### County of Alameda Elections Commission Agenda

Location: Via Zoom/In person

Alameda County Training & Education Center

125 - 12th Street, 4th Floor

Suite 400 Hayward/Union City Rooms

Oakland, CA 94612

Date: Thursday, September 19, 2024

Time: 4:00 PM

Zoom Link for Meeting: https://us06web.zoom.us/j/84944644493

The video recording of the meeting is normally posted 2-3 days after the meeting.

You can find it at: https://bos.acgov.org

- 1 -- Call To Order / Roll Call at 4pm -- 5 minutes
- 2 -- Swearing In of New Commissioners -- 5 minutes

  Allisa Moore is expected to be seated at the September 2024 meeting.
- 3 -- Approval of Agenda
  - Modifications to the agenda can be made here
  - Comm. Pres. Lindsay will move that we take up 8(b)(1) before 8(a) because it will be more efficient in the meeting.
- 4 -- Approval of Minutes of July 18, 2024 -- 5 minutes

  See attached minutes
- 5 -- Announcements and Communications -- 5 minutes

No discussion on these items.

- (a) From staff
- (b) From commissioners
  - Commissioners
  - President: S. Singer resignation, request list information
- 6 -- Public Comment on Agenda Items -- 20 minutes

If we have 5 or less commenters, then they will have up to 3 minutes each. 5-14 commenters will be limited to 2 minutes each. If we have 15 or more people then they will be limited to one minute each. We encourage and appreciate written comments to be emailed to the Commission at eoc@acgov.org.

7 -- Monthly Update from Registrar of Voters Office -- 10 minutes See attachment

#### 8 -- Old and New Business

- (a) Items carried over from a previous meeting
  - (1) Consider requesting dedicated staff support to the ACEC -- 10 min For discussion and possible formation of a sub-committee. This commission has a very large job, but little time in which to do the job, and with all volunteers. Having staff support -- whether full-time or part-time -- to do research for the commission would be very helpful and is arguably a necessity.
    - Note: this was discussed in the July 2024 meeting, and is being continued this meeting.
- (b) Ongoing Items from Committees

All of these will be for possible action. See attachments for each committee report.

- (1) Nominations (subcmte: B Tsao, A Ramon) -- 5 min
- (2) Structure of the ROV position (subcmte: Z Valentine, J Belcher, Whitehurst) -- 5 min This is the issue about having Alameda County Registrar's position being a standalone position, as opposed to managing multiple departments.
- (3) Cast Vote Record Releases (subcmte: K Butter, I Dieter, J Belcher) -- 15 min
- (4) Commission Rules, Procedures and Best Practices (S Henderson, I Dieter, B Tsao, J Lindsay) 30 minutes
- (c) Special Report from the ROV -- no special reports until January 2025
- (d) New Business
  - (1) ACEC October Report to the BOS -- 20 min

    Our October -- and first -- report to the BOS should be completed and presented to the
    commission as a whole at the October meeting. Recommendation: A sub-committee
    consisting of the President, Vice-President and one or two other commissioners make
    sure the report and a brief slide deck is ready by the October meeting.
  - (2) Expectations for November 2024 and How Voters Can Help For discussion only

Background: What should voters, candidates, election observers and the media expect from the Elections Department from election night and moving forward. When will the first results be posted, how often will they be updated, and when will results be certified? Are there any changes in election observation rules? Is there anything voters and others can do to help the process be as smooth and efficient as possible?

9 -- Public Comment on Agenda or Non-Agenda Items -- 10 minutes

The 10 minutes here is a fixed allocation of time, and will be divided equally among all who wish to comment, with a maximum of 3 minutes per person. If more time is available before 6:30pm, more time will be allowed.

If your comments are complex or if you didn't have enough time, we always appreciate it if you send your input to the Elections Commission at eoc@acgov.org.

#### 10 -- Requests for Future Agenda Items

Commissioners can make requests directly to the president of the commission. Requests for future agenda items from the public can also be emailed to the commission at <a href="mailto:eoc@acgov.org">eoc@acgov.org</a>. (This is an experiment for this month.)

