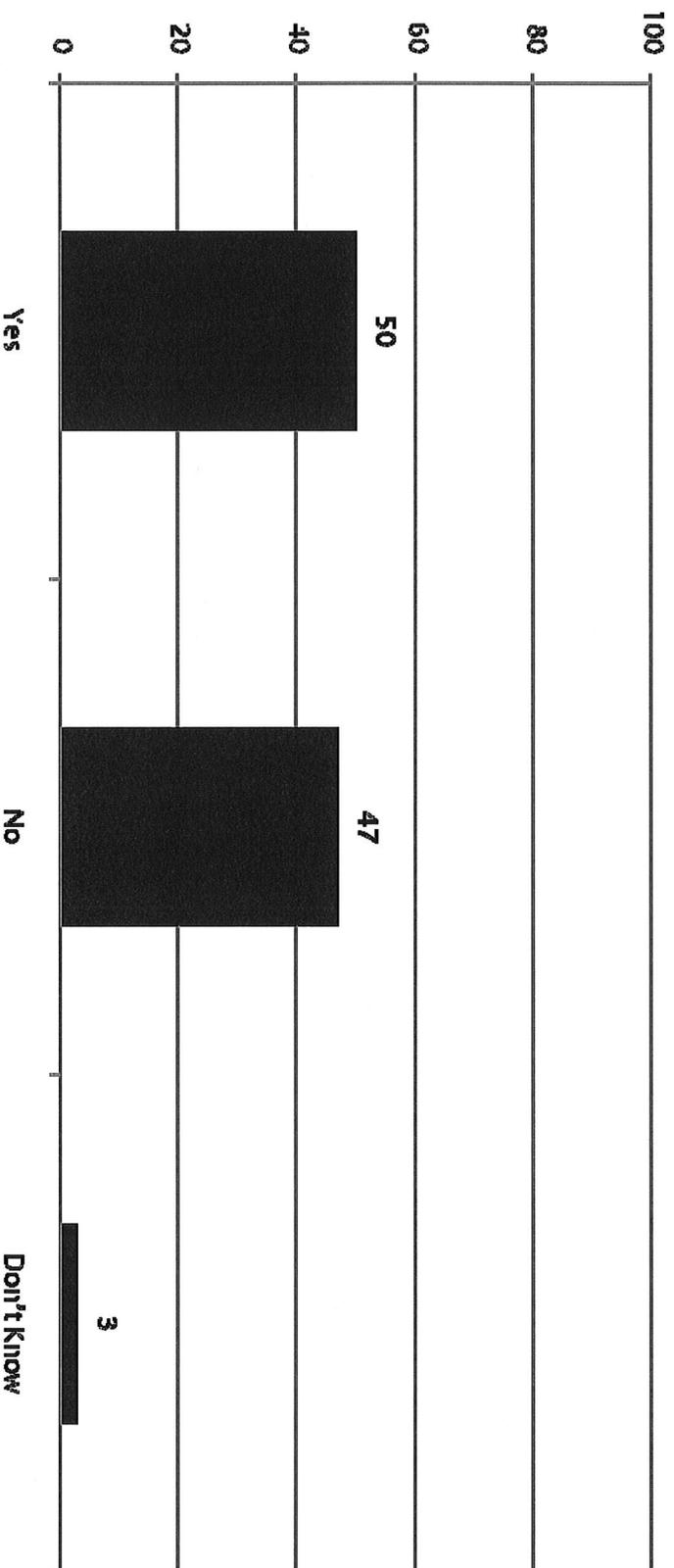
**% of Respondents
n=34**



“Did your campaign strategy change because of ranked choice voting?”

