Sample Calendar for VCA Implementation
for a June 7, 2022 Primary Election

Approximate Time for Completion	Activity Required activities with no statutory date are in red - dates provided are suggestions from SOS. Required activities to be completed on specific statutory dates are in yellow. Other activities are recommendations and best practices.	Dates	E-Minus
1 month	**Identify Public Workshop Participants:** Begin coordinated research effort, with SOS support, to identify community groups, advocates, stakeholders, and officials that should participate in the public workshop process. This should be completed simultaneously with outreach to groups, advocates, stakeholders and officials.	April 8, 2021	-425
3 months	Complete prior to the public consultation period for the Election Administration Plan (EAP): **Outreach and Training to Public Workshop Participants:** Begin outreach and provide training to community groups, advocates, stakeholders, and officials to ensure broad participation in a public consultation process. **Create LAAC and VAAC:** Develop, recruit, launch, and utilize input from a Language Accessibility Advisory Committee (LAAC) and Voter Accessibility Advisory Committee (VAAC).	April 8, 2021	-425
1 month	**Develop EAP:** Begin internal Election Administration Plan (EAP) development. To be completed simultaneously with outreach to community groups and prior to public consultations on EAP.	May 3, 2021	-400
-	**Finalize EAP Internally:** This ensures a proper working draft of an EAP that can be presented at public consultations with community groups.	June 7, 2021	-365
10 days	**Schedule Public Consultations:** Coordinate locations, dates and other logistics. **Issue Public Notice:** Begin issuance of public notice for consultations on EAP 10 days prior to planned public consultations.	September 4, 2021	-276
-	**Complete Outreach:** Finish outreach to community groups, advocates, stakeholders, and officials.	September 4, 2021	-276
2 weeks	**Public Consultations Begin:** 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.	September 3, 2021	-277
-	Deadline to establish county VAAC/LAAC.	**October 1, 2021**	**-249**
3 weeks	**End Public Consultation Period:** Update EAP as you receive public input during the consultation period.	November 19, 2021	-200

Sample Calendar for VCA Implementation
for a June 7, 2022 Primary Election

14 days	**Begin 14-Day Public Comment Period:** 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.	November 19, 2021	-200
10 days	**Issue Public Notice:** Issue public notice of hearing at least 10 days prior public hearing to consider draft EAP.	November 23, 2021	-196
1 day	**Public Hearing:** Consider draft EAP. County will have one week to amend plan after hearing.	December 3, 2021	-186
10 days	**Publish Amended EAP After Hearing:** Publish amended EAP. Begin 14-day public comment period on published amended EAP.	December 24, 2021	-165
14 days	**Adopt Final EAP:** Adopt final amended plan and send outreach plan to SOS for approval.	January 7, 2022	-151
14 days	**SOS EAP Review and Approval:** SOS staff to review submitted outreach plan SOS.	January 14, 2022	-143
3 months	**Develop Outreach and Education Materials:** 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.	January 15, 2022	-143
3 months	**Begin Outreach and Education Activities:** Begin conducting outreach and education activities detailed in the EAP.	January 15, 2022	-143
-	**Emergency Amendments:** Deadline for amendments to EAP in case of emergency.	February 7, 2022	-120
-	**Finalize Outreach and Education Materials**: PSA development, newspaper announcements and media plans included in approved EAP should be final and ready for use.	July 24, 2021	-101
2 months	**Hire Vote Center Staff:** Begin to recruit, hire and train needed temporary vote center staff.	February 4, 2022	-123
-	**Emergency Amendment Public Comment:** Last possible day for public comment if EAP was amended on the last day allowed by law.	March 9, 2022	-90
-	**First Voter Contact:** Begin first direct contact with voters regarding the change in election administration.	March 9, 2022	-90
1 day	**Determine Registered Voters:** Determine the number of registered voters in the county in order to calculate the number of vote centers and drop boxes required.	March 11, 2022	-88
1 day	**Hold First LAAC and VAAC Meeting: Elections Code requires first LAAC/VAAC meetings to be held on or before April 1 of the year in which the first VCA election is conducted.**	April 1, 2022	-67

Sample Calendar for VCA Implementation
for a June 7, 2022 Primary Election

15 days	**Begin Mailing Ballots to Military and Overseas Voters**	April 8 – 23, 2022	-60 to -45
1 month	**Begin Public Workshop:** Begin completing required 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 general public regarding the changes in voting administration. Consider using connections with community organizations to provide widespread outreach to community.	April 18, 2022	-50
-	**Finalize Hiring Vote Center Staff**	April 29, 2022	-39
1 month	**Train Staff:** Period to begin training for vote center staff.	May 3, 2022	-35
-	**Public Workshop Ends:** End public workshop period.	May 6, 2022	-32
1 month	**Mail VBMs:** Vote by mail ballot packets must be mailed to each voter starting on this date. Toll-free voter assistance hotlines must be operational.	May 9, 2022	-29
1 month	**Ballot Drop-off Locations:** Ballot drop-off locations required to be open during regular business hours. One must be available at least 12 hours per day.	May 9, 2022	-29
10 days	**Early Voting:** Vote centers (1 per 50k, minimum of 2) must be open for at least 8 hours per day.	May 28, 2022	-10
7 days	**VBM Request Deadline:** VBM language and accessibility ballot request deadline.	May 31, 2022	-7
3 days	**Early Voting:** (1 per 10k) must open for at least 8 hours per day.	June 4, 2022	-3
-	**ELECTION DAY:** Vote centers open from 7 am to 8 pm	June 7, 2022	0