



April 11, 2023

Board of Supervisors  
44 N. San Joaquin St., Ste. 627  
Stockton, CA 95202

**Recommendation for the Board of Supervisors to Approve the Election Advisory Committee's Composition, Role, Responsibilities, and Operating Procedures**

Dear Board Members:

**Recommendation**

1. It is recommended the Board of Supervisors approve the Election Advisory Committee's composition, role, responsibilities, and operating procedures
2. It is recommended the Board of Supervisors approve Supervisor Ding as the EAC Board of Supervisor Designee

**Reason for Recommendation**

The Election Advisory Committee (EAC) will provide recommendations to the Board of Supervisors and the Registrar of Voters office to reform the integrity of the electoral process and to increase voter confidence, public trust and voter engagement in the County. It will also provide a platform for voters to receive information, ask questions and raise concerns about the electoral process.

The Board of Supervisors (Board) created the Election Advisory Committee (EAC) June 21, 2022 (B-22-363). Concurrently, the Board directed the Registrar of Voters Office (ROV) to meet with the EAC twice in advance of the 2022 General Election to address concerns about the integrity of elections from some residents of San Joaquin County. As a result, the ROV facilitated two meetings with the EAC on September 9 and September 23. These meetings were open forums during which EAC members had the opportunity to voice their concerns, and County staff from the ROV, the County Counsel's Office, the County Administrator's Office and Sheriff's Office were available for questions and answers. The ROV presented the ensuing report to the Board on September 27, addressing the issues brought forth by the EAC and thereby completing the Board's original mandate as such pertained to the formation and purpose of the EAC in 2022. This comprehensive presentation on Election Integrity and Administration in San Joaquin County is available on the ROV website, [sjcrov.org](http://sjcrov.org).

On January 24<sup>th</sup>, the Board of Supervisors had a discussion on the State of the Election Advisory Committee Post 2022 General Election.

On January 24<sup>th</sup>, the Board of Supervisors motioned to continue the Election Advisory Committee and directed staff to return within 60 days with a comprehensive proposal for the committee's composition, role, responsibilities and operating procedures.

On February 28<sup>th</sup>, the Registrar of Voters brought a discussion item to the Board of Supervisors on the Implementation of the Voter's Choice Act Model for Future San Joaquin County Elections. The Board motioned to postpone this item no longer than 6 months for review by an Elections Advisory Committee.

**Fiscal Impact**

There is no fiscal impact associated with this discussion item. Budget impacts could result from County staff providing technical assistance and administrative support.

**Action Following Board Approval**

If approved, Supervisor Ding will be the Board of Supervisors designee and will appoint the Chair of the EAC. The first meeting shall be scheduled no later than June 15, 2023.

Sincerely,



Steven J. Ding, Supervisor  
Fourth District

Cc: County Administrator  
County Counsel  
Registrar of Voters  
Clerk of the Board for the 4/11/23 Board Agenda

Election Advisory Committee:  
Comprehensive Plan for Formation

**Purpose:** The Election Advisory Committee (EAC) will provide recommendations to the Board of Supervisors and the Registrar of Voters office to reform the public's perception of the integrity of the electoral process and to increase voter confidence, public trust and voter engagement in the County. It will also provide a platform for voters to receive information, ask questions and raise concerns about the electoral process.

**Composition:**

1. Chairperson to be appointed annually by the EAC Board of Supervisors designee. The 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.
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. If the formation of the EAC is approved by the Board of Supervisors on April 11, the first round of appointments will occur May 23.
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.
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 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. Demographical 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 (rotation to be determined).

**Meetings:** This will be a standing Board-appointed advisory committee and all meetings will therefore be open to the public and subject to the Brown Act. Meeting location and times to be determined.

**County Staff Participants:** The following County staff will provide support to the Committee:

1. County Administrator Staff will assist the EAC Chair with preparing the agenda and reviewing agenda items with input from the Board of Supervisors designee.
2. Registrar of Voters– will provide information on the election process for San Joaquin County and respond to feedback.
3. County Counsel – in the capacity as counsel to the ROV, will provide clarification on election law.

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 five (5) times in the year statewide elections are held, and a minimum of two (2) times in the year when statewide elections are not held.

### **2023**

1. The first meeting shall be scheduled after the EAC has been formed and the Chair appointed, but no later than June 15, 2023.
2. The second meeting shall be scheduled in August 2023.

### **2024**

The Committee will meet a total of five (5) times during a statewide election year as proposed below.

- *Presidential Primary Election* (held on March 5, 2024)
  - 1st Meeting – January (45 days prior to the election)
  - 2nd Meeting – May (30 days after election results are certified and forwarded to the Board of Supervisors)
- *Presidential General Election* (held on November 5, 2024)
  - 1st Meeting – September (60 days prior to the election)
  - 2nd Meeting – October (30 days prior to the election)
  - 3rd Meeting – Late December 2024/Early January 2025 (30 days after results are certified and submitted to the Board of Supervisors)

## **Roles and Responsibilities:**

### **County Staff**

- Serve as a communication link between the EAC, County staff and the Board.
- 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 (EAC) Members Reporting Role:**

**Reporting:** The EAC will advise the Board of Supervisors Designee and Registrar of Voters on new and recommended changes to existing 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; clarify state mandates

Increase engagement in the election day process via polling locations, civic clubs, cbo's etc.

Improve voter trust in the process

Improve safety, 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

ROV answer questions from committee regularly

Inspect all machines, equipment regularly, review monthly inventory of all equipment

Making election day a holiday

Tour and observe ROV facilities during, before or after the election period

Review the way election updates are reported to the public

What can we do by ourselves?

Clarify in person poll ballots vs. provisional ballots on election day

Increase civic engagement on election day

Improve overall voter engagement, education and experience

**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.

# Before the Board of Supervisors

County of San Joaquin, State of California

B-23-164

## **Recommendation for the Board of Supervisors to Approve the Election Advisory Committee's Composition, Role, Responsibilities, and Operating Procedure**

THIS BOARD OF SUPERVISORS DOES HEREBY approve the Election Advisory Committee's composition, role, responsibilities, and operating procedures; and

FURTHER, approve Supervisor Ding as the EAC Board of Supervisor Designee; and

FURTHER, approve allocating \$5,000 from Contingency Provisions Budget to the Registrar of Voter's Budget for administrative costs associated with the Committee.

I HEREBY CERTIFY that the above order was passed and adopted on April 11, 2023 by the following vote of the Board of Supervisors, to wit:

MOTION: Patti/Canepa/4-0

AYES: **Canepa, Patti, Ding, Rickman**

NOES: **None**

ABSENT: **Villapudua**

ABSTAIN: **None**

ATTEST: RACHÉL DeBORD  
Clerk of the Board of Supervisors  
County of San Joaquin  
State of California



By: **Rachél DeBord**