% of Respondents

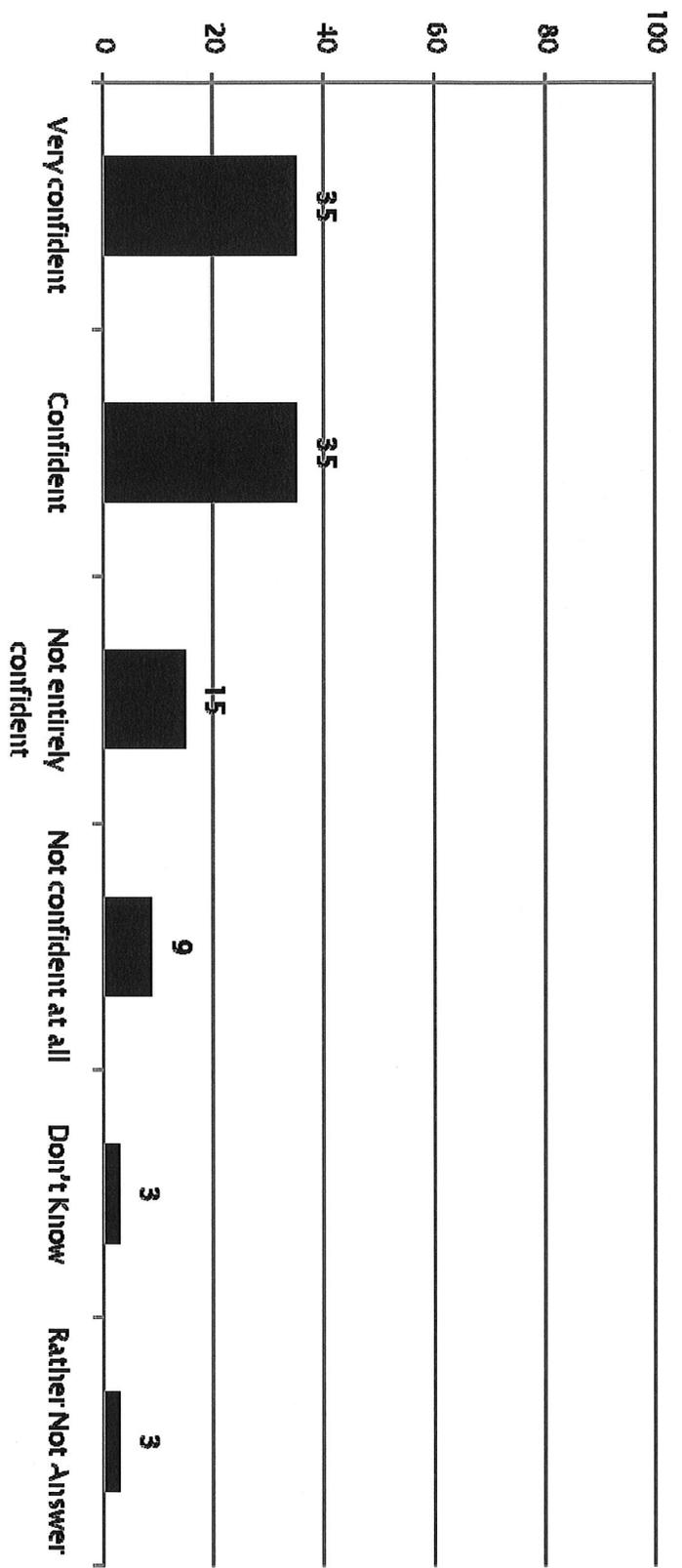
n=34



Nov. 2009 Minneapolis Municipal
Election Survey

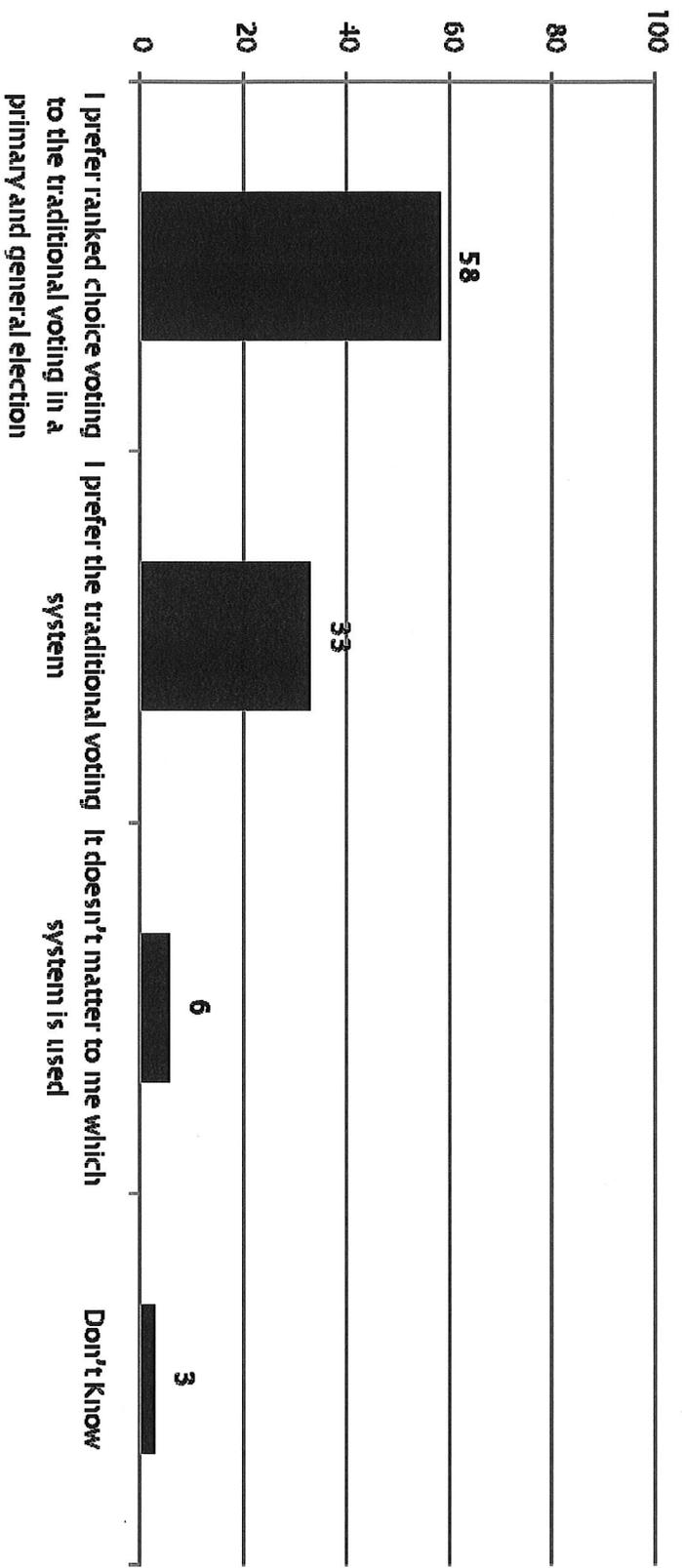
“Are you very confident, confident, not entirely confident or