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California Secretary of State

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Policies and Procedures Manual

Subject: Establishment and Operation of the Elections Code Section 4008 Task Force

Effective Date: October 16, 2025

Purpose

This memorandum establishes the Voter's Choice Task Force mandated by Elections Code Section 4008 to review elections conducted under Elections Code Section 4005 (the "Voter's Choice Act" or "VCA") for the purpose of providing comments and recommendations to the Legislature in the form of a report delivered within six months of each election conducted pursuant to the VCA.

1. Composition of the Task Force

Pursuant to EC § 4008(a), the Task Force shall include representatives of all of 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.

2. 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.



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- 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.

3. 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.

4. Meeting Schedule and Procedures

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.



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- 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

- A quorum (majority of members) is required to conduct business.
- Decisions will be made by majority vote of members present.

5. Reporting Requirements

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

Reports will include:

- Findings from the election review.
- Recommendations for improving election processes.

6. 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.

7. Administrative Support

The Secretary of State will provide administrative support, including:

- Meeting coordination and documentation.

8. Order of Meetings



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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 to the chair, who would then elicit responses from the committee.



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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 a 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:

- Do's-Don'ts of Bagley-Keene
- Bagley-Keene Intro