



U.S. Election Assistance Commission
633 3rd St. NW, Suite 200
Washington, DC 20001

BEFORE THE U.S. ELECTION ASSISTANCE COMMISSION

In the Matter of:

Reappointment of Executive Director and
General Counsel and Adoption of
Updated Succession Plan

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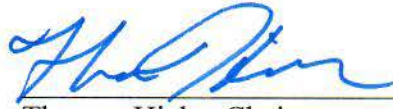
CERTIFICATION

I, Thomas Hicks, Chairman of the U.S. Election Assistance Commission, do hereby certify that on April 29, 2026, the Commission voted on the above referenced matter. The matter proposed that the Commission approve new four-year terms for the Executive Director and General Counsel and update the EAC Succession Plan.

All ballots were submitted timely. After a review of the ballots, I certify that Commissioner Hovland's recommendation to approve the reappointment of the Executive Director and General Counsel and adoption of the updated Succession Plan has passed. Commissioners Hicks, McCormick, Hovland and Palmer approved the recommendation. As such, the recommendation has received majority approval as required under the Help America Vote Act.

Attest:

April 29, 2026
Date


Thomas Hicks, Chairman



U.S. Election Assistance Commission
633 3rd St. NW, Suite 200
Washington, DC 20001

TALLY VOTE MATTER

DATE & TIME OF TRANSMITTAL: Tuesday, April 28, 2026 at 5:30 PM EST

BALLOT DEADLINE: Thursday, April 30, 2026 at 5:30 PM EST

COMMISSIONERS: HICKS, MCCORMICK, HOVLAND, and PALMER

SUBJECT: APPROVING THE REAPPOINTMENT OF THE EXECUTIVE
DIRECTOR AND GENERAL COUNSEL AND UPDATED
SUCCESSION PLAN

☒

I approve the recommendation.

☐

I disapprove the recommendation.

☐

I object to the recommendation.

☐

I am recused from voting.

COMMENTS: I am very much looking forward
to the continued great work of BOES.

DATE: 4/30/26

SIGNATURE: Thomas Kinn

A definite vote is required. All ballots must be signed and dated. Please return ONLY THE BALLOT to the EAC General Counsel. Please return the ballot no later than date and time shown above.

From: Camden Kelliher, EAC General Counsel



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- (x) I approve the recommendation.
- () I disapprove the recommendation.
- () I object to the recommendation.
- () I am recused from voting.

COMMENTS: _____

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From: Camden Kelliher, EAC General Counsel



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MEMORANDUM

TO: Commissioners Hicks, McCormick, and Palmer
FROM: Commissioner Hovland
DATE: April 28, 2026
RE: Reappointment of Executive Director and General Counsel and Adoption of Updated Succession Plan

BACKGROUND

Pursuant to Help America Vote Act (HAVA) Section 204 the Commission shall appoint an individual to serve as Executive Director. 52 U.S.C. § 20924(a)(1). When there is a vacancy in the position of Executive Director, the Commission must consider the nominees recommended by the Standards Board and the Board of Advisors. 52 U.S.C. § 20924(a)(3). Once an Executive Director has been appointed, the Executive Director shall serve a term of 4 years. 52 U.S.C. § 20924(a)(2). An Executive Director may serve for a longer period only if reappointed for an additional term or terms by a vote of the Commission. *Id.*

Similarly, HAVA 204(a)(4) states that the Commission shall have a General Counsel, who shall be appointed by the Commission and who shall serve under the Executive Director. 52 U.S.C. § 20924(a)(4). The Commission is not required to consult the Standards Board or Board of Advisors when filling a vacancy in the position of General Counsel. *See id.* The General Counsel also serves for a term of 4 years and may serve for a longer period only if reappointed for an additional term or terms by a vote of the Commission. 52 U.S.C. § 20924(a)(4). If a vacancy exists in the position of the Executive Director, the General Counsel of the Commission shall serve as the acting Executive Director until the Commission appoints a new Executive Director. 52 U.S.C. § 20924(a)(3)(C).