not confident at all that votes will be counted accurately using ranked choice voting?”

**% of Respondents
n=34**



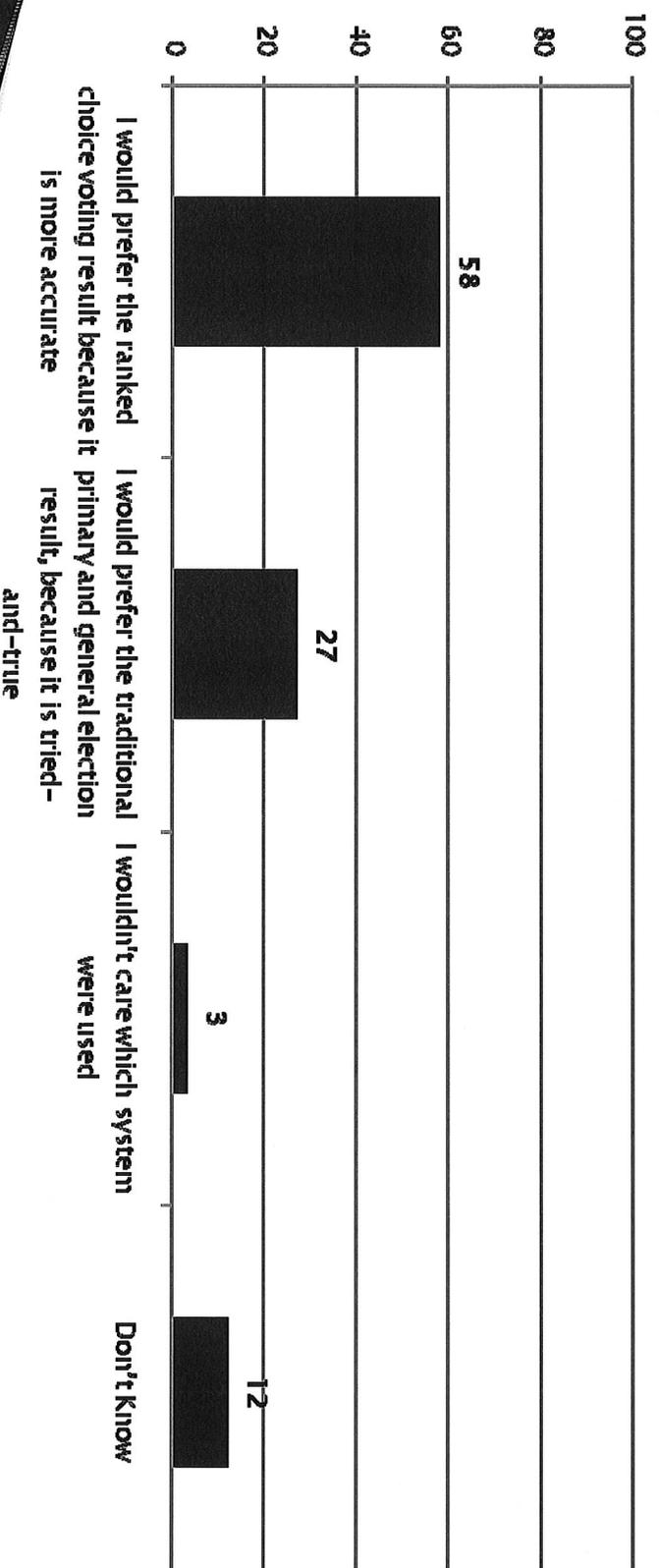
“What is your opinion of the ranked choice voting system?”

