

Bylaws of
The Local Leadership Council
of
The United States Election
Assistance Commission

BYLAWS

**UNITED STATES ELECTION ASSISTANCE COMMISSION LOCAL LEADERSHIP
COUNCIL**

Table of Contents

Article I. Authority 3
Article II. Objectives. 3
Article III. Local Leadership Council Membership..... 3
Article IV. Local Leadership Council Member Vacancies. 4
Article V. Executive Committee of the Local Leadership Council 5
Article VI. Executive Committee Duties. 10
Article VII. Meetings..... 11
Article VIII. Quorum and Proxy Voting..... 13
Article IX. Committees. 14
Article X. Amendments. 15
Article XI. Expenses and Reimbursement 16
Article XII. Parliamentary Authority..... 16
Article XIII. Effective Date. 16
Article XIV. Transition Procedures and Ratification..... 16

BYLAWS

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

The U.S. Election Assistance Commission Local Leadership Council, hereinafter referred to as the Local Leadership Council (LLC), embodies the vision of Congress to forge a partnership among federal, state, and local election officials whose goal is to improve and promote public confidence in the conduct of federal elections in the United States.

Article I. Authority.

The Commissioners of the Election Assistance Commission determined that the establishment of the Council is in the public interest. The Local Leadership Council is subject to the Federal Advisory Committee Act (FACA), as outlined in its Charter, filed with the Congress on June 8th, 2021.

Article II. Objectives.

The Local Leadership Council will:

1. Provide guidance and advice to the Election Assistance Commission on a variety of topics related to the administration of elections for federal office.
2. Make recommendations to the Election Assistance Commission. Neither the Executive Committee nor any subcommittees of the Local Leadership Council may make recommendations to the Election Assistance Commission without the consideration and approval of the Local Leadership Council.
3. Function solely as an advisory body.

Article III. Local Leadership Council Membership.

1. Pursuant to the Local Leadership Council Charter, the Local Leadership Council shall consist of one hundred (100) members, who shall be designated in accordance with the Office of Government Ethics as representatives.
2. The Local Leadership Council shall consist of two (2) members from each state. Members shall be appointed by the Election Assistance Commission and must be current local election officials who are currently serving, or have previously served, in a leadership role in a state local election official professional association if such an association exists in the state. The Election Assistance Commission shall seek nominations from each state local election official professional association but is not required to appoint the nominees. If a state local election official professional association does not exist in a state, then the EAC may appoint two local election officials who are currently serving as a local election official in that state. The EAC shall appoint members consistent with subsection 3 of this Article.
3. The two (2) Local Leadership Council members who represent the same state may not be of the same political affiliation in their professional capacities and should reflect the goal of soliciting diverse opinions and ideas. Additionally, the state local election official

professional association or EAC shall make every reasonable effort to nominate geographically diverse members. Geographically diverse means a reasonable representation of both rural and urban localities.

4. Membership Terms.
 - a. Members shall not have a set term and membership shall continue upon Local Leadership Charter renewal.
 - b. If a Local Leadership Council member no longer meets the requirements of this Article, then the member seat shall be considered vacant.

Article IV. Local Leadership Council Member Vacancies.

1. The state local election official professional association of each state shall notify the Election Assistance Commission and the Executive Committee of the vacancy to the Local Leadership Council within five (5) business days of any vacancy or membership changes to the Local Leadership Council. If the vacating member is from a state without a local election official professional association, then the vacating member or their designee shall notify the Election Assistance Commission and the Executive Committee of the vacancy to the Local Leadership Council within five (5) business days of any vacancy or membership changes to the Local Leadership Council.
2. Vacancy appointments to the Local Leadership Council shall be as follows:
 - a. All one hundred (100) members shall be current local election officials who are currently serving, or have previously served, in a leadership role in a state local election official professional association if such an association exists in the state. If a state local election official professional association does not exist in a state, then the members must be local election officials who are currently serving as a local election official in that state.
 - b. Each state shall have two (2) members serving on the Local Leadership Council concurrently.
 - c. In the event that a vacancy occurs in membership, the state local election official professional association shall submit a replacement nominee to the Election Assistance Commission and the Executive Committee of the Local Leadership Council within thirty (30) days of the notification of vacancy. If a state local election official professional association does not exist in a state, then the EAC shall select a replacement appointee, consistent with membership requirements, within thirty (30) days of the notification of vacancy.
 - d. The state local election official professional association shall submit a replacement nominee who is either of a different political affiliation than the active member from the state or non-affiliated if there is one vacancy in membership. If both seats from the state become vacant at the same time, the state local election official professional association shall submit two nominees but may not submit two nominees with the same political affiliation. The EAC Office of General Counsel shall review and the Designated Federal Officer (or Election Assistance Commission) shall consider replacement nominations from each state local election official professional association but is not required to accept the nominees.

Article V. Executive Committee of the Local Leadership Council.