The last vacancy in the position of Executive Director occurred in December of 2023. Following consideration of the Standards Board and Board of Advisors nominees pursuant to HAVA, the Commission Appointed Brianna Schletz as Executive Director in March 2024. Brianna Schletz was nominated by both the Standards Board and the Board of Advisors. Separately, the Commission appointed Camden Kelliher as General Counsel in December 2024 following approximately one year of service in the role in an acting capacity.

The Executive Director and General Counsel are critical positions pursuant to HAVA and Commission policy. Retention of institutional knowledge in each of these roles is essential to the efficient operation of the Commission.

RECOMMENDATION(S)

The Commission should approve the updated Succession Plan policy.

The Commission should approve the reappointment of Brianna Schletz as Executive Director to a new four-year term, effective June 1, 2026.

The Commission should approve the reappointment of Camden Kelliher as General Counsel to a new four-year term, effective December 1, 2026.

Either or both reappointment may be rescinded prior to the start of the new term by a vote of at least three Commissioners.

U.S. Election Assistance Commission Succession Plan

Purpose: This policy sets forth the agency's plan for an order of succession for the U.S. Election Assistance Commission (EAC) in lieu of a Commission Quorum.

Effective Date: April 30, 2026

Effect on Other Documents: This document supersedes and replaces any existing EAC policy or other document that is inconsistent with its provisions. This document explicitly supersedes all prior succession plans.

Background:

Pursuant to National Security Presidential Directive 51, Homeland Security Federal Continuity Directive (FCD) I (February 2008), and the Vacancies Reform Act of 1998, as amended (5 U.S.C. § 3345-3349d) and the Help America Vote Act of 2002, plans must establish an order of succession for the position of agency head to ensure a designated official is available to serve as acting Organization Head until Commissioners officially fill the position. Organizations must include a minimum of three positions (rather than names) permitted to succeed to the identified leadership position.

Orders of Succession:

A. Commission Quorum

Should a vacancy in the position of Executive Director occur while the Commission membership constitutes a quorum, Commissioners may appoint an Acting or Interim Executive Director with the affirmative vote and approval of at least three members.

B. Absence of Commission Quorum

If the four-year term of an Executive Director expires during a period in which the Commission does not have at least three appointed members, then this policy provides for the reappointment of the Executive Director to a term of service that expires six months following the restoration of a Commission quorum of at least three members.

If the four-year term of a General Counsel expires during a period in which the Commission does not have at least three appointed members, then this policy provides for the reappointment of the General Counsel to a term of service that expires six months following the restoration of a Commission quorum of at least three members.

If the Executive Director vacates their position during a period in which the Commission does not have at least three appointed members, the General Counsel shall assume the

responsibilities of the Executive Director based on 52 U.S.C. § 20924(a)(3)(C) and then the following order of succession:

1. Chief Information Officer;
2. Chief Financial Officer;
3. Chief Election Information Officer;
4. Chief Election Technology Officer;
5. Director of Communications;
6. Director of Clearinghouse.

C. Acting Capacity

Should any position in the above order of succession be held by an individual in an “acting” capacity, the responsibilities of Executive Director or head of the agency transfer to the next position in line. If anyone occupying a position in the order of succession who is eligible to serve, but is otherwise unable and declines the responsibility, the next eligible position in the order of succession shall serve as the acting Executive Director or head of the agency. Once the position has been designated as the acting Executive Director or head of the agency in the order of succession, the succession does not revert back up the line when a vacant position (or position previously held by an individual in an acting capacity is replaced by a permanent employee in that position) is filled. Filling vacant positions passed over in the line of succession will only retroactively alter the exercise of the acting Executive Director responsibilities if done so by an affirmative vote of at least three Commissioners in the absence of a full-time Executive Director.