**% of Respondents
n=33**



“Suppose the outcome of this election results in a different winner than there would have been in a traditional primary and general election. Which of the following best describes your opinion if this happened?”

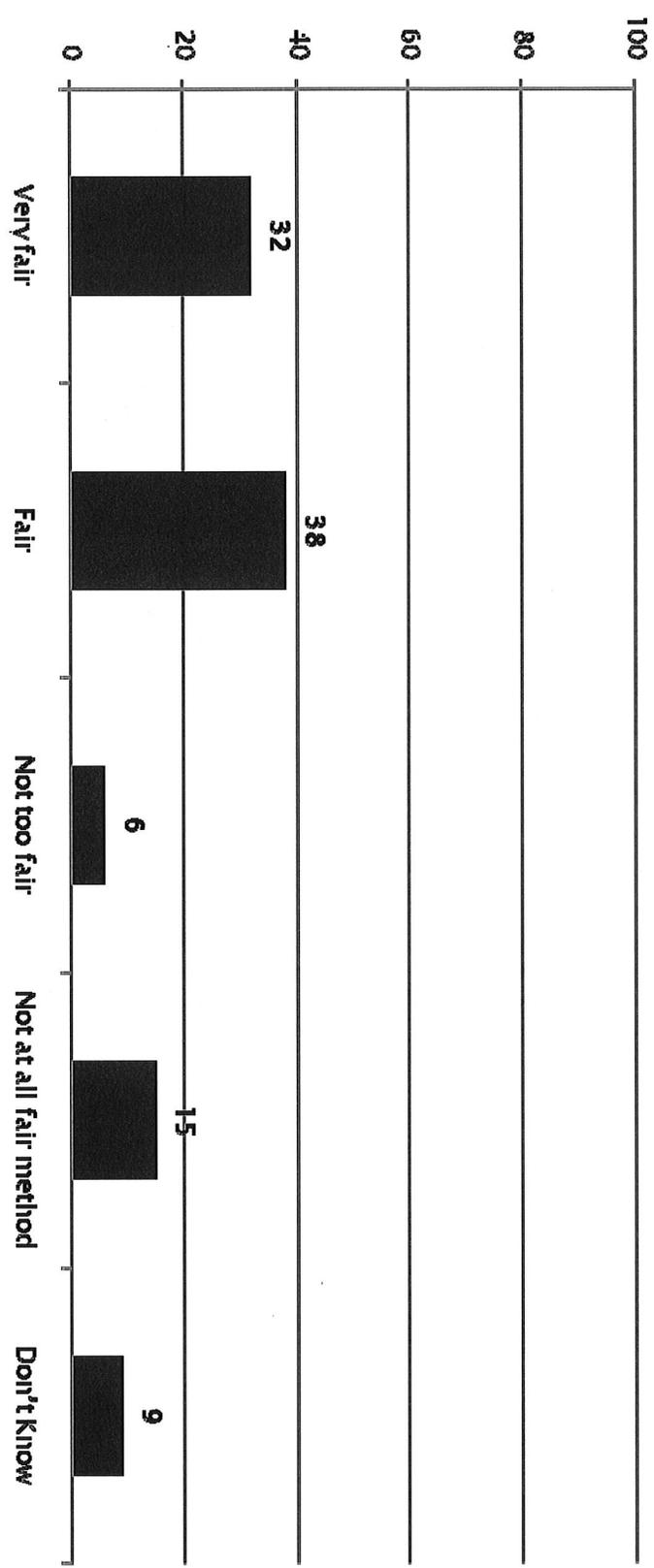
% of Respondents
