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A Project of Future of California Elections

Public Participation in the Voter's Choice Act: Legal Requirements and Recommended Best Practices

The chart below outlines the legal requirements for public participation counties must follow when implementing the California Voter's Choice Act alongside the best practices recommended by Voter's Choice California. It is excerpted from [Public Participation: A Guide for Election Officials Implementing the Voter's Choice Act](#).

VCA Requirements	Recommended Best Practices
Establish a LAAC and VAAC by October 1 of the year before the first vote center election. Hold first LAAC and VAAC meetings by April 1 of the year of the first vote center election.	Establish a LAAC and VAAC as early as possible and begin meeting with them regularly, if possible before and during the drafting of the EAP. Utilize the LAAC and VAAC toolkits on the SoS website. Solicit recommendations from community partners for help with LAAC and VAAC recruitment.
Host one meeting with representatives of language minority communities and one meeting with representatives of the disability community to consult on drafting the EAP, each publicly noticed at least 10 days beforehand.	Work with your LAAC and VAAC on planning the public consultation meetings. If you do not have a LAAC and/or VAAC, use this as an opportunity to recruit community members to the required LAAC and VAAC. Use the pre-drafting period to build your community outreach list and get public input from other community leaders and constituencies in your county.
Post the draft EAP online in all of the languages your county is required to offer under state and federal law and accept	Ensure the public comment period is publicized and consider a longer comment period in order to hold public meetings



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<p>public comment for at least 14 days before a public meeting to consider the bill.</p>	<p>that meet the needs of your county.</p>
<p>Hold one public hearing on the draft EAP. The hearing must be publicly noticed at least 10 days beforehand on the websites of the clerk of the county board of supervisors and the county elections official.</p>	<p>Consider holding additional meetings or hearings to ensure a wide range of the public has an opportunity to attend and comment. Work with the partners you have established in the development of the EAP to help get the word out about the hearings. Hold hearings in a variety of community locations. Ensure the meetings are accessible to people with disabilities. Ensure that simultaneous translation is offered.</p>
<p>Consider and incorporate public input, amend and publicize the updated EAP, and accept public comment for 14 days before adopting a final plan.</p>	<p>Send the new draft EAP directly to your LAAC, VAAC, and community contact list. Let the public know why changes to the draft EAP were made, and why some suggested changes were not made. If the plan is dramatically altered, consider extending public comment and hosting additional public meetings.</p>
<p>Post final plan in all of the languages your county is required to offer under state and federal law. If vote center and dropbox sites change after the plan is finalized, the public must be notified and the EAP must be amended.</p>	<p>To enhance transparency and build public confidence, include an explanation of why your plan incorporated some input but not other, what data you relied on in vote center placement, etc. If there are last minute changes to the EAP, send updates to the network of interested partners you have developed.</p>

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