



SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

January 27, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23015

TO: All County Clerks/Registrars of Voters

FROM: /s/ LaKenya Jordan
Deputy Secretary of State for the Office of Policy, Planning, and
Implementation and the Voter's Choice Act

RE: Voter's Choice Act (VCA): Suggested Transition and EAP Calendar

To prepare for the March 2024 Primary, the Secretary of State is providing the attached Suggested VCA Transition and Renewal County Election Administration Plan Development Calendar, which includes a timeline of suggested dates that can assist counties transitioning to the Voter's Choice Act and existing VCA counties renewing their EAPs. For the 2024 Primary, these activities should be completed **by September 7, 2023.**

The calendar includes required dates and activities outlined in Elections Code section 4005 (a) and provides additional suggested activities for counties transitioning to the VCA and for existing VCA counties scheduled to renew their EAP between January 2023 to December 2024.

If any county would like assistance with developing their renewal EAP, or with transitioning to the VCA model, please contact the Secretary of State's Voter's Choice Act team at voterschoice@sos.ca.gov.

Attachment

**Suggested VCA Transition and Renewal County
Election Administration Plan (EAP) Development Calendar**

| Approximate Time for Completion | <i>Required county activities and dates are in red.</i> <i>All other suggested activities, dates and deadlines are provided to ensure timely development of the EAP prior to the 2024 election.</i> | Dates |
|---------------------------------|---|-------------------|
| | <u>Initial Outreach/Draft EAP Period (January 17 - March 20)</u> | |
| 1 month | <u>Identify Public Consultation Participants:</u> Coordinated research effort, with SOS support, to identify community groups, advocates, stakeholders, and officials that should participate in the public consultation process. This should be completed simultaneously with outreach to groups, advocates, Stakeholders, and officials pursuant to Elections Code section 4005(a)(10)(A). | January 17, 2023 |
| 1 month | <u>Outreach to Public Consultation Participants:</u> Begin outreach and provide training to community groups, advocates, stakeholders, and officials to ensure broad participation in a public consultation process pursuant to Elections Code section 4005(a)(10)(A). | January 17, 2023 |
| 1 month | <u>Draft EAP Internally:</u> Begin internal Election Administration Plan (EAP) development. It is recommended that this is completed simultaneously with outreach to community groups and prior to public consultations on EAP. | January 30, 2023 |
| 1 Month | <u>Establish the Language Access Advisory Committee (LAAC) and Voting Access Advisory Committee (VAAC):</u> It is suggested that county officials coordinate with advocates to create these advisory groups early in the year. This way the LAAC and VAAC have the opportunity to meet before the public input process for the EAP begins. | January 31, 2023 |
| 10 days | <u>Schedule Public Consultations:</u> Coordinate locations, dates, and other logistics with all community groups, stakeholders, including LAAC and VAAC. | February 20, 2023 |
| 10 days | <u>Issue Public Notice:</u> Issue 10-day notice of public consultation with representatives, advocates, and other stakeholders representing each community for which the county is required to provide voting materials and assistance in a language other than English under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.) <u>Issue Public Notice:</u> Issue 10-day notice of public consultation with representatives from the disability community and community organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities. | February 20, 2023 |
| | <u>Complete Outreach:</u> Finish initial outreach to community groups, advocates and stakeholders. | March 5, 2023 |
| 1 month | <u>Finalize Draft EAP Internally:</u> This ensures a proper working draft of an EAP that can be presented at public consultations with community groups. Submit draft plan for translation. | March 20, 2023 |
| | <u>Public Workshop/EAP Pre-Review Period (April 17 - July 17)</u> | |
| 2 weeks | <u>Public Consultations Begin:</u> At least one meeting with each language minority community and related organizations, as well as one for voters with disabilities and related organizations. Concentrated schedule of consultations on EAP to get feedback prior to issuing the draft EAP for public hearing. Have proximity maps ready. Include all stakeholder groups in accordance with California Elections Code section 14201 languages and all stakeholders. | April 15, 2023 |

