

**CHARTER OF THE
U.S. ELECTION ASSISTANCE COMMISSION
STANDARDS BOARD**

- 1. Advisory Committee's Official Designation.** The Election Assistance Commission Standards Board.
- 2. Authority.** In accordance with the requirements of 52 U.S.C. § 20941, Title II, Subtitle A, Part 2, Section 211 of the Help America Vote Act of 2002 ("HAVA" or the "Act") [Public Law 107-252], the Election Assistance Commission ("EAC" or the "Commission") hereby charters the Election Assistance Commission Standards Board (the "Board"), and establishes the Board in accordance with the provisions of the Federal Advisory Committee Act ("FACA"), as amended (5 U.S.C. 10).
- 3. Objectives and Scope of Duties.** The objective of the Standards Board is to advise the EAC through review of the voluntary voting systems guidelines ("VVSG"), as described under Title II Part 3 of HAVA, including updates to the VVSG; through review of the voluntary guidance described under Title I, Subtitle B of HAVA; and through the review of the best practices recommendations contained in the report submitted under Title II, Part 3, Subtitle C, Section 242(b) of HAVA.
- 4. Description of Duties.** The Board will function solely as an advisory body and will comply fully with the provisions of FACA, its regulations, and other relevant legal authorities such as Presidential Memoranda and Office of Management and Budget guidance. The Board may, by simple majority vote, adopt resolutions and make recommendations. Such resolutions and recommendations, however, will be advisory only to the EAC and will be restricted to the EAC's activities described in Title II, Subtitle A, Part I, Section 204 and Part 2, Section 212 of HAVA.
- 5. Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations.** The Board will report to the EAC through the Designated Federal Officer ("DFO").
- 6. Support.** The EAC shall be responsible for providing financial and administrative support to the Board. The EAC will provide liaison services between the Board and the Advisory Panel Secretariat.
- 7. Estimated Annual Operating Costs and Staff Years.** The annual cost for operating the Board is estimated at \$302,000 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 (DFO).** 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.** Pursuant to Title II, Subtitle A, Part 2, Section 215(a) of HAVA, the Standards Board shall meet (1) not less frequently than once every year for purposes of voting on the VVSG referred to the Board; (2) not less frequently than once every 2 years for purposes of selecting the Executive Board; and (3) at such other times as the Board in consultation with the DFO, or the DFO considers appropriate to address the Board's responsibilities under Title II of HAVA and attend to other issues presented by EAC.
- 10. Duration.** The duration of the advisory committee is continuing, subject to the Termination section below.
- 11. Termination.** The Board is subject to a biennial review and will become inactive two years from the filing date of the charter, unless, prior to that date, it is renewed in accordance with Section 14 of FACA. The Board will not meet or take any action without a valid current charter.
- 12. Membership and Designation.** Designations of Board members shall be in accordance with the Office of Government Ethics as Representatives, Regular Government Employees, or Special Government Employees and shall consist of 110 members as follows:

Pursuant to Title II, Part 2, Subtitle A, Section 213 (a) of HAVA, Fifty-five (55) members shall be State election officials selected by the chief State election official of each State (including the territories of the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, and Guam). Fifty-five (55) shall be local election officials selected under a process supervised by the chief election official of the State. The two (2) members of the Standards Board who represent the same State may not be members of the same political party. Vacancy appointments shall be made in the same manner as original appointments.

Pursuant to Title II, Part 2, Subtitle A, Section 213 (c) of HAVA, the Board shall select nine of its members as an Executive Board of whom, not more than five may be State election officials; not more than five may be local election officials; and not more than five may be members of the same political party. Members of the Executive Board shall serve two-year

terms and may not serve more than three (3) consecutive terms.

Of an initial Executive Board, three (3) members shall serve for one (1) term; three (3) shall serve for two (2) consecutive terms; and three (3) shall serve for three (3) consecutive terms, as determined by lot at the time the members are first appointed.

Pursuant to Title II, Part 2, Subtitle A, Section 215 (e) of HAVA, members of the Board will not be compensated for their services but will, upon request, be reimbursed for or provided with travel and per diem expenses in accordance with 5 U.S.C. § 5701 et seq., while attending Board meetings or subcommittee meetings thereof, while away from their homes or regular places of business.

- 13. Subcommittees.** The Commission, through the DFO Consultation with the Board, may establish such subcommittees of the Board members as may be necessary.
- 14. Recordkeeping.** The records of the Board, formally and informally established subcommittees, or other subgroups of the Board, shall be handled in accordance with General Records Schedule 6.2, Item 2 or the EAC records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552.

CHARTER FILING DATE:

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

Signed:



Donald Palmer
Chair, U.S. Election Assistance Commission