

**R4** Introduce and waive the reading of "*An Ordinance of the Board of Supervisors of the County of Shasta Amending Chapter 2.07, Elections Commission, of the Shasta County Code.*"

## STAFF REPORT

**BOARD MEETING DATE:**

March 11, 2025

**CATEGORY:**

Regular Calendar 4

**SUBJECT:**

Introduce and waive the reading of *“An Ordinance of the Board of Supervisors of the County of Shasta Amending Chapter 2.07, Elections Commission, of the Shasta County Code.”*

**DEPARTMENT:**

Clerk of the Board

**SUPERVISORIAL DISTRICT #:**

All

**DEPARTMENT CONTACT:**

Stefany Blankenship, Chief Deputy Clerk of the Board, (530) 225-3757

**STAFF REPORT APPROVED BY:**

Stewart Buettell, Deputy County Executive Officer

**Vote Required?**

Simple Majority Vote

**General Fund Impact?**

No Additional General Fund Impact

**RECOMMENDATION**

Introduce and waive the reading of *“An Ordinance of the Board of Supervisors of the County of Shasta Amending Chapter 2.07, Elections Commission, of the Shasta County Code.”*

**DISCUSSION**

On September 12, 2023, the Board of Supervisors (Board) formed the Shasta County Citizens Election Advisory Committee (CEAC) via Resolution No. 2023-099. On December 5, 2023 (and effective January 4, 2024), the Board adopted Ordinance No. 2023-07, enacting Shasta County Code Chapter 2.07, which established and renamed the CEAC to the Shasta County Elections Commission (SCEC), repealed and replaced Resolution No. 2023-099, and further described the roles, composition, and responsibilities of the SCEC. On January 28, 2025, the Board directed staff to bring to a future meeting an amended ordinance to revise the SCEC’s annual meeting schedule and assigned duties. On February 11, 2025, Board directed staff to make amendments to the proposed ordinance and bring it back for reintroduction.

Per Board direction, the proposed ordinance amends section 2.07.040 of Shasta County Code (SCC) to specify that the SCEC shall meet no more than six times in years wherein a statewide election is held and no more than ten times in years without a statewide election, unless approval for each additional regular meeting or any special meeting is granted in advance by the Board, and SCC section 2.07.050 to add the duties to conduct an annual survey of County residents regarding local trust in elections and to report to the Board twice annually, with one of those reports to include the results of the annual survey.

**ALTERNATIVES**

The Board could defer this discussion to a future date or request additional information. The Board could also direct staff to further modify the draft ordinance impacting Shasta County Code Section 2.07, Elections Commission, to allow the Board to take other oversight actions, such as the abilities to remove appointees at will, similarly to other advisory bodies, or to indefinitely postpone future meetings until otherwise directed by the Board.

**OTHER AGENCY INVOLVEMENT**

The Recommendation has been reviewed by the County Administrative Office.

**FISCAL IMPACT**

Costs associated with preparing ordinances has been included in the Clerk of the Board’s Fiscal Year 2024-25 Adopted Budget. There is General Fund cost associated with conducting the SCEC.

**ATTACHMENTS:**

1: Proposed Ordinance

**ORDINANCE NO. SCC 2025-XX**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SHASTA  
AMENDING CHAPTER 2.07, ELECTIONS COMMISSION,  
OF THE SHASTA COUNTY CODE**

The Board of Supervisors of the County of Shasta ordains as follows:

**SECTION I.**

Section 2.07.040 of the Shasta County Code is amended to read as follows:

**2.07.040 Meetings.**

- a. The Commission will serve as a standing Board-appointed commission and all Commission meetings will be open to the public and subject to the Brown Act. Meeting location and times shall be established in the Commission's by-laws.
- b. The Commission shall meet no more than six times in years wherein a statewide election is held and no more than ten times in years without a statewide election, unless approval for each additional regular meeting or any special meeting is granted in advance by the Board of Supervisors.

Section 2.07.050 of the Shasta County Code is amended to read as follows:

**2.07.050 Duties, Actions, Authorities, Responsibilities of Committees or Individuals.**

Notwithstanding anything to the contrary contained in this ordinance, no terms or provisions in this ordinance shall authorize, override, usurp, or circumvent any state statute or federal law. In addition, no authority granted to the Shasta County Elections Commission, either express or implied, shall impede or interfere with the Elections Official in the performance of their duties. Pursuant to Resolution 2023-099, repealed as of the effective date of Ordinance No. SCC 2023-07, the prior name of the five-person body was the Shasta County Elections Advisory Committee. In the event of any conflict between this ordinance and Resolution 2023-099, the terms and provisions of this ordinance shall control. Subject to the foregoing, the Elections Code, and any other applicable law, the Commission shall:

- a. Make reports and recommendations for future elections to the Board of Supervisors regarding existing programs, policies, and procedures, in alignment with the law.
- b. Have access to places and records necessary to implement their delegated duties.
- c. Observe, inspect, and examine elections related records and documents for accuracy and completeness.

- d. As necessary, make copies of public records 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.
- f. Ask questions of elections officials and receive timely answers.
- g. Review how election updates are reported to the public.
- h. Conduct in-depth reviews of voter and vote recordkeeping processes.
- i. At the direction of the County Executive Officer, and through the County Administrative Office, conduct an annual survey of County residents regarding local trust in elections, using unbiased questions to elicit measurable responses and outcomes.
- j. Report to the Board twice annually at six-month intervals regarding the Commission's activities and accomplishments, one such report to include the annual survey and its results.

## **SECTION II.**

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance or its application to any person or circumstance is held invalid for any reason, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause, phrase, or provision thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or provisions be declared unconstitutional or invalid.

## **SECTION III.**

All former ordinances and resolutions, or parts thereof, conflicting or inconsistent with the provisions of this ordinance are hereby superseded by this Ordinance. The adoption of this Ordinance shall not in any manner affect any action or prosecution for violation of ordinances, which violations were committed prior to the effective date hereof, be construed as a waiver of any license, fee, or penalty required by or resulting from any such ordinance, or affect the validity of any bond (or cash deposit in lieu thereof) required to be posted, filed, or deposited pursuant to such ordinance.

## **SECTION IV.           Effective Date.**

This ordinance shall take effect and be in full force and effect 30 days after its passage.

The Clerk shall cause this Ordinance to be published as required by law.

**DULY PASSED AND ADOPTED** this XX day of MONTH, 2025, by the Board of Supervisors of the County of Shasta by the following vote:

AYES: XXXX  
NOES: XXXX  
ABSENT: XXXX  
ABSTAIN: XXXX  
RECUSE: XXXX

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KEVIN W. CRYE, CHAIR  
Board of Supervisors  
County of Shasta  
State of California

ATTEST:

DAVID J. RICKERT  
Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy