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County Clerk/Registrar of Voters (CC/ROV) Memorandum #25014

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: Implementation of Senate Bill (SB)1450 (Chapter 480, Statutes of 2024)
Effective January 1, 2025

This memorandum is sent as a reminder to county elections officials that California Senate Bill (SB) 1450 (Allen) (Chapter 480, Statutes of 2024) was signed by Governor Gavin Newsom on September 22, 2024, and took effect on January 1, 2025. SB 1450 amended, repealed, and added to Elections Code Section 4005, also known as the California Voter's Choice Act (VCA). SB 1450 also added a new Elections Code Section 4008. The added and amended statutes are summarized below:

1. For elections conducted after January 1, 2025, county elections officials must post information at all vote center locations regarding the availability of language assistance services, including any language assistance hotlines provided by the county or by the Secretary of State. (Elections Code Section 4005(a)(6)(B)(iv))

SOS Assistance to Counties: As a result of this change in the law, the Secretary of State's office invites VCA counties to work with our office to establish a workgroup to identify best practices that may assist counties with meeting this requirement and to make this information available to voters at all vote centers.

2. In VCA counties with more than 500,000 registered voters, county elections officials must establish a voter education and outreach advisory committee (VEOC) comprised of voter engagement, education, and community outreach advocates. The VEOC must be established and hold its first meeting before the public meeting with voter education and outreach advocates required by Elections Code section 4005(a)(10)(A)(iii), which occurs prior to the noticing of the

county's draft Election Administration Plan (EAP). (Elections Code Section 4005(a)(9)(C))

SOS Assistance to Counties: Many counties may already be engaged with similar community outreach and education groups. The Secretary of State will work with counties and other stakeholders to identify best practices for county elections officials to engage subject matter experts in the fields of public engagement, education and outreach to implement proven strategies.

3. When developing an EAP, a county elections official must consult with the public prior to noticing the draft EAP. The VCA requires a county to:
 - a. Hold a meeting, publicly noticed at least 10 days in advance and held prior to the noticing of the draft EAP that includes 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. (Elections Code Section 4005(a)(10)(A)(i))
 - b. Hold a meeting, publicly noticed at least 10 days in advance and held prior to the noticing the draft EAP that includes representatives from the disability community, community organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities. (Elections Code Section 4005(a)(10)(A)(ii))
 - c. In a county with more than 500,000 registered voters, the county must hold a meeting, publicly noticed at least 10 days in advance and held prior to the noticing of the draft EAP that includes voter education and outreach advocates. (Elections Code Section 4005(a)(10)(A)(iii))
5. The county elections official must adopt a final EAP no later than 120 days before the election and following a 14-day public review and comment period. Once adopted, the county elections official submits the EAP to the Secretary of State so that the Secretary of State can review the voter education and outreach plan for approval, approval with modifications, or rejection. SB 1450 clarified the 120-day deadline. (Elections Code Section 4005(a)(10)(E))
6. After conducting six statewide elections under the VCA, counties may choose to make one direct contact instead of two direct contacts as long as the county meets the following requirements (Elections Code Section 4005(a)(10)(I)(i)(X)(ia)):

- a. The county revises the EAP to include language that the county will make one direct contact and explains how at least half of the funds saved from not making a second direct contact will be used for targeted outreach to historically underrepresented voters. (Elections Code Section 4005(a)(10)(I)(i)(X)(ia)(Ia))
- b. The county spends at least half of the funds saved from not making a second direct contact on targeted outreach to historically underrepresented voters. (Elections Code Section 4005(a)(10)(I)(i)(X)(ia)(Ib))

If a county chooses to have direct contact by mail, the county must mail at least one copy of each direct contact to voters with the same surname and same postal address, in each language requested. (Elections Code Section 4005(a)(10)(I)(i)(X)(ib))

SOS Assistance to Counties: If a county chooses to go to one direct contact, the county must revise their EAP. To assist counties with complying with these new requirements, the Secretary of State will provide a suggested EAP development calendar.