n = 33



“Do you think ranked choice voting is a very fair, fair, not too fair or not at all fair method of counting ballots for an election?”

% of Respondents

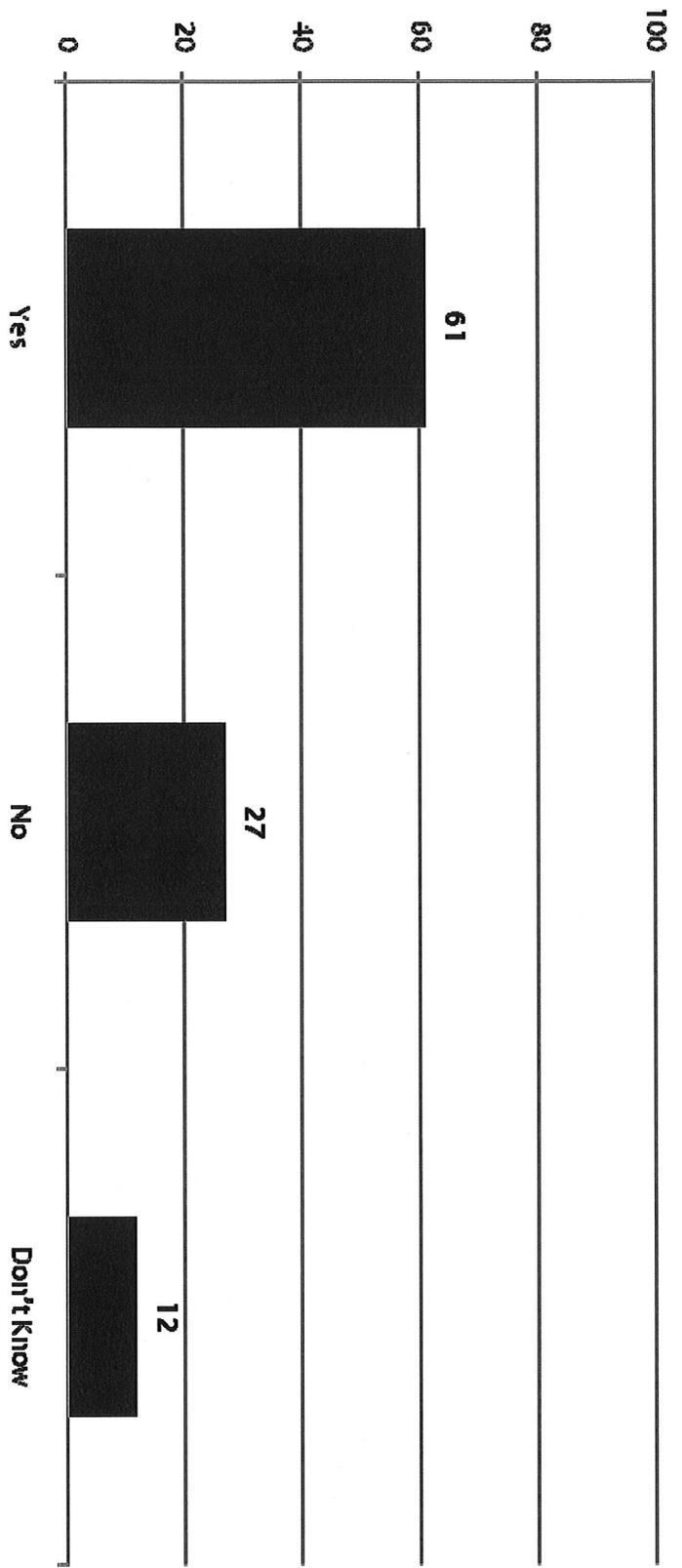
n = 34



“Do you think ranked choice voting should be used in future municipal elections?”