11 -- Adjournment (6:30 if possible) The next meeting will be October 17, 2024.

### **Summary Action Minutes**

Location: Alameda County Training & Education Center

125-12th Street, 4th Floor

Suite 400 Hayward/Union City Rooms

Oakland, CA 94612

Date: July 18, 2024 Time: 4:00 pm.

#### **Minutes**

1. Call To Order / Roll Call

The monthly Elections Commission meeting of July 18, 2024, convened at 4:00 p.m. in the Hayward/Union City Rooms. The clerk, Noe Lucio, ROV, called to order the meeting.

#### **Present**

Commission Members: Judy Belcher, Karen A. Butter, Irene Dieter, Susan R. Henderson, James R. Lindsay, Alexander H. Ramon, Benita Tsao, Zabrae Valentine; Registrar of Voters: Tim Dupuis, Cynthia Cornejo, Noe Lucio; County Counsel: Jason Allen.

#### Absent

Commissioners: Susan R. Henderson, Stephanie F. Singer, Allie Whitehurst; City Clerk: Anna Brown

- 2. Swearing-in of New Commissioners none
- 3. Approval of Agenda 2:46
- 4. Approval of Minutes June 20, 2024

After discussion, amendments were made to the minutes.

A motion was made to accept the meeting minutes as amended by Commissioner Butter, seconded by Commissioner Ramon, approved unanimously.

- 5. Announcements and Communications 5:25
  - (a) From staff

There were no announcements from the staff.

(b) From commissioners

Commissioner Valentine made an announcement.

Commissioner Lindsay announced procedural changes to the process of public comment, that the county has an email alert list found on the County website, that the California Ranked Choice Voting advocacy group will be coordinating with the Oakland City Clerk and the ROV. Commissioner Dieter announced that the deputy secretary of state is Nakeesha Robinson.

6. Public Comment on Agenda Items

Public comment was allowed for all agenda items.

7. Monthly Report from Registrar of Voters office

Mr. Dupuis reported completion of the Sunol-Glen Special Recall Election, the November 5, 2024, General Election schedule, that the Voter Information Guides begins mailing September 26<sup>th</sup>, that ballots begin mailing October 7<sup>th</sup>.

- 8. Old and New Business
  - (a) Items carried over from a previous meeting
    - (1) Reviewing and reporting on the March 2024 election

The commission discussed election and status reports and presentations to the board of supervisors.

A motion was made to combine the March and November 2024 Election reports by Commissioner Valentine seconded by Mr. Ramon and passed unanimously.

(2) Consider requesting dedicated staff support to the Alameda County Elections Commission

The commissioners agree that they need one or more staff persons, that they should generate a job description before approaching the supervisors. They further discussed forming a new subcommittee to determine the commission's methodology, processes and procedures.

A motion to form an ad hoc committee regarding dedicated staff support to the Elections Commission consisting of Benita Tsao and Alexander Ramon by Ms. Dieter, seconded by Ms. Butter, and passed unanimously.

- (b) Ongoing Items from Committees
  - (1) Nominations sub-committee

Ms. Tsao said the board of supervisors hasn't yet confirmed Alissa Moore, the committee expected they will confirm before September, and the committee will disband after that.

(2) Structure of the ROV position

Ms. Valentine reported the subcommittee met with Mr. Dupuis and Ms. Cornejo including how the office manages communications with the public, public information requests, budgeting requests, and operating with a combined CIO/ROV. The commission's fellow, Darlene Azami,

has identified a set of comparable counties and is setting up interviews about the job. They are discussing how to present their report.

A motion to add Allie Whitehurst to the Structure of the ROV Position subcommittee was made by Ms. Belcher, seconded by Ms. Valentine, and passed unanimously.

