

**R19** Introduce and waive the reading of "An Ordinance of the Board of Supervisors of the County of Shasta Establishing the Duties and Responsibilities of the Citizens Election Advisory Committee" (Sponsored by Supervisor Jones).

STAFF REPORT

**BOARD MEETING DATE:** October 17, 2023

**CATEGORY:** Board Matters 19

**SUBJECT:** Introduce and waive the reading of "*An Ordinance of the Board of Supervisors of the County of Shasta Establishing the Duties and Responsibilities of the Citizens Election Advisory Committee*" (Sponsored by Supervisor Jones).

**DEPARTMENT:** Clerk of the Board

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Stefany Blankenship, Chief Deputy Clerk of the Board (530) 225-5550

**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 Establishing the Duties and Responsibilities of the Citizens Election Advisory Committee*" (Sponsored by Supervisor Jones).

**DISCUSSION**

At the regularly scheduled Board of Supervisors meeting of September 12, 2023, the Board approved the formation of a Citizens Election Advisory Committee (Committee). This Ordinance further clarifies and establishes the duties and responsibilities of the Committee.

**ALTERNATIVES**

The Board could choose not to hear the Ordinance, request changes to the Ordinance, or provide alternative direction to staff.

**OTHER AGENCY INVOLVEMENT**

County Counsel has approved the ordinance as to form. The Recommendation has been reviewed by the County Administrative Office.

**FISCAL IMPACT**

There is no Additional General Fund impact associated with this Ordinance.

**ATTACHMENTS:**

1: Proposed Ordinance

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SHASTA ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF THE CITIZENS ELECTION ADVISORY COMMITTEE**

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

**SECTION I. Purpose**

The purpose of the Citizens Election Advisory Committee is to foster and maintain the utmost public trust in local elections, strive for fair and transparent elections, increase voter confidence, improve the elections processes using observations, evaluations, instituting changes, enhancing the voter experience, identifying improvements and reforms, and reduce voter fraud.

**SECTION II. Creation of the Citizens Election Advisory Committee.**

The Shasta County Board of Supervisors (Board) established the Citizens Election Advisory Committee (Committee) on September 12, 2023, pursuant to Government Code section 25201. This Committee's duration shall be for a four-year term from the date of passage of Resolution No. 2023-099. All rights and authority of the Committee and its members shall end at that time.

This Committee shall perform those functions and operations expressly enumerated herein. In the event of any conflict between applicable law and the provisions of this Ordinance, this Ordinance shall be of no force and effect. Accordingly, the Committee shall perform only those lawful functions and operations enumerated herein that do not conflict with or that are otherwise not expressly authorized by applicable law.

**SECTION III. Appointments**

- a. The Committee shall consist of five members. Each County supervisor shall appoint one member. Appointees shall be a registered voter of Shasta County.
- b. Members shall be appointed for a term which shall be concurrent with the term of the member of the Board of Supervisors who appoints them.
- c. If a vacancy occurs prior to the expiration of the appointee's term, such vacancy shall be filled for the remainder of the unexpired term by an appointee appointed in the same manner as original appointments are made.

**SECTION IV. Compensation**

All appointments shall be voluntary in nature and appointees shall serve without compensation.

**SECTION V. Meeting**

The Committee will be a standing Board-appointed advisory committee and all meetings of the Committee will therefore be open to the public and subject to and comply with the Ralph M Brown Act. The Committee shall establish by-laws, which may include meeting location and times to be established in the by-laws.

#### **SECTION V. Duties, Actions, Authorities, Responsibilities of Committee or Individuals**

- a. Make reports and recommendations to the Board of Supervisors regarding existing programs, policies, and procedures in alignment with the law for future elections.
- b. Have access to places and non-exempt public records, as allowed under the California law, necessary to implement their delegated duties.
- c. Observe, inspect, and examine elections- records and documents, except those records exempt from inspection and examination under California Government Code sections 7924.00 – 7924.110 or that are otherwise confidential under California law.
- 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 Registrar of Voters (ROV) 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.
- i. Comply with Observer Guidelines of the County of Shasta, California and any California Secretary of State Election Observations Rights and Responsibilities regulations, as may be amended from time to time.
- j. Notwithstanding anything to the contrary contained in this ordinance, no provisions in this ordinance shall authorize, override, usurp, or circumvent any state statute or federal law. In addition, no authority granted to the Citizens Election Advisory Committee, either express or implied, shall impede or interfere with the Election Official in the performance of their duties.

#### **SECTION VI. Effective Date**

This ordinance shall take effect and be in full force thirty days after adoption.

**DULY PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2023, by the Board of Supervisors,  
County of Shasta, State of California, by the following vote:

AYES: X  
NOES: X  
ABSENT: X  
ABSTAIN: X  
RECUSE: X

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PATRICK JONES, CHAIRMAN  
Board of Supervisors  
County of Shasta  
State of California

ATTEST:

DAVID J. RICKERT  
Clerk of the Board of Supervisors

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