**Instructions for Public Hearing**

**and Consideration of RAC Proposed Plan**

The following items will need to be completed in anticipation of the Board Meeting in which the District will conduct a Public Hearing concerning redistricting and consider the redistricting plan recommended by the Redistricting Advisory Committee (RAC):

1. Create a link on the District’s Home webpage titled “Information related to the 2021 Redistricting Process following the 2020 Census” which will then provide separate links to the following redistricting documents (if not already completed):

1. 2020 Redistricting Report. This is the thick report which includes:
	1. 2020 Current Plan Report
	2. 2020 Plan A Report
	3. 2020 Plan B Report
	4. 2020 Plan C Report, and if applicable
	5. 2020 Plan D Report
2. 2020 Current Plan Report
3. 2020 Plan A Report
4. 2020 Plan B Report
5. 2020 Plan C Report
6. 2020 Plan D Report (if applicable)
7. Resolution Adopting Principles for Use in 2021 Redistricting Process
8. Resolution Regarding Guidelines for Persons Submitting Redistricting Proposals
9. Executive Summary (This will be posted only after the RAC has met)

2. At a Board meeting following the RAC meeting, the Board must conduct a Public Hearing before it adopts a redistricting plan. A Notice of Public Hearing must be publicly posted and published before the Board meeting and announced at the Board meeting. We have created 2 separate notices; a shorter one to be published (PUBLISH) and a more detailed one to posted (POST).

The attached Notice of Public Hearing (PUBLISH), in English and Spanish, should be published in the newspaper before the meeting if you’ve not already done so. We suggest publishing 7 days before the Public Hearing, if feasible, but no later than the preceding Thursday if the newspaper is published on Thursday only. This would allow the Notice to be published in the newspaper at least four (4) days prior to the Public Hearing.

The attached Notice of Public Hearing (POST) should be posted at least 72 hours before the Board Meeting in the regular location for posting Board meeting notices, including on the District’s website. Public Hearing Notice (POST) should include a link to the redistricting documents posted on the district website as well as a district phone number where a Spanish-speaking member of the public may ask questions in Spanish. Additionally, the public notice (POST) should include a district phone number where a member of the public may request to speak with their Trustee.

3. Also provide and/or distribute Notice of the Public Hearing (POST) by some alternative means if possible. For example, have media posting(s)/announcement(s) of the Public Hearing (*e.g.,* District newsletters, local Hispanic newspaper(s), community websites and radio station(s)). Send copies of all media notices to Underwood and document where and when all Notices were posted.

4. Post the Board Meeting Notice and Agenda at least 72 hours in advance. Be sure to insert the attached agenda language in both English and Spanish in the Board Meeting Notice and Agenda. This Board Meeting Notice should also be provided to the media and newspaper.

The Public Hearing is part of the Board Meeting and should be conducted prior to the presentation of the RAC’s recommended plan. What follows is an outline of the process:

1. Use the attached sign in sheet for members of the public attending the Public Hearing and Board meeting.

2. Conduct the Public Hearing. During the Public Hearing, the Board of Trustees offers the public an opportunity to provide input and feedback regarding the proposed redistricting plans.

3. After the Public Hearing, a representative from the RAC will present the Committee’s proposed redistricting plan using the RAC Recommendation Letter. (Underwood will prepare the recommendation letter for the RAC once the RAC has approved a plan for recommendation.)

4. The Board will then consider and discuss the Plans and recommendation from the RAC.

5. The Board will consider and possibly adopt a redistricting plan by Resolution, the form of which is attached hereto.

6. After the Board meeting and adoption of the Resolution Adopting the Plan, please verify or complete the Resolution to reflect the Board’s action and scan and email the Resolution to Underwood. The signature page of the Resolution is intentionally on a separate page so that it can be signed and attested to at the Board meeting, and the Plan information can be modified as needed after the meeting. Alternatively, you can scan in handwritten changes to the Resolution along with the signature page and send to Underwood and we can modify and return a final Resolution.