#### (3) Cast Vote Record Releases

Ms. Belcher reported that NaKesha Robinson, Deputy Secretary of State told the committee their office submitted to the legislature language clarifying exactly what items are cast vote records, and that elections officials would not be prosecuted for publicly releasing CVRs early in the canvass. Ms. Belcher reported that Ms. Robinson also told Ms. Cornejo the same thing. The committee assumes the Secretary of State's office writes legislation on behalf of the legislature. Since Mr. Dupuis stated previously that nothing in the specific law currently prevents counties from releasing the cast vote record in this manner.

A motion was made that the sub-committee authorize the president and vice president to draft send a letter to the Secretary of State on behalf of the Election Commission regarding Cast Vote Records by Ms. Belcher, seconded by Dieter, and passed unanimously.

(4) Commission rules, procedures and best practices

The commission has met twice, is working on drafting the report for September.

(c) Special Report from the ROV on the ROV department budget

Mr. Dupuis presented the budget as presented to the board of supervisors, which follows the Maintenance of Effort format.

(d) New Business

No new business was introduced.

- Public Comment on Agenda or Non-Agenda Items
   Public Comment was allowed for non-agenda items.
- 10. Requests for Future Agenda Items

  There were no requests for future agenda items.
- 11. Adjournment

The next meeting will be September 19, 2024.

The meeting was adjourned at 6:37 p.m.

### ACEC September 19, 2024 ATTACHMENT FOR AGENDA ITEM #7 -- Update from ROV

#### 1. Upcoming Election:

- a. November 5, 2024, General Election, Important Dates
  - i. Voter Information Guide Mailing Begins Thursday, September 26, 2024
  - ii. Official Ballot Mailing to Voters Begins Monday, October 7, 2024
  - iii. 20 Vote Centers Open Early (throughout the county) Saturday, October 26, 2024
  - iv. 80 additional Vote Centers Open (throughout the county) Saturday, November 2, 2024
  - v. Election Day Tuesday, November 5, 2024
  - vi. Vote by Mail ballots must be postmarked on or before Election Day and received by the ROV (Plus Mail deadline) Tuesday, November 12, 2024
- b. November 5, 2024, Facts
  - i. Number of Registered Voters Over 950,000 at 60 days before the election
  - ii. Number of Languages Supported 14 (Chinese, English, Tagalog, Spanish, Vietnamese, Burmese, Khmer, Korean, Hindi, Laotian, Mien, Mongolian, Punjabi, and Telugu)
  - iii. Number of Vote Centers 100 total (throughout the county)
  - iv. Number of 24-Hour Drop Boxes 66 (throughout the county)
  - v. Number of Ballot Measures on the Official Ballot
    - 1. 34 Local Measures
    - 2. 10 State Propositions
  - vi. Number of Contests on the Official Ballot 146
  - vii. Number of Ballot Types 226 (variations of Official ballots styles) (also in 5 languages)
  - viii. Supported Voting Methods Traditional voting (Federal, State, County, School, City and Special District), Ranked Choice Voting (4 Cities) Youth Voting (2 School Districts)

ACEC September 19, 2024

ATTACHMENT FOR AGENDA ITEM #8b1 -- Nominations Cmte Report

Welcome, Commissioner Moore!

Motion for 1-2 members to act as liaisons for new commissioners for at least one year, through September 2025. The liaison would be responsible for offering assistance to the new member during their transition onto the commission, such as by answering questions and providing links and documents relevant to our work. Who is willing to serve in this capacity for Commissioner Moore and others?

Assuming Commissioner Moore has been formally appointed by the Board of Supervisors, motion to disband Nominations Committee, since there are no longer any vacant at-large seats that require Commission nomination.

