

**CHARTER OF THE  
U.S. ELECTION ASSISTANCE COMMISSION  
LOCAL LEADERSHIP COUNCIL**

**1. Advisory Committee's Official Designation.** Local Leadership Council ("Committee").

**2. Authority.** The Committee is established under agency authority pursuant to and in accordance with the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. 10) (the "Act," "FACA").

**3. Objectives and Scope of Activities.** The objective of the Committee is to provide advice and recommendations to the U.S. Election Assistance Commission ("EAC") and to assist the EAC in carrying out its duties and authorities as set out in the Help America Vote Act of 2002 (P.L. 107-252, codified at 52 U.S.C. § 20922).

**4. Description of Duties.** The duties of the Committee are solely advisory and shall extend only to the submission of advice and recommendations to the EAC, which shall be non-binding to the EAC. The Committee shall advise the EAC on how best to fulfill the EAC's statutory duties set forth in 52 U.S.C. § 20922 as well as such other matters as the EAC determines. It shall provide a relevant and comprehensive source of expert, unbiased analysis and recommendations to the EAC on local election administration topics to include but are not limited to voter registration and voter list maintenance, voting system user practices, ballot administration (programming, printing, and logistics), processing, accounting, canvassing, auditing and testing of ballots, and certification of results.

**5. Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations.** The Committee reports to the EAC. The Designated Federal Officer ("DFO") will report Committee recommendations to EAC leadership including the Executive Director and Commissioners.

**6. Support.** The EAC will support the Committee, as consistent with the Act. In addition, the EAC will provide whatever additional support is required for the Committee's activities to the extent permitted by law and subject to the availability of resources.

**7. Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs of the Committee are approximately \$203,540.00 including 0.4 staff years. Annual operating costs include meeting expenses, travel, staff salary and benefits, and other expenses. Committee members shall not be paid for their time or service. As for persons intermittently in the government service, members shall be reimbursed for their travel-related expenses to attend meetings in accordance with 5 U.S.C. § 5703.

**8. Designated Federal Officer.** The DFO is a fulltime federal employee who is appointed by the EAC in accordance with EAC procedures and shall ensure compliance with the requirements of FACA and its implementing regulations. The DFO must:

- a. Ensure the Committees activities comply with the FACA, FACA Final Rule, Agency administrative procedures, and any other applicable laws and regulations;

- b. Approve or call all meetings of the Committee or subcommittee;
- c. Approve the agenda;
- d. Attend all Committee and subcommittee meetings for their duration;
- e. Fulfill the requirements under section 1009 of the FACA, Advisory Commission Procedures:
- f. Adjourn any meeting when the DFO determines it to be in the public interest;
- g. Chair any meeting when so directed by EAC;
- h. Maintain information on Committee activities and provide such information to the public, as applicable; and
- i. Ensure Committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with the FACA and FACA Final Rule.

Also, the DFO should ensure a public facing website is created and maintained for the Committee.

**9. Estimated Number and Frequency of Meetings.** The Committee shall meet at such intervals as are necessary to carry out its duties. Each year, the Committee intends to conduct at least one public meeting.

**10. Duration.** The duration of the advisory committee is continuing, subject to the Termination section below.

**11. Termination.** This charter will expire two years from the date the charter is filed.

**12. Membership.** The Committee shall consist of 100 members, who shall be designated in accordance with the Office of Government Ethics as representatives. The Committee shall consist of two members from each state. Members shall be appointed by the EAC and must be local election officials who are currently serving, or have previously served, in a leadership role in a state election official professional association if such an association exists in the jurisdiction. The EAC shall seek nominations from each state election official professional association but is not required to appoint the nominees.

**13. Subcommittees.** The DFO has the authority to create subcommittees that must report back to the Committee. The subcommittees, if any, may not provide advice or work products directly to officials of the EAC. Subcommittees shall reflect membership balance requirements of the parent committee.

**14. Recordkeeping.** The records of the Committee and any subcommittees will be handled in accordance with the General Records Schedule 6.2 or other approved EAC records disposition schedule. The records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

CHARTER FILING DATE:

This Charter was filed on the 11th day of April 2025.

Signed:

A handwritten signature in blue ink, appearing to be 'DP' followed by a long horizontal stroke.

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Donald Palmer  
Chair, U.S. Election Assistance Commission