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Voter's Choice Task Force Policies and Procedures Manual

Purpose

The Voter's Choice Task Force ("Task Force") was established pursuant to Elections Code § 4008 for the purpose of forming a collective group as identified below. The Task Force will review elections conducted under Elections Code §4005 and will report recommendations to the Legislature within six months of the conclusion of an election conducted pursuant to the Voter's Choice Act.

Composition of the Task Force

Pursuant to EC § 4008(a), the Task Force shall include representatives from the following:

- (1) County elections officials.
- (2) Individuals with demonstrated language accessibility experience for languages covered under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.).
- (3) The disability community and community organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities.
- (4) Experts with demonstrated experience in the field of elections.

Selection Process

Application and Appointment

- The Secretary of State will announce Task Force vacancies on the agency's website and through relevant communication channels, providing application instructions and deadlines.
- Applicants must submit:
 - Contact information and professional background.
 - Description of qualifications, including relevant experience.

- A statement of interest explaining how their expertise aligns with the Task Force's mission.

Evaluation

Applications will be evaluated based on:

- Relevant professional experience and expertise.
- Contributions to language accessibility, disability advocacy, or election administration.
- Commitment to nonpartisan and equitable public service.

The Secretary of State will appoint members based on their qualifications and alignment with the Task Force's goals. Efforts will be made to ensure the Task Force reflects California's geographic and demographic diversity.

Terms of Service

- Members shall serve a two-year term.
- Members may be reappointed at the Secretary of State's discretion.
- Members serve at the pleasure of the Secretary of State, who reserves the right to replace members as necessary.
- Oath of Office: The Secretary of State, for each committee member at the beginning of their first meeting, will administer the oath of office.

Regular Meetings

- The Task Force will meet quarterly or, at the discretion of the chairs, more frequently as necessary to meet reporting deadlines.
- Meeting dates and locations will be published on the Secretary of State's website.

Public Transparency

- Meetings will adhere to the Bagley-Keene Open Meeting Act to ensure public accessibility.

- Agendas will be posted at least 10 days before each meeting, and public comment will be accommodated.
- Meeting minutes shall be prepared following each meeting and will specify the actions taken on each agenda item. Draft meeting minutes from the prior meeting will be circulated to members at least 5 days before a scheduled meeting.

Decision-Making

Because the committee is not a decision-making body, it will not vote on items for action. The Chair, at his or her discretion, may call for an informal opinion poll of the committee, but such a poll shall be non-binding.

- A quorum (majority of members) is required to conduct business.
- The report submitted to the Legislature should provide recommendations from a consensus of the majority of members present.

1. Reporting Requirements

The Task Force will submit reports pursuant to Government Code section 9795.

The report should include:

- Review of the administration of elections under the Elections Code section 4005 and provide comments and recommendations for improving election processes and election administration for future improvements for Voter's Choice Act counties.

Roles and Responsibilities

Chair or Co-Chairs

- A Chair or Co-Chairs will be appointed by the Secretary of State.
- The Chair or Co-Chairs will lead meetings, coordinate with the Secretary of State, and represent the Task Force in communications.

Member Responsibilities

- Actively participate in meetings and discussions.
- Prepare by reviewing meeting materials and agendas in advance.
- Contribute to reports and recommendations.

2. Administrative Support

The Secretary of State shall provide resources and administrative services to the committee in accordance with the following:

- a. The Secretary of State shall provide at least one staff member to act as liaison to the committee.
- b. The Secretary of State shall provide for production and distribution of meeting notices and agendas.
- c. The Secretary of State shall design and host an Internet website that will include postings of notices, agendas, and minutes, as well as general information about the Voter's Choice Task Force
- d. The Secretary of State shall provide coordination of meetings, to include location and conference call setup, as well as distribution of meeting materials.

3. Order of Meetings

These are the rules of order to be used for conducting committee meetings.

• Welcome & Roll Call

The Chair shall begin each meeting by reading the welcome message aloud and noting the attendance of members present, certifying a quorum of a majority of the members of the committee. The Chair will also announce any new appointments and/or dismissals from the committee since the last meeting.

• Approval of Meeting Minutes

The Chair shall move the motion to approve the minutes of the last meeting.

- **Agenda Items**

- Item discussion will begin with an introduction of the topic by the Chair.
- The topic presenter (usually the one who requested the item on the agenda) will then expound on the topic, and present any information, results, or further questions to the committee.
- The Chair will then open the floor for discussion.
- The Chair will close and conclude discussion on an item, as appropriate.

- **Discussion Protocol**

After the Chair opens the floor for discussion, whoever would like to speak on the topic should address the Chair, and the Chair will recognize each speaker and give them the floor, in turn each speaker should be allowed to speak fully without interruption, until they have either yielded the floor, or have been interrupted by the Chair in order to continue the meeting in a timely manner.

While they have the floor, a speaker may ask questions of other members and participants directly. Such questions should be concise and should be answered concisely. If a member or participant wishes to ask a general question of the committee, that question should be directed at the chair, who would then elicit responses from the committee.

In yielding the floor, a member may recommend the next speaker for the Chair to call on. The Chair may consider that recommendation.

- **Closing a Meeting**

To end the meeting, the Chair shall call for any agenda items for that future date. The Chair will then thank the members of the committee, the participants of the meeting, and the public at large, and state, "This concludes today's meeting."

Attachments Incorporated:

- [The Do's and Don'ts of Bagley-Keene \(PDF\)](#)
- [Bagley-Keene - Introduction and Overview \(PDF\)](#)