



You choose **when, where, and how** to vote
A Project of Future of California Elections

Public Participation in the Voter's Choice Act: Additional Resources

A. [Voter's Choice Act Fact Sheet](#)

This one-page fact sheet clearly describes the changes voters will experience once their county implements the Voter's Choice Act.

B. [Custom Fact Sheet](#)

The VCC can customize the statewide fact sheet for any county. Customization can include adding your county's logo, website, and contact information. Some counties might also want to add specific information about their plans. For a custom, county-specific version of the fact sheet, please contact VCC@futureofcaelections.org.

C. [Frequently Asked Questions](#)

This set of Frequently Asked Questions is available on the [VCC website](#) and as a [public handout](#). Questions are informed by focus groups and extensive conversations with diverse constituencies. They range from basic elements of the VCA, to rationale for the change, to potential political implications. Section five of this guide features an adaptation of the FAQ, customized as talking points for election officials.

D. [Voter's Choice Act Legal Digest and Checklists](#)

The following legal digest outlines all statutory requirements in the Voter's Choice Act. Below that are compliance checklists for each key component of the law. These checklists are in PDF format; to access an interactive Excel version, email us at VCC@futureofcaelections.org.

- [Voter's Choice Act Legal Digest \(PDF\)](#)
- [Key to Voter's Choice Act Digest Abbreviations](#)

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- Checklist 1: [VCA Public Participation Checklist](#)
- Checklist 2: [VCA EAP and Voter Ed & Outreach Plan Checklist](#)
- Checklist 3: [VCA Disability & Language Access Requirements Checklist](#)
- Checklist 4: [VCA Vote Center & Ballot Drop Off Location Algorithm Checklist](#)
- Checklist 5: [VCA Voter Notification Checklist](#)
- Checklist 6: [VCA SoS Report to Legislature Checklist](#)

E. 10 Keys to Successful Engagement

These tips, published California State University Sacramento's Center for Collaborative Policy, outline key elements of successful collaboration that may serve election officials as they engage diverse stakeholders throughout the public participation process.

F. County Language Accessibility Advisory Committee Toolkit

Developed by the California Secretary of State's Language Accessibility Advisory Committee (LAAC), this toolkit offers guidelines and practices to help county elections offices establish a LAAC, including tips for recruiting members, organizing meetings, and a sample application form and outreach materials.

G. How to Start a Voting Accessibility Advisory Committee (VAAC)

This guide by [Disability Rights California](#) outlines the process for creating a VAAC, including information on recruiting members, contacting community based organizations, suggested topics for meetings and the specific requirements related to counties implementing the VCA. The California Secretary of State's office has also published [a guide](#) on VAACs, including best practices for creating and maintaining a VAAC at the city and county levels. For more general information on how to make voting accessible, the U.S. Election Assistance Commission has an informative guide full of tips and resources [here](#).

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H. [Election Toolkit](#)

The Election Toolkit is a library of free and low-cost tools to support election officials in promoting civic engagement and making voting easier. The tools come with step-by-step instructions and include resources such as election infographics, social media guides, basic web analytics, and a usability testing kit. The materials were designed “by, with, and for election officials” with support from the Knight Foundation, Center for Technology and Civic Life, and Center for Civic Design.

I. [The Best Practices Manual for Official Voter Information Guides](#)

The *Best Practices Manual* provides research-based recommendations to help make voter information more effective, inviting, and useful. This manual was specifically created as an easy-to-use resource for election officials and community groups working to engage and educate California voters. It was developed by the League of Women Voters of California Education Fund in partnership with the Center for Civic Design, with support from the James Irvine Foundation.

J. [United States Election Assistance Commission Resources](#)

- [Communicating with the Public](#) – Offers suggestions regarding planning, timelines, and materials that an election official may use to communicate with the public, such as how to prepare a communication strategy and developing and distributing communication materials.
- [Building Community Partnerships](#) – Explores the types of partnerships election officials can foster within their communities and best practices on how to manage a community partnership after it has been established.
- [2017 Language Access for Voters Summit](#) – Includes presentations and videos from this convening of election officials, voting rights groups, and other experts who shared best practices and tools for effective language assistance.

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K. Institute for Local Government Resources

- [Principles of Local Government Public Engagement](#) – Ten indicators of effective public engagement practices that may serve as guidelines for elections offices in the design of public engagement processes and strategies.
- [Expand Your Agency's Community Networks](#) – An inventory of various kinds of community organizations to help broaden the reach of public engagement efforts.
- [Effective Public Engagement through Strategic Communication](#) – This tip sheet offers public officials comprehensive advice on strategies for communicating with their constituencies.
- [Increasing Access to Public Meetings and Events for People with Disabilities](#) – Provides general guidelines in areas such as wheelchair access, effective communication, and meeting announcements.

L. In Development

The VCC is developing several additional resources including a comprehensive guide to diverse public outreach around the Voter's Choice Act, a media toolkit, and a PowerPoint explaining VCA to the public. These resources will be available on our website, www.voterschoice.org, under the section "For Election Administrators." The Secretary of State also is developing a number of materials that we will link to here once available.

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