% of Respondents

n=33



Ranked-Choice Voting

Ranked-Choice voting was passed by the voters as an amendment to the City Charter in March of 2002. Ranked-choice voting allows San Francisco voters to rank up to three candidates for a single office. This makes it possible to elect local officials by majority vote without the need for a separate run-off election.

Who is elected using ranked-choice voting?

San Francisco voters use ranked-choice voting to elect the Mayor, Sheriff, District Attorney, City Attorney, Treasurer, Assessor-Recorder, Public Defender, and Members of the Board of Supervisors.

How do I mark the ranked-choice ballot?

The ranked-choice ballot lists the names of all the candidates in three repeating columns.

1. To mark the ranked-choice ballot, select your first-choice candidate in the first column by completing the arrow pointing to your choice.
2. To indicate a second choice, select a different candidate in the second column by completing the arrow pointing to your choice.
3. To indicate a third choice, select a different candidate in the third column by completing the arrow pointing to your choice.

Write-In Candidates:

To vote for a qualified write-in candidate who is not listed on the ballot, write the person's name on the blank line at the end of the candidate list and complete the arrow.

When marking the ranked-choice ballot, keep in mind:

- You may--but are not required to--rank up to three candidates. If there are fewer than three candidates for the same office, or to rank fewer than three candidates, leave any of the remaining columns blank.
- If you select the same candidate in more than one column, that vote for that candidate will count only once.
- Your second choice will be counted only if your first-choice candidate has been eliminated. Your third choice will be counted only if BOTH your first-choice and second-choice candidates have been eliminated.

How ranked-choice voting works:

- To start, every first-choice selection is counted. Any candidate who receives a majority (more than 50%) of the first-choice selections is declared the winner.
- If no candidate receives a more than 50% of the first-choice selections, the candidate who received the fewest number of first-choice selections is eliminated.
- Voters who selected the eliminated candidate as their first choice will have their vote transferred to their second choice.
- The votes are then recounted. If any remaining candidate receives more than 50% of the votes, he or she is declared the winner.
- If no remaining candidate receives more than 50% of the votes, the process of eliminating candidates and transferring votes to the next ranked candidate is repeated until one candidate has a winning majority.

* New Video! "Ranked Choice Voting Review"

This video contains comprehensive information on ranked-choice voting, including a sample election demonstrating how choices are counted.

* Ranked-Choice Voting Interactive Demonstration

View a demonstration of ranked-choice voting, including an interactive explanation on how to correctly mark the ranked-choice ballot.

What is ranked-choice voting?

Ranked-choice voting allows San Francisco voters to rank a first, second, and third choice candidate for a single office. This makes it possible to elect local officials by majority vote without the need for a separate run-off election.

Who is elected using ranked-choice voting?

Starting in November 2004, San Francisco will use ranked-choice voting to elect most local officials. Ranked-choice voting does not affect the election of State and federal officials or the adoption of ballot measures.

How does ranked-choice voting work?

To start, every voter's first-choice vote is counted. Any candidate who receives a majority (*more than 50%*) of the first-choice votes is declared the winner. If no candidate receives more than 50% of the first-choice votes, a process of eliminating candidates and transferring votes begins:

- **First**, the candidate who received the fewest number of first-choice votes is eliminated from the race.
- **Second**, voters who selected the eliminated candidate as their first choice will have their vote transferred to their second choice.
- **Third**, all the votes are recounted.
- **Fourth**, if any candidate receives more than 50% of the votes he or she is declared the winner. If no candidate receives more than 50% of the votes, the process of eliminating candidates and transferring votes is repeated until one candidate has a winning majority.



The Ranked-Choice Ballot

This brochure shows a sample ranked-choice ballot. This fall, the exact ballot you will see at the polling place will be on the Department's website and in your voter information pamphlet.

How To Find Out More

For more information on ranked-choice voting please contact the Department of Elections.

Stop by: The Department of Elections
City Hall, Room 48
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102

Call: English: (415) 554-4375
Chinese: (415) 554-4367
Spanish: (415) 554-4366
TDD: (415) 554-4386

Visit Our Website: sfelections.org

Ranked-Choice Voting Explained



Marking the Ranked-Choice Ballot

First Column

Select your **first-choice** candidate by completing the arrow pointing to your choice.

