

## Election Advisory Committee:

### Comprehensive Plan for Formation\*

**Purpose:** The Election Advisory Committee (EAC) may provide recommendations to the Board of Supervisors (BOS) and the Registrar of Voters (ROV) office to increase public trust and voter engagement in the County.

#### **Composition:**

1. The committee is to appoint annually a Chairperson (Chair) to run the meetings, and a Vice-Chairperson (Vice-Chair) to run the meetings if the Chairperson is unable to attend. These positions are to be appointed annually by a vote of the EAC. A Chair may not serve more than one year as chair. The Chair and Vice-Chair of the EAC will be: (a) an individual citizen member; (b) a verified registered voter, as confirmed by the ROV; and (c) ideally possess experience in conducting public meetings. A committee member will be designated as the Secretary annually in the same manner as the Chair and Vice-Chair.
2. The committee shall consist of one Board of Supervisors designee and five appointed members and five alternates with each member of the San Joaquin County Board of Supervisors nominating a member and an alternate. Alternates are expected to attend meetings.
3. All members appointed by the Board of Supervisors will be required to attend training. Training dates and registration information will be provided by the Clerk of the Board upon appointment. These trainings include completing the Registrar of Voters Certified Election Observer Program hosted by the Registrar of Voters Office.
4. Members of the committee shall be registered voters in San Joaquin County.
  - a. Individual citizens wishing to serve in this capacity must submit an application.
  - b. In the event an appointee moves and no longer resides in the supervisorial district that they were appointed to represent, it is the appointee's responsibility to notify the Chair of the EAC and the office of that Supervisorial District, in writing.
5. Demographic representation throughout the County is highly desired.

#### **Term:**

Members will be appointed to a two-year term and serve no more than two consecutive two-year terms, as this is in alignment with election cycles. Terms shall be staggered for the committee members. The two-year term for members from odd-numbered districts (1, 3, & 5) will expire in odd-numbered years. The two-year term for members from even-numbered districts (2 & 4) will expire in even-numbered years.

## **Meetings:**

This will be a standing Board-appointed advisory committee, and therefore all meetings will be open to the public and subject to the Brown Act. The meeting location is at the County Administration Building Room 146 at 6 p.m. on dates determined by a vote of the EAC in alignment with the meeting schedule as written in this formation document. A calendar of upcoming meetings for the new year is to be adopted at the last EAC meeting of each calendar year.

## **County Staff Participants:**

The following County staff will provide support to the Committee:

1. EAC Chair will prepare the agenda with the assistance, review, and input of the County Administrator staff, and Board of Supervisors designee, and the Registrar of Voters.
2. The Registrar of Voters will provide information on the election process for San Joaquin County, provide updates on latest outreach efforts, and answer questions from the public. t
3. County Counsel, in the capacity as counsel to the ROV, will provide clarification on election law when needed.

Any resources necessary for the support of the EAC and their meetings shall be approved by the Board of Supervisors as part of the departmental budgetary process.

## **Meeting Schedule:**

The proposed meeting schedule is structured so that the EAC meets quarterly , except for 60 days before and 30 days after a statewide election.

## **Roles and Responsibilities: County Staff**

- Primarily responsible for providing technical assistance and administrative support.
- Ensure that meeting notifications and recordkeeping occurs consistent with applicable laws.
- Provide copies of all agendas and minutes to EAC members.
- Provide professional guidance and recommendations to the EAC.
- Maintain a positive working relationship with the Chair and EAC members.
- Focus the EAC's efforts on its Statement of Purpose.

## **Election Advisory Committee Members Reporting Role:**

### **Reporting:**

The EAC may give recommendations and ideas to the Board of Supervisors through the Designee and Registrar of Voters on programs, policies and procedures in alignment with the law for future elections.

### **Topics for the EAC to Review shall include but not be limited to:**

Review current election law and clarify state mandates

Increase engagement in the election process improve public trust

Maintain and improve security and accuracy of SJC Voting System

In-depth review of voter and vote recordkeeping process

Cleaning up voter rolls

Advising on the Voter's Choice Act

Ongoing maintenance of voting machines, equipment, and general required inventory

Making election day a holiday

Observe ROV facilities during, before or after an election period

Public election update strategy

Increase civic engagement in the voting process

### **Community Engagement:**

The Clerk of the Board will advertise and announce the committee to all local media outlets including TV, radio and print in all incorporated cities, libraries, community centers, outside agencies and email subscribers.

Once the Clerk of the Board has created the committee in Granicus and issued the press release, it will work with the ROV to coordinate additional press coverage on social media platforms and San Joaquin County and ROV websites.

### **Guidelines for Alternates:**

- A. Participation at EAC meetings in the role as alternate when the primary EAC member is present:
  - 1. The alternate shall have no voting rights at the EAC meetings.
  - 2. The alternate may provide comments and/or participate in discussions related to agenda items as facilitated by the EAC Chair.
  - 3. Alternate members have the same ability as sitting members for speaking opportunities.
- B. Participation at EAC meetings when the primary EAC member is absent:
  - 1. In the absence of the primary EAC member for whom such person is the appointed alternate, the alternate shall participate in the EAC meeting, and only said meeting, on behalf of the primary member.
    - a) Under such circumstances, the alternate shall have voting rights for said meeting only.
    - b) Upon the conclusion of the scheduled meeting, with the exception

of a subsequent absence, the appointed alternate resumes their role as an alternate for future EAC meetings.

- C. In the event that neither the primary EAC member nor the appointed alternate attends a scheduled EAC meeting, the seat will remain vacant for said meeting. An alternate appointed on behalf of another BOS member/supervisory district shall not participate in the meeting on behalf of another BOS member/supervisory district for which he was not appointed.
- D. Upon the occurrence of a vacancy created by the primary EAC member, the appointed alternate shall fill the vacancy by assuming the roles/duties of the former EAC member at all future meetings until a qualified appointment has been made.
  - 1. The Chair or Board office will notify the county staff assigned to the EAC of the vacancy and work with county staff to facilitate the notification, recruitment and appointment process with the Clerk of the Board and BOS to fill the alternate and/or primary EAC member position(s) as necessary.

IV. Process:

- A. In advance of each scheduled EAC meeting, the Chair will contact all primary EAC members and alternates to confirm attendance.
  - a) In the event that an EAC member has confirmed their absence in advance of the scheduled meeting, the Chair will inform the appointed alternate of said absence.
- B. In addition to, or in lieu of the above contact by the Chair, the primary EAC members and alternates may also provide the Chair with advanced written notice (via email) of an anticipated absence.
- C. During the Roll Call portion of the scheduled EAC meeting, when necessary, due to absences, the Chair will formulate a record that clarifies that the appointed alternate is serving on behalf of the absent primary EAC member for said meeting only.

*\*On April 11, 2023, the Comprehensive Plan for Formation (Plan) of the San Joaquin County Election Advisory Committee (EAC) was approved by the Board of Supervisors (B-23-164). On May 23, 2023, all EAC members and alternates were appointed by the Board of Supervisors to serve two-year terms (B-23-221). On February 6, 2024, the Plan was amended by the Board of Supervisors to reflect changes to two sections within the Plan: Term and Meetings (B-24-81). On February 5, 2026, the Plan was amended by a majority vote of the EAC and on March 17, 2026, the Board of Supervisors approved it (B- 26-134).*