### ACEC September 19, 2024 ATTACHMENT FOR AGENDA ITEM #8b2 -- Cmte on structure of ROV position Report

# Alameda Elections Commission Ad Hoc Committee to Consider Whether the ROC should be a Full Time Position Monthly Reports: March - September 2024

Agenda Item #8b2

<u>Issue</u>: Numerous concerns have been raised regarding the Alameda County Registrar of Voters' (ROV) interpretation of legal requirements related to oversight of elections, as well as the responsiveness of the Alameda Co. ROV to the public. Examples include:

- Incorrect tabulation in the 2022 election, leading to certification of the wrong candidate for a school board seat and a recount of the Oakland mayoral contest<sup>1</sup>
- Disenfranchisement of over 100 voters in 2020<sup>2</sup>
- Lack of transparency and responsiveness<sup>3</sup>
- Public complaints to the Alameda Co. Elections Commission (EC) about election observation access
- Public complaints to the EC about slow response to public records requests

Public trust in elections is a cornerstone of democracy, and in a democracy, foundational to productive civic cooperation, collaboration and comity. Specifically, robust public engagement and trust and confidence in democratic institutions such as the electoral process translates directly into legitimacy of elected officers, civic institutions and government itself.

<u>Possible Solutions</u>: One way to address the above concerns may be to make the Alameda Co. Registrar of Voters a full time position rather than shared with another department. While our primary objective is to determine whether this step seems likely to help address the issues signaled above, we also will keep an open mind to the likelihood that there are other interventions that could be as or more helpful, and if those come up we will share that information with the Commission as well. We want to acknowledge here that we have full confidence in the intentions of ROV staff to deliver the highest possible service to the residents of Alameda Co, and look forward to identifying steps that better enable them to do so.

#### Plan of Action:

- Gather information about Alameda County and comparable counties.
  - How are IT and election departments organized?
  - How much responsibility for operations and time-critical response lies with the head of each department, and how much is delegated?

<sup>&</sup>lt;sup>1</sup>https://oaklandside.org/2022/12/28/alameda-county-registrar-miscounted-ballots-oakland-election-2022/

 $<sup>{\</sup>color{red}^2\underline{https://oaklandside.org/2020/11/18/alameda-countys-election-was-marred-by-systemic-problems-say-voting-rights-groups/}$ 

https://oaklandside.org/2023/01/10/alameda-supervisors-approve-recount-oakland-mayor-ousd-district-4-ranked-choice/

- What conditions, challenges or obstacles is the Alameda ROV experiencing, and are there opportunities for those circumstances to be managed differently? What do ROV staff recommend?
- Present to the Commission at least two options, if the research supports this, with pros and cons.

#### Update (4/11/24)

A paid Summer Fellowship for a Goldman School of Public Policy student to assist the subcommittee and research is now accepting applications. We thank Common Cause and the GSP for arranging and funding this assistance.

#### <u>Update (5/16/24)</u>

The Subcommittee interviewed all three of the talented, accomplished applicants from the Goldman School of Public Policy for the summer Policy Fellowship. Our top choice has accepted our offer.

#### <u>Update (6/20/24)</u>

The subcommittee has started working with our Goldman School fellow, Darlene Azarmi, to identify counties to which we can compare Alameda County's ROV experience. We are looking at population, racial diversity, # languages into which ballots are translated, Voter Choice Act status, diversity of electoral systems being implemented, elected vs. appointed ROV, agency leadership, and aspects of Budget/Staffing. *If Commissioners have any additional thoughts here they are of course always welcome*.

We also will be scheduling a call with ROV leadership/staff to gain a greater understanding of why they have managed past circumstances in the ways they have done, what impediments they face internally, and thoughts they have on what could work better etc., with an initial focus on public concerns related to timely and productive communications and sharing of information. Additionally, we will consider whether their available resources and budget allocations shed light on the question at hand.<sup>4</sup>

#### Update (7/18/24)

The subcommittee met (via Zoom) with ROV leadership/staff to discuss a subset of the issues we are examining, including how the office manages general communications with the public as well as public information requests, and budgeting issues. We also discussed pros and cons of operating with a combined ROV-CIO.

Ms. Azarmi has identified a set of comparable counties (Contra Costa, Sacramento, Santa Clara, San Diego, San Francisco and probably Solano), which she will be contacting to collect information that hopefully will give us a sense of whether the issues experienced in Alameda are considered typical or atypical when compared to other County ROVs as well as what steps other counties take to ameliorate or avert similar types of problems.