7. A county shall make at least one direct contact with voters when conducting an election in a jurisdiction with fewer than 30,000 registered voters or conducting a special election within 30 days of a regularly scheduled statewide election. (Elections Code Section 4005(a)(10)(I)(i)(X)(ic))
8. A county elections official shall make at least two direct contacts with a voter for the first six statewide elections that such voter is registered to vote in the county. (Elections Code Section 4005(a)(10)(I)(i)(X)(id))
9. Within nine months of the certification of the results of each election conducted pursuant to the VCA, a county elections official shall post on the official's internet website a report that compares the cost of the most recent election to the costs of previous elections. The report shall be posted in a format that is accessible for people with disabilities. (Elections Code Section 4005(g)(2))

SOS Assistance to Counties: To assist counties with satisfying this new requirement and help ensure consistency, the Secretary of State's office will work with counties to develop and provide a suggested template for reporting the cost of elections.

10. The Secretary of State's office must establish a taskforce to review elections conducted under the VCA with the taskforce providing comments and

recommendations to the Legislature within six months of each election.
(Elections Code Section 4008)

SOS Assistance to Counties: The Secretary of State's office is working closely with county election officials, advocates and other stakeholders to establish the task force, as required by the statute.

Additionally, the Secretary of State is making available a suggested 2025-2026 EAP Renewal Calendar for county elections officials who are required by statute to renew their EAP in 2025 and 2026.

For questions about this CC/ROV, contact VotersChoice@sos.ca.gov



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2025-2026 Suggested County EAP Renewal Guide

To better assist VCA Counties, the California Secretary State's office is making available this suggested timeline for Voter's Choice Act (VCA) counties renewing their Election Administration Plan (EAP) and voter education and outreach plan in 2025 and 2026. This calendar includes changes made to Elections Code (EC) Section 4005 by Senate Bill (SB) 1450 (Allen) (Chapter 480, Statutes of 2024).

Timeline to Complete Task(s)	Activity	Suggested Dates	Date Completed by County
	Section I Hold Public Hearings and Consider Public Comments		
Varies by County	Development of Draft EAP: County consultation with the county Language Accessibility Advisory Committee (LAAC), Voter Accessibility Advisory Committee (VAAC), and the Voter Education and Outreach Committee (VEOC) <i>when applicable</i> , is encouraged in the development of the renewal EAP and prior to a county noticing the draft renewal EAP for public comment.	February 2025 through April 2025	
14 Days	<u>The County Publicly Notices the Draft Renewal EAP for at Least 14 Days:</u> The county elections official publicly notices the draft renewal EAP and accepts public comments on the draft renewal EAP for at least 14 days before the public hearing. <i>EC Section 4005(a)(10)(C).</i>	April 2025 through May 2025	
1 Day	<u>Hold a Public Hearing:</u> The county elections official holds a public hearing to consider the draft renewal EAP and to accept public comments. <i>EC Section 4005(a)(10)(D)(i).</i> The public hearing shall, upon request, provide auxiliary aids and services to ensure effective communication with people with disabilities. <i>EC Section 4005(a)(10)(F).</i>		
14 Days	<u>Following the Public Hearing, Publicly Notice the Amended Draft Renewal EAP for at Least 14 Days Before Adopting:</u> After the public hearing, the county elections official shall publicly notice the amended draft renewal EAP and shall accept public comments for at least 14 days before the county elections official may adopt the amended draft renewal EAP. <i>EC Section 4005(a)(10)(D)(ii).</i>	May 2025 Through June 2025	
For the county to consider	The county elections official shall consider any public comments and shall amend the draft renewal EAP in response to the public comments to the extent the county elections official deems appropriate. <i>EC Section 4005(a)(10)(D)(ii).</i>		



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	Section II Required EAP Content for Voter Education and Outreach Plans <i>EC Code 4005 (a)(10)(I)(i)(I through X)</i>	Suggested Dates	Date Completed by County
	<p>(I) The plan for the administration of elections conducted pursuant to this section, includes all the following:</p> <p>(i) A voter education and outreach plan that is approved by the Secretary of State and that includes all of the following:</p> <p>(I) A description of how the county elections official will use the media, including social media, newspapers, radio, and television that serve language minority communities for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline.</p> <p>(II) A description of how the county elections official will use the media, including social media, newspapers, radio, and television for purposes of informing voters of the availability of a vote by mail ballot in an accessible format and the process for requesting such a ballot.</p> <p>(III) A description of how the county elections official will have a community presence to educate voters regarding the provisions of this section.</p> <p>(IV) A description of the accessible information that will be publicly available on the accessible internet website of the county elections official.</p> <p>(V) A description of the method used by the county elections official to identify language minority voters.</p> <p>(VI) A description of how the county elections official will educate and communicate the provisions of this section to the public, including:</p> <p>(ia) Communities for which the county is required to provide voting materials and assistance in a language other than English under subdivision</p>	<p>June 2025 through September 2025</p>	



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(a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.). The county elections official shall hold at least one bilingual voter education workshop for each language in 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.).

