

SHASTA COUNTY ELECTION COMMISSION BYLAWS

ARTICLE I NAME AND DURATION

Section 1.1. The name of this Commission shall be the "Shasta County Elections Commission" and shall be referred to in these Bylaws as the "Commission."

Section 1.2. The Shasta County Board of Supervisors (Board) established the Citizens Election Advisory Committee on September 12, 2023, pursuant to [Government Code section 25201](#) and Resolution No. 2023-099, which had a sunset on September 12, 2027, with all rights and authority of the Committee and its members ending at that time.

On December 5, 2023, the Board enacted Ordinance No. SCC 2023-07 renaming the "Citizens Election Advisory Commission" as, and establishing, the "Shasta County Elections Commission," and repealed Resolution No. 2023-099.

ARTICLE II PURPOSE

Section 2.1. The purpose of the Commission is to advise and make recommendations to the Board. The Commission shall:

- a. Make reports and recommendations to the Board regarding existing programs, policies, and procedures in alignment with the law for future elections.
- b. Have access to places and records, as allowed under the California law, necessary to implement their delegated duties.
- c. Observe, inspect, and examine elections related records and documents, as allowed under California law, for accuracy and completeness.
- d. May make copies of public records, as allowed under California law, for reporting purposes or make notes based on such records.
- e. Tour and observe Elections department and Registrar of Voter facilities during, before or after the election period, as authorized under California law.
- f. Ask questions of elections officials and receive timely answers.
- g. Review how election updates are reported to the public.
- h. In-depth review of voter and vote recordkeeping processes, as allowed under California law.

Section 2.2. The Commission shall regularly prepare reports to the Board summarizing and describing Commission activities and provide commentary on Shasta County elections and election processes. Such reports shall be presented to the Board following each regular or special election, as well as any reports as the Board may from time-to-time request.

Section 2.3. The Commission shall not take any action that impairs or hinders an election authority in the performance of their statutory duties or other authority as granted by the Federal Government or by court order and has no inherent policy-making authority.

ARTICLE III MEMBERSHIP

Section 3.1. The Commission shall consist of five members appointed by the Board, each of whom will be selected by a different Supervisor. Members must be of good character and must be registered voters of Shasta County at the time of appointment.

Section 3.2. All members of the Commission shall serve without compensation.

Section 3.3. Members will serve four-year terms, which shall be concurrent with the term of the Supervisor who appointed them. Initial appointees to the Commission may serve shorter terms due to this concurrence.

Section 3.4. Removal of Commission members shall be subject to Ordinance No. SCC 2023-07 and all applicable laws.

ARTICLE IV OFFICERS

Section 4.1. The members of the Commission shall elect a Chair and a Vice-Chair annually at the first meeting of the year. Officers shall serve a term of one year.

Section 4.2. The Chair shall preside at all meetings of the Commission. The Vice-Chair shall preside in the absence of the Chair and shall perform such other duties as may be prescribed by the Chair. If neither the Chair nor the Vice-Chair are present at a meeting, the members present may select an Interim Chair for the duration of the meeting.

ARTICLE V MEETINGS

Section 5.1. All meetings of the Commission shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act ([commencing with section 54950 of Government Code](#)).

Section 5.2. Regular meetings of the Commission shall be held during regular business hours in Board Chambers at the Shasta County Administrative Center, located at 1450 Court Street, Redding, CA. Meetings shall at a minimum be monthly for the three months leading up to each regular or special election to allow observations and inspections, and for the three months following each regular or special election to develop and finalize a report on the election, to be presented to the Board. In any year where there are no regular or special elections, the Commission shall at a minimum meet once **quarterly**. Any regularly scheduled meeting of the Commission may be canceled by majority vote of the Commission, or for lack of business or a quorum, by the Chair.

Section 5.3. Special meetings may be called by the Chair or a majority of the members of the Commission.

Section 5.4. A quorum will consist of a majority of the membership of the Commission, or three (3) members. If, after a quorum has been established, early departures would create less than a quorum, no further business may be conducted. A majority vote of the seated members is required for action to be taken.

Section 5.5. The regular order of business shall be:

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Public comment period – open time on non-agendized items.
5. Consent Calendar
6. Regular Calendar
7. Adjournment

ARTICLE VI STAFF, AGENDAS, AND MINUTES

Section 6.1. The County shall furnish necessary staff and clerical support. Such staff shall record and maintain all minutes of meetings conducted by the Commission. All records of the Commission shall be kept at the County Administrative Office. Disclosure of records maintained by the Commission is governed by the California Public Records Act ([commencing with Government Code section 7920 et seq.](#)). All records shall be maintained in a manner consistent with Shasta County Administrative Policy 1-500, *Records Retention Schedules*.

Section 6.2. Agenda items shall be added to the agenda by county support staff or by motion and approval of the majority of the commission, at the discretion of the Chair, subject to approval by the Chair.

Section 6.3. Staff shall prepare, post, and otherwise give notice of the agenda for each meeting of the Commission in accordance with the requirements of the Brown Act. No matter may be considered or acted upon unless it is included on the posted agenda or a supplemental agenda. If not so included, questions or comments regarding the matter shall be limited to the scope permitted for “public comment” under the Brown Act.

Section 6.4. Minutes of the Commission shall include the time and date the meeting was conducted; a list of persons who were present, including Commission members and support staff; a list of the members of the public who gave public comment or presentations; and a description of each matter discussed and the action taken, if any, by the Commission. Copies of each report or other document received or approved by the Commission shall be filed with the Commission’s records. The Commission shall approve the accuracy of all minutes.

ARTICLE VII
COMMITTEES

Section 7.1. The Commission may establish ad hoc committees as deemed appropriate. Ad hoc committees shall focus on a particular issue and shall be time-limited. No more than two members of the Commission may be appointed to any one ad hoc committee.

SECTION VIII
CONFLICTS OF INTEREST

Section 8.1. The integrity of the Commission is of the utmost importance. Therefore, if applicable, any member experiencing a conflict of interest, real or apparent, shall excuse themselves or be excused by the Chair from the relevant issue and shall have no vote in any motions regarding the issue. [Government Code section 1090 et seq.](#) shall apply to the Commission.

ARTICLE IX
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Rosenberg's Rules of Order shall govern procedures not covered by these Bylaws.

ARTICLE X
AMENDMENTS

These bylaws may be amended by the vote of a majority of the Commission members at any regular meeting of the Commission, after notice of the proposal for an amendment has been given to all Commission members not less than 7 days prior to the meeting at which such amendment is to be considered. All such amendments shall be subject to approval by the Board of Supervisors.

Initial bylaws adopted on the following date by the Shasta County Elections Commission:

Date: _____

Chair