#### Update (9/19/24)

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<sup>&</sup>lt;sup>4</sup> Budget questions might include things like, what are the major subcategories of "Discretionary and nondiscretionary Services & Supplies", how much of the "Salaries & Employee Benefits" budget is for full-time year-round staff vs. temporary staff, and how Mr. Depuis's compensation is split between the RoV budget and the ITD budget.

Ms. Azarmi has conducted interviews with Contra Costa, Santa Clara, San Francisco and Solano County ROV's. San Diego Co. emailed her information and Sacto Co. declined to meet and did not share information in any other way. In her conversations she discussed with staff the structure of their departments, roles, general communications, public records requests, language accessibility, poll worker training with an emphasis on facsimile ballots, and central office support of/ communication with polling sites (these were the issues that had been initially flagged as potentially deficient or irregular in some way during discussion of the formation of this Committee). For Solano, due to their combined role, Darlene also discussed pros and cons of a combined structure. For SF, they discussed that ROV's RCV vote count practices and their practices related to logic and accuracy testing. Darlene is now compiling organizational charts, and information on role responsibilities and allocation of labor in other offices where the ROV has more than one role.

We also are in the process of soliciting input from community groups that work in various way to educate voters and ensure and improve access, <u>and would welcome any Commissioner</u> recommendations of groups to contact regarding concerns they may have with past ROV performance as well as positive experiences they may wish to share.

### ACEC September 19, 2024 ATTACHMENT FOR AGENDA ITEM #8b3 -- CVRs Cmte Report

**Action Item** 

Date: September 19, 2024

To: Alameda County Elections Commission

From: Cast Vote Record Ad Hoc Committee Belcher, Butter, and Dieter

Re: Update on Implementing Cast Vote Record Reports

On May 16, 2024, the Elections Commission voted to recommend that the Alameda County Board of Supervisors (BOS) direct the Registrar of Voters to follow San Francisco's Cast Vote Record (CVR) model and adopt a policy of releasing text CVR reports concurrent with election result updates for the November 2024 election.

Over the past two months the CVR committee has met with several supervisors individually to inform them about the importance of issuing CVRs during the canvass to avoid ballot counting errors that occurred in the November 2022 election, to answer their questions, and to urge their affirmative vote at the BOS meeting in October.

Senate Bill No. 1328 is now on the Governor's desk. We are pleased to report that, according to the legislative director of Senator Steven Bradford, the chief legislative sponsor, there is nothing in their legislation that prevents the early release of CVRs or that might cause a registrar to be charged with a felony, which have been two stated concerns of the registrar's office.

Recognizing the short time before the election, the CVR committee is proposing that the ROV adopt an interim measure by releasing CVRs during the vote counting process by email to those who have requested to receive it. According to Alameda County's vendor, Dominion Voting System, their equipment automatically generates a Cast Vote Record report and so logistically this should be a straightforward and quick process. Also, Dominion says the CVRs can be released in a way that preserves the privacy of voters.

On September 16, the Elections Commission's recommendation was heard by the county's Personnel, Administration and Legislation (PALs) committee, which advances recommendations to the full Board of Supervisors for final approval. We will know by today's Election Commission meeting whether PALs referred the matter for consideration at an early October BOS meeting.

PROPOSED ACTION: Send the following letter to the Board of Supervisors, updating them on the developments.

#### MEMORANDUM

To: Alameda County Board of Supervisors From: Alameda County Elections Commission

Date: September 19, 2024

Re: Update on Implementing Cast Vote Record Reports

Dear Board of Supervisors,

In May 2024, the Alameda County Elections Commission unanimously passed and sent to you a resolution regarding the county's policy for the public release of cast vote record (CVR) reports during an election. In that resolution, we stated that the "best practice" to ensure maximum transparency, accuracy, security and accountability of elections would be to publicly release the CVRs early during the elections canvass.