(ib) The disability community, including organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities. The county elections official shall hold at least one voter education workshop to increase accessibility and participation of eligible voters with disabilities.

(VII) A description of how the county will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election. This description shall include information about the amount of money the county plans to spend on voter education and outreach activities under the plan, and how that compares to the amount of money spent on voter education and outreach in recent similar elections in the same jurisdiction.

(VIII) At least one public service announcement in the media, including newspapers, radio, and television, that serve English-speaking citizens for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. Outreach made under this subclause shall include access for voters who are deaf or hard of hearing and voters who are blind or visually impaired.

(IX) At least one public service announcement in the media, including newspapers, radio, and television, that serve non-English-speaking citizens for each language in which the county is required to provide voting materials and assistance under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.) for purposes of



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informing voters of the upcoming election and promoting the toll-free voter assistance hotline.

(X) At least two direct contacts with voters for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. The two direct contacts are in addition to any other required contacts, including, but not limited to, sample ballots and the delivery of vote by mail ballots.

(ia) After the first six statewide elections conducted pursuant to this section, a county elections official may make one direct contact if the county elections official does both of the following:

(la) Revises the plan for the administration of elections pursuant to subparagraph (G) to explain how at least half of the funds saved from not making a second direct contact will be used on targeted outreach to historically underrepresented voters.

(lb) Spends at least half of the funds saved from not making a second direct contact on targeted outreach to historically underrepresented voters.

(ib) If direct contact is made by mail, the county elections official must mail at least one copy of each direct contact to voters with the same surname and postal address, in each language requested.

(ic) At least one direct contact shall be made with voters during an election that is conducted either in a jurisdiction with fewer than 30,000 registered voters or conducted pursuant to subdivision (b) within 30 days of a regularly scheduled statewide election.

(id) Notwithstanding sub-subclause (ia), a county elections official shall make at least two direct contacts with a voter for the first six statewide elections that the voter is registered to vote in the county.



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	Section III County Adoption of the Renewal EAP Submit Outreach and Education Plan and EAP to the Secretary of State	Suggested Dates	Date Completed by County
E-120	Adoption of the Renewal EAP: No later than 120 days before the election and following the 14-day review and comment period (above), the county elections official shall adopt the final renewal EAP. <i>EC Section 4005(a)(10)(E).</i>	October 2025	
E-120 (by Feb. 2, 2026)	Submit Adopted Plan to SOS: The county elections official submits the renewal voter education and outreach plan to SOS for approval. <i>EC Section 4005(a)(10)(E)(i).</i> E-120 is the <u>last</u> day to submit!	December 2025	
14 Days	SOS Receives the County's Voter Education and Outreach Plan: SOS receives the county's voter education and outreach plan and approves, approves with modifications, or rejects the renewal voter education and outreach plan within 14 calendar days. <i>EC Sections 4005(a)(10)(E)(ii) and 4005(a)(10)(I)(i).</i>	January 2026	
7 Days	County Posts Draft Renewal EAP, Amended Draft Renewal EAP, and Adopted Final Renewal EAP The draft renewal EAP, the amended draft renewal EAP, and the adopted final renewal EAP must be posted on the internet website of the county elections official in each language in which the county is required to provide voting materials and assistance under EC Section 14201(a) and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), and SOS's internet website in a format that is accessible for people with disabilities pursuant to Section 11135 of the Government Code <i>EC Section 4005(a)(10)(E)(iii).</i>	February 2026	

Previously approved education and outreach plans by the Secretary of State's office are available at the following link: <https://www.sos.ca.gov/voters-choice-act/vca-participating-counties>