

Sample Calendar - VCA Implementation for a November 8, 2022, General Election

Approximate Time for Completion	<p style="text-align: center;">Activity</p> <p style="text-align: center; color: red;">Required activities with no statutory date are in red - dates provided are suggestions from SOS.</p> <p style="text-align: center; background-color: yellow;">Required activities to be completed on specific statutory dates are highlighted in yellow.</p> <p style="text-align: center; color: blue;">Internal administrative activities are in blue.</p> <p style="text-align: center;">Other activities are recommendations.</p>	Dates	E-Date
1 month	<p><u>Identify Public Consultation Participants:</u> 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, stake holders and officials.</p>	June 8, 2022	-153
1 month	<p>Complete prior to the public consultation period for the Election Administration Plan (EAP):</p> <p><u>Outreach to Public Consultation Participants:</u> Begin outreach and provide training to community groups, advocates, stakeholders, and officials to ensure broad participation in a public consultation process.</p>	June 8, 2022	-153
1 month	<p><u>Draft EAP Internally:</u> Begin internal Election Administration Plan (EAP) development. To be completed simultaneously with outreach to community groups and prior to public consultations on EAP.</p>	June 8, 2022	-153
10 days	<p><u>Schedule Public Consultations:</u> Coordinate locations, dates, and other logistics.</p>	July 5, 2022	-126
10 days	<p><u>Issue Public Notice:</u> Issue 10-day notice of public consultation with 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 under subdivision (a) of Section 14201 and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.)</p> <p><u>Issue Public Notice:</u> Issue 10-day notice of public consultation with representatives from the disability community and community organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities.</p>	July 5, 2022	-126
1 month	<p><u>Finalize Draft EAP Internally:</u> This ensures a proper working draft of an EAP that can be presented at public consultations with community groups. Submit draft plan for translation.</p>	July 8, 2022	-123
2 weeks	<p><u>Public Consultations Begin:</u> 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. Have proximity maps ready.</p>	July 15, 2022	-116
2 weeks	<p><u>Public Consultations Begin:</u> 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. Have proximity maps ready.</p>	July 15, 2022	-116

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7 days	RECOMMENDED SOS EAP Pre-Review: SOS staff review draft outreach plan and provide initial feedback.	July 20, 2022	-111
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.	July 22, 2022	-109
3 weeks	End Public Consultation Period: Update EAP as you receive public input during the consultation period.	July 25, 2022	-106
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.	July 29, 2022	-102
10 days	Issue Public Notice: Issue public notice of hearing at least 10 days prior public hearing to consider draft EAP.	August 12, 2022	-88
1 day	Determine Registered Voters: Determine the number of registered voters in the county to calculate the number of vote centers and drop boxes required.	August 12, 2022	-88
1 day	Public Hearing: Consider draft EAP.	August 22, 2022	-78
14 days	Publish Amended EAP After Hearing: Publish amended EAP. Begin 14-day public comment period on published amended EAP.	August 24, 2022	-76
	Submit Final List of Vote Centers and Ballot Drop Off Locations to voter information guide print vendor	August 25, 2022	-75
4 weeks	Outreach and Education Activities: Conduct outreach and education activities detailed in the EAP.	August 26, 2022	-74
-	First Direct Voter Mailer: Begin first direct contact with voters regarding the change in election model (may send earlier in the month).	August 26, 2022	-74
14 days	Adopt Final EAP: Adopt final amended plan and send to SOS for approval.	September 9, 2022	-60
15 days	Begin Mailing Ballots to Military and Overseas Voters	September 9 – September 24, 2022	-60 to -45
1 month	Begin Public Workshop Period: 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 public regarding the changes in voting administration. Consider using connections with community organizations to provide widespread outreach to community.	September 14, 2022	-55

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1 day	<u>EAP Approval:</u> SOS provides county official notice of approval to become a VCA county.	September 23, 2022	-46
-	<u>Deadline to establish county VAAC/LAAC. October 1, 2021</u>	October 1, 2022	-38
-	<u>Second Direct Voter Mailer:</u> Begin second direct contact with voters regarding the VIG and vote centers opening.	October 15, 2022	24
1 month	<u>Mail VBMs:</u> Vote by mail ballot packets must be mailed to each voter starting on this date. Toll- free voter assistance hotlines must be operational.	October 10, 2022	-29
1 month	<u>Ballot Drop-off Locations:</u> Ballot drop-off locations required to be open during regular business hours (1 per 15k, approximately 132 locations). One must be available at least 12 hours per day.	October 10, 2022	-29
-	<u>Public Workshop Period Ends:</u> End public workshop period.	October 14, 2022	-25
10 days	<u>Early Voting:</u> Vote centers (1 per 50k, approximately 40 locations) must be open for at least 8 hours per day.	October 29, 2022	-10
7 days	<u>VBM Request Deadline:</u> VBM language and accessibility ballot request deadline.	November 1, 2022	-7
3 days	<u>Early Voting:</u> (1 per 10k, add approximately 160 locations for a total of 200) must open for at least 8 hours per day.	November 5, 2022	-3
-	<u>ELECTION DAY:</u> Vote centers open from 7 am to 8 pm	November 8, 2022	0