

# Oklahoma State Senate



## **2021 SENATE SELECT COMMITTEE ON REDISTRICTING RULES FOR REDISTRICTING**

1. All Senate Select Committee on Redistricting members and Senate redistricting staff are expected to be on time for Senate Select Committee on Redistricting meetings.
2. Only Senate redistricting staff members are permitted to operate the Senate redistricting computer workstations.
3. Any 3<sup>rd</sup> party redistricting plans must be submitted in a compatible electronic database format for importation into the Senate Redistricting system. All materials submitted electronically will be screened for computer viruses. Plans and the accompanying materials submitted to the Senate Select Committee on Redistricting for consideration and evaluation become the property of the Senate Select Committee on Redistricting. Any submitted plans, legislative or congressional, must be a complete statewide plan. The chair of the Senate Select Committee on Redistricting may establish additional procedures and parameters for electronic submission of plans prepared by the public with reasonable notice. Submission parameters will be posted on the Senate Select Committee Redistricting website.
4. After the passage of these rules each individual Senator may schedule a one-hour appointment with Senate redistricting staff. These appointments will take place the first two (2) weeks after passage of these rules by the Senate Select Committee on Redistricting. The appointments will be conducted as follows:
  - a. All appointments will be conducted in the Senate Redistricting Office, located in room 615, on the 6<sup>th</sup> floor of the State Capitol Building.
  - b. The appointments will be scheduled through the Vice Chairs of the Senate Select Committee on Redistricting. Each Senator will schedule his or her appointment through the Vice Chairs of the Redistricting Committee.
  - c. Only the Senator and the Chair or Vice Chairs of the redistricting committee will be allowed to attend the appointment.

- d. Senators will be allowed to work with a Senate redistricting staff member. In this meeting Senate redistricting staff will be able to provide the input the Senate has received to work on a draft plan for their Senate district, as desired by the Senator, within the hour allotted.
  - e. All plans drawn will be considered drafts and will not be released to anyone other than the Senator.
  - f. Senators will not be allowed to actually work with the computer hardware or software to draw a draft plan. Only trained Senate redistricting staff will be allowed to operate the workstations. This is due to the complexity of the mapping program and the danger of inadvertent damage to the software.
  - g. Senators will not be given a USB drive or a soft copy containing the software for the mapping program. The software programs are subject to licensing agreements and providing copies of the same would result in violation of those agreements.
  - h. Senators will not be allowed to connect a server to the hardware located in the Senate Redistricting Office. To do so would compromise the security and safety of the system, the confidentiality of all plans, and potentially violate approved redistricting guidelines.
5. After the first two (2) weeks when individual senator meetings have been completed, only the Chair and Vice Chairs of the redistricting committee, President Pro Tempore, and the Senate Minority Leader will be allowed to schedule appointments in the Senate Redistricting Office.
6. All draft plans developed by Senate members and the Senate Select Committee on Redistricting shall become property of the of the Senate Select Committee on Redistricting. Public disclosure, press releases and release of related materials thereof will be controlled by the Senate Select Committee on Redistricting.

## **SECURITY**

1. For security reasons, the Senate Select Committee on Redistricting office in rooms 613, 615, 620 and 621 is restricted with individual keys. Card access on the north and south doors is also required for entrances on the 6<sup>th</sup> floor. To maintain the integrity of the database and the confidentiality of the work product access will be limited to only the Senate redistricting staff, Senate Information Systems staff, President Pro Tempore, Senate Majority Floor Leader, Senate Appropriations Chair, and staff designated by the President Pro Tempore.

Senate Select Committee on Redistricting Members will be able to access the Senate redistricting office (rooms 613, 615, 620 and 621) as needed.

2. To preserve the confidentiality of requests and draft plans, no unauthorized persons will be allowed in the Senate Redistricting office. The Senate Redistricting office consist of rooms 613, 615, 620 and 621. Authorized persons include: Senate Select Committee on Redistricting members and other Senators authorized by the Chair or Vice Chairs of the committee, President Pro Tempore, Senate Minority Leader, Senate redistricting staff, relevant executive staff, and other individuals designated by the Chair of the committee. A written record will be kept of all members/visitors to the Senate Redistricting offices. Any member of the Select Committee on Redistricting may request a copy of the member/visitor log at any time by making a request to the Chair of the Committee. Persons unknown to the Senate redistricting staff may be asked to present identification. Meetings that take place in room 615 (conference room) when the policy discussion does not include redistricting, will not need to sign the member/visitor log.
3. The redistricting database (Maptitude) and all related data should only be accessed by authorized personnel through Senate provided equipment. All files pertaining to redistricting will be stored internally on a Senate server and may only be accessed by individuals granted access by the Chair of the Senate Select Committee on Redistricting.
4. No draft plans will be given to anyone other than the requesting member or an individual with written authorization from the requesting member.
5. Due to space constraints, hard copies of unclaimed work product could be destroyed after two (2) weeks.
6. As a reminder, all email generated or sent outside the Senate redistricting office is not secure from being accessed by unauthorized parties.
7. The redistricting database is the property of the Senate Select Committee on Redistricting.

### **DATABASE**

1. The Senate Select Committee on Redistricting will be using Mapitude for Redistricting.
2. The database for redistricting will contain only Census population data provided by the United States Census Bureau in the 2015-2019 5 - year American Community Survey (ACS) data.

3. The Senate Select Committee on Redistricting software accepts data in the following formats:

- Image formats such as BMP, JPEG, PNG, PDF
- Database formats such as MDB, ACCDB
- Text files format such as CSV, TXT, TAB, ASC, XLS, XLSX, XLSB, XLSM
- Multimedia formats such as MP4, WMV