Since then, we have worked diligently to address each of the Registrar of Voters concerns. Here are our findings:

**1.** <u>Clarity in legislation</u>. The Secretary of State's office amended Senate Bill No. 1328 to clarify that no one can be charged with a felony for implementing a CVR policy. The bill with amendments has now been passed by the legislature, enrolled, and is awaiting the governor's signature.

Chris Morales, legislative director for Senator Steven Bradford, the chief legislative sponsor of SB 1328, has written a letter about the final amendments to their bill that emphatically states: "Many of the changes made are technical and were made to clarify differences in language between SB 1328 and AB 2249 by ASM Pellerin. There is no language in our bill prohibiting the release of the <u>cast vote records report</u> early in the canvassing." (Emphasis in original.)

**2.** <u>Easy Implementation</u>. There are several ways to implement the proposed CVR policy. San Francisco has been releasing CVRs early in the canvass for many years using the same equipment and vendor. Its method of allowing the downloading of the CVR file from its election website is the best method. But if it is not possible to enact that method before November, in the short term, there is an simple and easy option building upon prior practice of the registrar's office -- to email the CVR file during the canvass to those who have requested it.

FairVote has communicated with the county's vendor, Dominion Voting Systems, who says that its voting equipment used in Alameda County *automatically generates the cast vote record report*. There is little the registrar's office must do to generate this report. And this can be done in a way that preserves the privacy of voters. Once generated, emailing that CVR file is as easy as sending an email with a file attached. This could be done as an interim step to updating the website

In conclusion, there is nothing in state law, including in the recently passed SB 1328, that prohibits a county registrar from officially releasing CVRs early in the elections canvass. In addition, the charters or election statutes of the cities of Oakland, Berkeley, and San Leandro *require* that the CVRs shall be released as early as possible during the canvassing process. And there is an easy and fast way to implement this policy in time for this November's election.

We urge the Board of Supervisors to direct the registrar's office to implement the Election Commission's proposed CVR policy, just as previously you directed the registrar to implement YouthVote.

### ACEC September 19, 2024 ATTACHMENT FOR AGENDA ITEM #8b4 -- Rules Cmte Report

**Action Item** 

To: Elections Commission

From: Ad hoc Committee on Rules and Procedures

Date: September 19, 2024

On June 20, 2024, the Alameda County Elections Commission formed a committee of members Benita Tsao, Jim Lindsay, Susan Henderson, and Irene Dieter to recommend practices on how the commission conducts itself.

Presented below for your review and discussion is a draft of the first two sections of Alameda County Elections Commission Operating Rules & Procedures: 1) Order of Business, and 2) Rules of Order. The committee will present the Introduction, and sections 3) Internal Working Guidelines, and 4) External Working Guidelines at the October 2024 Elections Commission meeting.

We recommend that the commission:

- 1. Adopt Order of Business
- 2. Adopt Rosenberg's Rules of Order for the orderly conduct of meetings with supplemental rules where Rosenberg's is silent.

The order of business is the order of the meeting agenda. Business is taken up one item at a time.

The rules of procedure/order at meetings should be simple enough for most people to understand. Rosenberg's Rules of Order is recommended by the League of California Cities in lieu of Robert's Rules of Order because Rosenberg's Rules are simpler, and more practical. Many cities and organizations use Rosenberg's Rules of Order.

#### Alameda County Elections Commission Operating Rules & Procedures - DRAFT

**Introduction** (draft to be presented in October 2024)

#### 1. Order of Business at Meetings

Having a predictable order for the Elections Commission to address relevant matters during our meetings makes it more likely we stay focused and not lose track of any decisions or actions. This consistent format for how we will routinely spend meeting time is called the Order of Business, and we will progress through these items in order, one at a time. This template is the basic outline for every Elections Commission meeting agenda, so participants and observers can easily follow what's happening:

