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CALIFORNIA SECRETARY OF STATE

Elections Division

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October 17, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23101

TO: All County Clerks/Registrars of Voters

FROM: /s/ Ryan Reece
Elections Analyst

RE: Voting Accessibility Advisory Committee: Request for Applications

The Secretary of State is calling for volunteers to serve as committee members on the Voting Accessibility Advisory Committee (VAAC) for the 2024-2025 term. The mission of the VAAC is to advise, assist, and provide recommendations to the Secretary of State's office regarding the implementation of federal and state laws relating to access to the electoral process, so every registered voter can vote independently and privately. For more information, please visit our website at <https://www.sos.ca.gov/elections/vaac>.

The VAAC membership consists of three county elections officials and five representatives from the disability community who demonstrate an interest and involvement in issues related to voting accessibility and willingness to dedicate no fewer than 20 hours per year to VAAC meetings and activities for a term of two years. Additionally, members may be asked to share information with communities they are affiliated with. VAAC members are volunteers and serve at the discretion of the Secretary of State.

VAAC meetings will be held at minimum four times per year and will require a quorum to take formal actions or make recommendations. Members are expected to stay for the entire duration of meetings to maintain quorum. The meetings will be held at publicly accessible sites in Sacramento and other regions as necessary. Meetings will also be available to the public via videoconference.

Each meeting will require at least one member to be physically present at a designated publicly accessible meeting location specified in that meeting's notice and agenda. Members must alternate between attending the meetings in-person and via videoconference. Members may host a teleconference meeting site if it is physically accessible for the public to attend.

The deadline for applications is **November 10, 2023**, and appointments will be announced December 2023. Applications and filing instructions are available on the Secretary of State's website at <https://www.sos.ca.gov/elections/vaac>.

Minimum Qualifications

Applicants must meet the following minimum qualifications:

- 1) Must demonstrate an interest and involvement in issues related to voting accessibility.

OR

Be a county elections official or a designee of such an official.

- 2) Must be able to attend regular meetings in Sacramento or one of the designated publicly accessible locations, or via videoconference, and stay for the duration of the meeting.
- 3) Willingness to dedicate no fewer than 20 hours per year to VAAC meetings and activities.
- 4) Must serve a minimum of two years.

Desirable Qualifications

- 1) Experience working or volunteering in diverse communities, particularly those with respect to voting accessibility.
- 2) Demonstrated experience in voting rights policy.
- 3) Demonstrated experience representing voters with disabilities.
- 4) Demonstrated experience with voter education, outreach, and engagement efforts, particularly with respect to voting accessibility.
- 5) Demonstrated experience in policy analysis, development, and advocacy.

The Secretary of State's goal is to have a diverse applicant pool and subsequently appoint a diverse committee. Please share this announcement with your communities including poll workers, organizational leadership, and experienced volunteers.

Completed applications or requests for applications, information, or other inquiries can be sent by email to vaac@sos.ca.gov, or by mail to Secretary of State, Voting Accessibility Advisory Committee, 1500 11th Street, 5th Floor, Sacramento, CA 95814. Additionally, please feel free to contact me directly with any questions at (916) 695-1560 or rreece@sos.ca.gov.

VOTING ACCESSIBILITY ADVISORY COMMITTEE MEMBER APPLICATION

Thank you for your interest in the Voting Accessibility Advisory Committee (VAAC). To apply for appointment to the committee, please complete the following application with your personal details and history. Applications may be submitted by sending an e-mail to vaac@sos.ca.gov, or by mailing to Secretary of State, Voting Accessibility Advisory Committee, 1500 11th Street, 5th Floor, Sacramento, CA 95814.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Applicants must meet the following minimum qualifications:

- 1) Demonstrated interest and involvement in issues related to voting accessibility

OR

Be a county elections official or a designee of such an official.

- 2) Must be able to attend regular meetings in Sacramento or one of the designated publicly accessible locations, or via videoconference, and stay for the duration of the meeting.
- 3) Willingness to dedicate no fewer than 20 hours per year to VAAC meetings and activities.
- 4) Must serve a minimum of two years.

Which membership category applies to you? (Check all that apply)

- Clerk or Registrar of Voters or designee, County of _____
- Demonstrated voting accessibility experience

Please list any organizations with which you are presently active. Please give the organization name, nature of your activities and duties, and approximate dates you have been involved with the organization. Use additional paper if necessary.

Explain your interest in becoming a VAAC member and any goals you may have, if appointed.

What is it about ensuring access to the elections process that interests you?

What qualities, experience, knowledge, or skills do you possess that you believe will make you a qualified applicant?

Please list any additional relevant experience, academic work, blogs, websites, social media accounts, books, studies, or authored publications not included elsewhere in the application that highlight your contributions or insight into voter outreach and accessibility.

I can commit to attending at least four meetings per year, provide support to statewide outreach efforts, and assist in building connections with local community groups to facilitate local VAAC development and public education efforts.

I hereby declare the information provided in this application for the California Secretary of State's Voting Accessibility Advisory Committee is true, correct, and complete to the best of my knowledge. I understand that my statement may be verified, and I give permission to do so.

Signed: _____ Date: _____