Second Column

To indicate a **second choice**, select a *different* candidate in the second column by completing the arrow pointing to your choice.

Third Column

To indicate a **third choice**, select a *different* candidate in the third column by completing the arrow pointing to your choice.

Keep In Mind

Your second choice will be counted only if your first-choice candidate has been eliminated. Your third choice will be counted only if both your first-choice and second-choice candidates have been eliminated.

If you select the same candidate in more than one column, your vote for that candidate will count ONLY ONCE.

MEMBER, BOARD OF SUPERVISORS MIEMBRO, CONSEJO DE SUPERVISORES 市參議員 DISTRICT 00-DISTRITO 00-第00選區	MEMBER, BOARD OF SUPERVISORS MIEMBRO, CONSEJO DE SUPERVISORES 市參議員 DISTRICT 00-DISTRITO 00-第00選區	MEMBER, BOARD OF SUPERVISORS MIEMBRO, CONSEJO DE SUPERVISORES 市參議員 DISTRICT 00-DISTRITO 00-第00選區
1 FIRST CHOICE PRIMERA SELECCIÓN 第一選擇 Vote for One / Vote por Uno / 請選一人	2 SECOND CHOICE SEGUNDA SELECCIÓN 第二選擇 Vote for One/Vote por Uno/請選一人	3 THIRD CHOICE TERCERA SELECCIÓN 第三選擇 Vote for One/Vote por Uno/請選一人
ELEANOR ROOSEVELT 愛麗諾·羅斯福 Incumbent Titular 現任者	ELEANOR ROOSEVELT 愛麗諾·羅斯福 Incumbent Titular 現任者	ELEANOR ROOSEVELT 愛麗諾·羅斯福 Incumbent Titular 現任者
CESAR CHAVEZ 西薩·舍瓦茲 Labor Organizer Organizador Laboral 勞工組織者	CESAR CHAVEZ 西薩·舍瓦茲 Labor Organizer Organizador Laboral 勞工組織者	CESAR CHAVEZ 西薩·舍瓦茲 Labor Organizer Organizador Laboral 勞工組織者
WALTER LUM 沃爾特·林 Publisher Editor 出版商	WALTER LUM 沃爾特·林 Publisher Editor 出版商	WALTER LUM 沃爾特·林 Publisher Editor 出版商
JOHN HANCOCK 約翰·漢考克 Physician Médico 醫生	JOHN HANCOCK 約翰·漢考克 Physician Médico 醫生	JOHN HANCOCK 約翰·漢考克 Physician Médico 醫生
MARTIN LUTHER KING, JR. 小馬丁·路德·金 Minister Pastor 牧師	MARTIN LUTHER KING, JR. 小馬丁·路德·金 Minister Pastor 牧師	MARTIN LUTHER KING, JR. 小馬丁·路德·金 Minister Pastor 牧師
ANNA MAE PICTOU AQUASH 安娜·梅·皮克投·阿夸施 Indigenous Rights Organizer Organizadora para Derechos Indígenas 土著權益組織者	ANNA MAE PICTOU AQUASH 安娜·梅·皮克投·阿夸施 Indigenous Rights Organizer Organizadora para Derechos Indígenas 土著權益組織者	ANNA MAE PICTOU AQUASH 安娜·梅·皮克投·阿夸施 Indigenous Rights Organizer Organizadora para Derechos Indígenas 土著權益組織者



Complete the arrow as shown here.

Write-In Candidates

If you wish to vote for a qualified write-in candidate for any of your three choices, write the person's name on the blank line provided **and complete the arrow** pointing to your choice.

Chrissy Serres

From: Anderson, David
Sent: Monday, February 11, 2013 7:24 AM
To: harleyheigel
Cc: Chrissy Serres
Subject: Charter Commission

Another idea for Commission consideration.

With renewed interest in the Charter Commission (five applications) and the Chief Judge appointing one and not increasing the size of the Commission, the Charter Commission could propose a charter amendment to set the size of the Commission at 11 or 13.

The commission was originally 15. However, we had trouble getting applicants, so we asked the Chief Judge to reduce the size of the Commission, which was done.