- 1. Call to order / Roll call
- 2. Swearing-in and welcoming new commissioners
- 3. Changes to the agenda
- 4. Approval of minutes
- 5. Communications or announcements from staff and commissioners on non-agenda items
- 6. Registrar of Voters monthly update
- 7. Public comment on items on the agenda
- 8. Regular agenda items labeled action or discussion
- a. Items carried over from previous meeting
- b. Ad hoc committee reports, recommendations
- c. Other items, which may include new business
- 9. Registrar of Voters special presentation
- 10. Public comment on agenda and non-agendized items
- 11. Adjournment

#### 2. Rules of Order

Groups and organizations often agree on rules for conducting meetings and making decisions, so there's an orderly way for members to deliberate issues and determine the will of the majority. A motion is any formal proposal by a member, in a meeting, that the body takes an action, and the rules we adopt govern how motions can be made, amended and adopted.

Many groups, including this Elections Commission, have adopted an existing system of rules called Rosenberg's Rules of Order. For details on Rosenberg's Rules of Order, see <a href="Appendix A">Appendix A</a> for a summary or read the free digital version of <a href="Rosenberg's Rules of Order">Rosenberg's Rules of Order</a> (PDF, 10 pages) available at the League of California Cities website at www.calcities.org.

In addition to Rosenberg's Rules of Order, the Election Commission adheres to the following supplemental rules (SR):

**SR-1) Counting Votes.** No proxy voting shall be allowed. The vote count on a motion will be called by the clerk. The vice-president and president will be called upon last to vote.

**SR-2) Oral Public Comment at Meetings**. The Elections Commission welcomes public input and feedback, and there are two portions of the agenda set aside for public comment: one for all agenda items collectively for up to 20 minutes, to take place in advance of any commission action or discussion on these items, and another for agenda and non-agenda items for up to 10 minutes toward the end of the meeting (see "order of business at meetings" above). For matters not on the agenda but are related to business over which the commission has jurisdiction, staff or commission members may briefly respond, but no action or discussion may occur during the meeting. No speaker may cede time to another person or speak on the same agenda item twice.

All speakers, regardless of whether they are commenting as a member of the public or in their capacity as an elected or appointed official, will wait to be called upon by the clerk and:

- for the public comment period at the beginning of the meeting on agenda items, limit their comments to three (3) minutes,
- for the public comment period at the end of the meeting on agenda and non-agenda items, limit their comments to two (2) minutes, and
- the president has the discretion to alter the per-speaker time limit as needed.

Requests for special accommodations should be made to the Elections Commission clerk.

**SR-3) Written Public Comment.** Email messages sent to eoc@acgov.org go to all members of the commission, as well as to the registrar, deputy registrar, and the clerk for the Election Commission. Note that any emails sent to eoc@acgov.org are considered part of the official public record and subject to disclosure under the Public Records Act.

**SR-4) Written Communications by Members of the Body.** At or before a meeting, if a commissioner wants material(s) on agenda items to be part of the public record, they should submit the comments or material to the commission clerk to be placed in the public record.

- If the material is sent to the clerk before the agenda packet has been posted, it shall be
  posted with the agenda. If material for an existing agenda item is sent after the agenda
  has been posted, it will be included with the meeting minutes and hard copies distributed
  at the meeting.
- The material must be related to items on the agenda.
- 3. Internal Working Guidelines (draft to be presented in October 2024)
- 4. External Working Guidelines (draft to be presented in October 2024)

## ACEC September 19, 2024 ATTACHMENT FOR AGENDA ITEM #8d2 -- New Business Expectations for November 2024 and How Voters Can Help

- 1. Election Results Shortly after 8:00 pm on Election Night the Vote by Mail results will be released and posted to the Registrar of Voters website. Throughout the evening results will be available until all vote centers have reported. During the canvass updates will be released. The Election Official has 30 days to certify the election. Currently, it is too early to provide an exact date.
- 2. Observation The public will be able to sign up online to receive an email each morning before vote by mail processing occurs to observe in-person or to live stream online.
- 3. We are asking voters to **Vote Early!** Return their ballots using a Drop Box, USPS and at a Vote Center.