**Suggested VCA Transition and Renewal County
Election Administration Plan (EAP) Development Calendar**

| Approximate Time for Completion | <i>Required county activities and dates are in red.</i> <i>All other suggested activities, dates and deadlines are provided to ensure timely development of the EAP prior to the 2024 election.</i> | Dates |
|---------------------------------|---|-------------------|
| 1 Month | <u>Hold the First Meeting with the LAAC and the VAAC Committees:</u> It is highly suggested that the LAAC and VAAC meetings be held by this date so advisory committees are prepared to assist with the county's public input process of the EAP. | April 30, 2023 |
| 7 days | RECOMMENDED <u>SOS EAP Pre-Review:</u> SOS staff review draft outreach plan and provide initial feedback. | May 15, 2023 |
| 3 months | <u>Develop Outreach and Education Materials:</u> Start development of voter outreach and education materials, PSA development, newspaper announcements and media plans, proposed in outreach plan. Materials to be developed for public outreach portion of the EAP. Update, if necessary, after final version is approved. | June 15, 2023 |
| 3 weeks | <u>End Public Consultation Period:</u> Update EAP as you receive public input during the consultation period, pursuant to Elections Code section 4005(a)(10)(A). | July 15, 2023 |
| | <u>Publish EAP/Public Comment Period (August 7, 2023 - November 5, 2023)</u> | |
| 14 days | <u>Begin 14-Day Public Comment Period:</u> Update EAP draft with feedback from meetings and begin 14-day public comment period on draft EAP. A public comment period is required prior to public hearing on draft EAP. A 14-day public comment period refers to the period of time that occurs after the public consultation period. After public consultation, the county will issue a 14-day comment period to consider comments for the draft plan. | July 24, 2023 |
| 10 days | <u>Issue Public Notice:</u> Issue public notice of hearing at least 10 days prior public hearing to consider draft EAP. | August 7, 2023 |
| 1 day | <u>Public Hearing:</u> Consider draft EAP and accept public comments. County officials are suggested to make revisions as needed to draft EAP after the public hearing. | August 17, 2023 |
| 14 days | <u>Publish Amended EAP After Hearing:</u> Publish amended EAP. Begin 14-day public comment period on published amended draft EAP. County officials are suggested to make revisions as needed to amended draft EAP after public comment period ends. | August 24, 2023 |
| 14 days | <u>Adopt Final EAP:</u> Adopt final amended plan and send to SOS for approval. | September 7, 2023 |
| Statutory Requirement | <u>Statutory Deadline to Establish County VAAC/LAAC:</u> (While this is a statutory deadline, this calendar suggests the County LAAC and VAAC be included in each stage of the EAP development). Please see the earlier dates suggested in this calendar for establishing the LAAC and VAAC | October 1, 2023 |
| Statutory Requirement | <u>Statutory Deadline for modifications to an EAP to be made more than 120 days before Election Day:</u> pursuant to Elections Code section 4005(a)(10)(H)(ii). (If amendments on or after E-120 are necessary, see Elections Code section 4005(a)(10)(H)(i).) | November 5, 2023 |

**Suggested VCA Transition and Renewal County
Election Administration Plan (EAP) Development Calendar**

| Approximate Time for Completion | <i>Required county activities and dates are in red.</i> <i>All other suggested activities, dates and deadlines are provided to ensure timely development of the EAP prior to the 2024 election.</i> | Dates |
|--|--|------------------------------|
| <u>Outreach and Education/VCA Election Requirements</u> <u>(December 8, 2023 - March 5, 2024)</u> | | |
| Statutory Requirement | <u>Determine Registered Voters:</u> Determine the number of registered voters in the county to calculate the number of vote centers and drop boxes required. | December 8, 2023 |
| - | <u>Administrative Operations:</u> It is recommended that counties begin vote center administrative and operational planning | December 8, 2023 |
| - | <u>Submit Final List of Vote Centers and Ballot Drop Off Locations to voter information guide print vendor</u> | December 21, 2023 |
| 4 weeks | <u>Outreach and Education Activities:</u> Conduct outreach and education activities detailed in the EAP. | December 22, 2023 |
| - | <u>First Direct Voter Mailer:</u> Begin first direct contact with voters regarding the change in election model (may send earlier in the month). | December 22, 2023 |
| 15 days | <u>Begin Mailing Ballots to Military and Overseas Voters</u> | January 5 – January 20, 2024 |
| 1 month | <u>Begin Public Workshop Period:</u> recommended time to hold language and disability workshops. One bilingual workshop for each language community served and one to increase access and participation for voters with disabilities. It may also be useful to host one or more general information workshops for the public regarding the changes in voting administration. Consider using connections with community organizations to provide widespread outreach to community. | January 10, 2024 |
| - | <u>EAP Approval:</u> SOS provides county official notice of approval to become a VCA county. | January 19, 2024 |
| - | <u>Administrative Operations:</u> It is recommended that counties finalize vote center administrative and operational planning | January 20, 2024 |
| 1 month | <u>Mail VBMs:</u> Vote-by-mail ballot packets must be mailed to each voter starting on this date. Toll- free voter assistance hotlines must be operational. | February 5, 2024 |
| 1 month | <u>Ballot Drop-off Locations:</u> Ballot drop-off locations required to be open during regular business hours (1 per 15,000 registered voters) One must be available at least 12 hours per day. | February 5, 2024 |
| - | <u>Public Workshop Period Ends:</u> End public workshop period. | February 9, 2024 |
| - | <u>Second Direct Voter Mailer:</u> Begin second direct contact with voters regarding the VIG and vote centers opening. | February 10, 2024 |
| 10 days | <u>Early Voting:</u> At least 1 vote center per 50k registered voters and 1 three day vote center per 10k registered voters open for at least 8 hours per day (minimum of 2 Vote Centers) | February 24, 2024 |
| 7 days | <u>VBM Ballot Issuance:</u> Deadline: Last day for the county elections official to send a registered voter a vote-by-mail ballot. | February 27, 2024 |