Kennedy

&

Graven

CHARTERED

470 US Bank Plaza
200 South Sixth Street
Minneapolis MN 55402

(612) 337-9300 telephone
(612) 337-9310 fax
<http://www.kennedy-graven.com>

MEMORANDUM

TO: Crystal Charter Commission

FROM: Michael T. Norton
City Attorney

DATE: February 12, 2013

RE: Charter Commission Membership

BACKGROUND

There has been discussion and e-mails recently concerning membership on the Crystal Charter Commission (the "Commission") including the possibility of increasing the size from the current membership of nine. The Chair has requested information as to the legal method of addressing membership of the Charter Commission.

DISCUSSION

Minn. Stat. § 410.05, subd. 1, addresses the membership of the Charter Commission and provides in pertinent part as follows:

. . . The Commission shall be composed of not less than seven nor more than 15 members, each of whom shall be qualified voter for the city. The size of the Commission shall be determined within the above limits by the court . . . (emphasis provided)

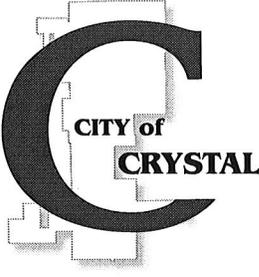
Therefore, the membership of the Commission is set by statute requiring no less than seven and no more than fifteen members.

The current membership of the Commission is nine members. It has been suggested that the Commission has the authority itself to set the membership number as evidenced by revisions in the 1990's to its bylaws changing the membership from fifteen to nine.

However, the above statute specifically provides that it is the Chief Judge of Hennepin County District Court who establishes the number between seven and fifteen. The current membership limit of nine was approved by the Chief Judge in 1998, and the Bylaws were revised to reflect this change. If the Commission determines that the size of the Commission membership should be increased **or** decreased, I can prepare a request and a proposed order to the current Chief Judge reflecting the Commission's direction.

The Commission could also recommend a change to the City Charter which would set the Commission membership between seven and fifteen. *See*, Minn. Stat. § 410.05, subd. 1. In considering this option the Commission should consider whether there is the need for flexibility in determining the number of commissioners. I do not recommend periodically amending the Charter for this type of issue.

I suggest that the Commission discuss the issue of membership at its next meeting and determine whether a request should be made to the Chief Judge concerning the number of members on the Commission, or propose a charter amendment fixing the number of members.



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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CRYSTAL CHARTER COMMISSION

February 13, 2013

Chief Judge Peter Cahill
HCGC, Mail Code ____
300 South Sixth St
Minneapolis, MN 55487

Dear Honorable Judge Cahill:

I want to report to you on the Commission's activities, as required by Minnesota Statutes, Section 410.05, and subdivision 2. The Crystal Charter Commission met on April 28, 2011 and in 2012 on the following dates: May 22 and October 4.

During the meeting in 2011, the Commission reviewed and discussed the statutory provision in Minnesota Statute 205.07, subdivision 1.a, and possible conflicts with the City Charter Section 2.03, subdivision 5. The Charter Commission tabled the discussion on these matters to see what amendments the Minnesota Legislature may introduce in the next session. The Commission also reviewed and discussed a document which outlines the Commission's purpose and responsibilities. The Commission determined that document needs updating. City staff will work on making revisions and provide updates to the Commission for review at a future meeting.

During the meetings in 2012, the Commission reviewed, researched, and discussed possible amendments to the City Charter, which included 1) Section 2.04 relating to the size and composition of the City Council; 2) Section 4.03 relating to the elimination of primary elections and ranked-choice voting, and 3) Section 2.07 relating to council vacancies due to illness or other unforeseen circumstances.

In regards to Section 2.04, the Commission voted not to recommend Charter amendments to the City Council relating to the structure of the Council and designated representation. The Commission voted in favor of maintaining the current Councilmember representation of the City with respect to the established sections and wards. As to the topic pertaining to the elimination of the primary election and ranked-choice voting, the Commission determined additional information is needed about ranked-choice voting and asked city staff to provide such information as to continue the discussion at a future meeting. Lastly, the Commission discussed current Charter language relating to Council vacancies in the event of an extended absence and the timeframe for replacement.

To date, the Charter Commission has no vacancies on its 9-member commission.

The next Charter Commission meeting is scheduled for February 21, 2013 at 6:00 p.m.

Yours truly,

Harley Heigel,
Charter Commission Chair

cc: Mike Norton
Anne Norris
Chrissy Serres
Commission Members

Draft