

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA  
ESTABLISHING AND PROVIDING FOR THE OPERATION OF THE VENTURA  
COUNTY ELECTION ADVISORY COMMITTEE**

**WHEREAS**, several counties across California have implemented election advisory committees to provide feedback and recommendations regarding the county's electoral processes;

**WHEREAS**, such advisory bodies serve as a bridge between county election officials and the communities they serve, fostering transparency and public trust in the county's electoral processes;

**WHEREAS**, the benefits of county election advisory committees include: (1) encouraging public participation by providing a structured platform for residents to express their concerns and suggest improvements; (2) strengthening public confidence by ensuring open discussions on election processes; (3) providing election officials with valuable community feedback and insights; and (4) facilitating open dialogue between election officials and residents through the work of the committee;

**WHEREAS**, the Ventura County Election Advisory Committee will be an advisory body that will gather and provide community insight through its public meetings, enhance transparency, and strengthen public trust in County electoral processes; and

**WHEREAS**, the Ventura County Election Advisory Committee will provide a community forum for County election issues, and may develop informational items and recommendations for review and consideration by the Board of Supervisors and the County Clerk-Recorder & Registrar of Voters ("Registrar of Voters").

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** as follows:

- 1) Creation of Committee. Pursuant to the authority under Government Code section 31000.1, the Ventura County Election Advisory Committee ("Committee") is hereby established.
- 2) Effective Dates of the Committee. Once constituted with a quorum appointed, the Committee shall continue in operation until dissolved by the Board of Supervisors at a public meeting.
- 3) Designated Purposes and Duties.
  - a. The Committee shall have only the purposes and duties as expressly set forth in this resolution. The Board of Supervisors may expand or limit the

purposes and duties, subject to limitations of applicable laws, by amending this resolution or adopting a superseding resolution.

- b. The Committee will serve a purely advisory role to the Board of Supervisors regarding the County's electoral processes.
- c. The Committee will provide a public forum for the sharing of information and receipt of public input regarding the County's electoral processes.
- d. The Committee may develop and provide informational items and recommendations for review and consideration by the Board of Supervisors and Registrar of Voters in accordance with Section 4 below. The Committee has no ability to direct how or when the Board of Supervisors and Registrar of Voters perform their duties under the law. Nor can the Committee impede the performance of those duties. Nothing in this resolution limits the discretion of the Board of Supervisors and Registrar of Voters.
- e. All items to be agendaized and considered by the Committee at its public meetings shall be determined by Vice Chair of the Board of Supervisors, including based upon input received from the Committee at a prior Committee meeting regarding future agenda items.
- f. When necessary, the Committee shall have access to non-exempt public records as set forth in the Public Records Act (Gov. Code, § 7920.000 et seq.). Records and information in the County's possession that are prohibited by law from being publicly disclosed shall not be provided or disclosed to the Committee or any Committee member.

#### 4) Communications and Recommendations.

- a. Informational items and recommendations that the Committee wishes to provide to the Board of Supervisors and Registrar of Voters shall be directed to the County by way of the Vice Chair of the Board of Supervisors for placement on the Board's agenda. Only those items and recommendations that are approved by official action of the Committee, and upon concurrence from the Vice Chair of the Board of Supervisors, shall be presented to the Board of Supervisors and Registrar of Voters for review and consideration.
- b. A County staff person as determined by the County Executive Office shall serve as non-member secretary for the Committee. The responsibilities of the secretary are to produce and distribute meeting agendas as determined by the Vice Chair of the Board of Supervisors; obtain information and materials to present at Committee meetings; arrange for County officials and staff to appear and present at Committee meetings; and prepare action minutes of Committee meetings.

- c. To facilitate efficient and coordinated efforts, the Committee shall communicate to the secretary any information, materials, and testimony regarding the County's electoral processes that the Committee would like to review or have presented at its meetings, and the secretary shall be solely responsible for seeking to obtain such information, materials, and testimony.

5) Rules and Procedures.

- a. The Committee shall hold regularly scheduled public meetings once every other month. The time and place of regular meetings shall be established by the Committee at its first meeting of each calendar year.
- b. The Committee is subject to the Ralph M. Brown Act (Gov. Code, § 54950 et seq.) and all regular and special Committee meetings must comply with the Act.
- c. At its first meeting of each calendar year, the Committee shall select a chairperson who shall conduct the meetings, and a vice chairperson who shall act in the absence of the chair.
- d. Committee meetings shall be conducted pursuant to the parliamentary procedures set forth in Rosenberg's Rules of Order, to the extent not in conflict with this resolution.
- e. A quorum of the Committee shall consist of a majority of the members regardless of member vacancies. At least a quorum of the Committee must be present to convene and conduct a meeting. All Committee actions must be affirmatively approved by at least a majority of the Committee members regardless of member vacancies. For example, as a five-member Committee, there must be at least three affirmative votes to pass any Committee action even if there are current vacancies on the Committee.
- f. The Committee does not have the ability to establish subcommittees.

6) Membership of Committee. The Committee shall be composed of five regular members selected and serving as follows.

- a. Nomination and Appointment.
  - i. Five members shall be appointed by majority vote of the Board of Supervisors, with the five Supervisors nominating one member each, who shall reside in the nominating Supervisor's district, for proposed appointment by the full Board.

- ii. After the first full year of its establishment, the Committee shall consider and provide recommendations to the Board of Supervisors for consideration and possible action as to whether the Committee membership should be expanded to include additional members to include a broader range of constituencies and backgrounds. Expansion of the Committee shall require an updated resolution approved by the Board of Supervisors.

b. Term, Removal, and Resignation.

- i. Members shall serve terms that are concurrent with the term of their nominating Supervisor. Members may continue serving past the expiration of their terms as hold-overs until their replacement is appointed in accordance with subdivision a. above. Members may be appointed to subsequent terms in accordance with subdivision a. above.
- ii. Members may be removed during their term by a majority vote of the Board of Supervisors. Upon removal of a member, a replacement shall be appointed in accordance with subdivision a. above.
- iii. Members may resign by providing 10 days' written notice to their nominating Supervisor and the Clerk of the Board of Supervisors. Upon resignation of a member, a replacement shall be appointed in accordance with subdivision a. above.
- iv. Members shall serve without compensation or reimbursement of expenses unless expressly required by state law.

- c. Qualifications. Members must be registered voters in Ventura County and reside in the supervisorial district of their nominating Supervisor.

Upon motion of Supervisor Gorell, seconded by Supervisor Long, and duly carried, the Board hereby approves and adopts this resolution on the 29<sup>th</sup> day of April, 2025.

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Janice S. Parvin  
Chair, Board of Supervisors  
County of Ventura

ATTEST: Dr. Sevet Johnson  
Clerk of the Board of Supervisors  
County of Ventura, State of California.

By: \_\_\_\_\_  
Deputy Clerk of the Board