The Local Leadership Council shall elect ten (10) of its members to serve as the Executive Committee of the Local Leadership Council as follows:

1. Membership.
 - a. Not more than two (2) members of the Executive Committee may be from each region as defined by this subsection and no two members of the same region may be of the same political affiliation in their professional capacities.
 - b. "Region 1" shall include Alaska, Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Oregon, Utah, and Washington.
 - c. "Region 2" shall include Idaho, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming.
 - d. "Region 3" shall include Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, and Texas.
 - e. "Region 4" shall include Illinois, Indiana, Kentucky, Maryland, Michigan, Ohio, Tennessee, Virginia, West Virginia, and Wisconsin.
 - f. "Region 5" shall include Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
2. Nominations.
 - a. Expired Terms.
 - i. The Designated Federal Officer (or the Election Assistance Commission) shall solicit nominations for the Executive Committee from members of each region. The Designated Federal Officer (or the Election Assistance Commission) shall send to Local Leadership Council members a solicitation no later than seventy-five (75) days immediately prior to the expiration of any Executive Committee member's term. The solicitations shall designate the address and form for submitting nominations.
 - ii. Local Leadership Council members may nominate themselves or other Local Leadership Council members by responding to the solicitation.
 - iii. Nominations shall be submitted to the Local Leadership Council's Designated Federal Officer (or the Election Assistance Commission) in writing and may be submitted electronically no later than forty-five (45) days after receipt of solicitation from the Designated Federal Officer (or the Election Assistance Commission). Upon receipt of nominations, the Designated Federal Officer (or the Election Assistance Commission) shall prepare ballot information to be distributed to the Local Leadership Council at least fifteen (15) days prior to the date of the Local Leadership Council meeting immediately preceding the expiration of Executive Committee Member terms.
 - iv. Nominations for membership on the Executive Committee shall not be accepted from the floor of a Local Leadership Council meeting.
 - v. If the Designated Federal Officer (or the Election Assistance Commission) does not receive a sufficient number of nominees for the positions to be

filled, taking into account the regional and political affiliation requirements of each open position, the Designated Federal Officer (or the Election Assistance Commission) shall submit a list of nominees at least twenty (20) days prior to the date of the Local Leadership Council meeting immediately following the submission deadline.

b. Vacancies Before the End of a Term.

- i. This subsection applies if a vacancy on the Executive Committee occurs more than ninety (90) days before the expiration of a member's term on the Executive Committee. The Designated Federal Officer (or the Election Assistance Commission) shall send to Local Leadership Council members of the region in which the vacancy occurred a solicitation no later than sixty (60) days before the next meeting of the Local Leadership Council. The solicitations shall designate the address and form for submitting nominations.
- ii. Local Leadership Council members may nominate themselves or other Local Leadership Council members by responding to the solicitation.
- iii. Local Leadership Council members must nominate a regional member of a different political affiliation than the non-vacant Executive Committee member from the region or a member with no political affiliation. Nominations for a regional member of the same political affiliation as the non-vacant Executive Committee member of the region shall not be considered valid.
- iv. Nominations shall be submitted to the Local Leadership Council's Designated Federal Officer (or the Election Assistance Commission) in writing and may be submitted electronically no later than the date indicated on the solicitation.
- v. Upon receipt of nominations, the Designated Federal Officer (or the Election Assistance Commission) shall prepare ballot information to be distributed to the Local Leadership Council at least fifteen (15) days prior to the date of the Local Leadership Council meeting immediately following the submission deadline.
- vi. Nominations for membership on the Executive Committee shall not be accepted from the floor of a Local Leadership Council meeting.

c. Initial Terms

- i. This subsection applies to the nominations of Executive Committee Members to be elected following the initial adoption of these Bylaws. The Designated Federal Officer (or the Election Assistance Commission) shall solicit nominations for the Executive Committee from members of each region. The Designated Federal Officer (or the Election Assistance Commission) shall send to Local Leadership Council members a solicitation no later than thirty (30) days immediately prior to the meeting at which the first election of Executive Committee Member is to occur. The solicitations shall designate the address and form for submitting nominations.

- ii. Local Leadership Council members may nominate themselves or other Local Leadership Council members by responding to the solicitation.
- iii. Nominations shall be submitted to the Local Leadership Council's Designated Federal Officer (or the Election Assistance Commission) in writing and may be submitted electronically no later than fifteen (15) days after receipt of solicitation from the Designated Federal Officer (or the Election Assistance Commission). Upon receipt of nominations, the Designated Federal Officer (or the Election Assistance Commission) shall prepare ballot information to be distributed to the Local Leadership Council at least five (5) days prior to the date of the Local Leadership Council meeting at which the first election of Executive Committee Member is to occur.
- iv. If the Designated Federal Officer (or the Election Assistance Commission) does not receive a sufficient number of nominees for the positions to be filled, taking into account the regional and political affiliation requirements of each open position, the Designated Federal Officer (or the Election Assistance Commission) shall submit a list of nominees at least five (5) days prior to the date of the Local Leadership Council meeting immediately following the submission deadline.

3. Elections.

- a. Elections to the Executive Committee shall occur by region, with Local Leadership Council members casting a vote for the candidates to the Executive Committee from their respective region only.
- b. Elections to the Executive Committee shall be by secret ballot. If the number of candidates in a specific region is equal to the number of seats to be elected, and a secret ballot is not necessary to determine the length of the term in which a member is to be elected, the Local Leadership Council may instead elect the candidates by acclamation.
- c. The ballot shall be designed to enable Local Leadership Council members to select candidates from their region only. Concise biographical information for each candidate shall be provided to each Local Leadership Council member in advance of the election.
- d. All election results shall be tabulated and certified by the Election Assistance Commission.
- e. No two regional members of the Executive Committee may be of the same political affiliation; therefore, when two seats are being filled, the nominee receiving the highest number of votes shall fill the first seat and the nominee of a different political affiliation or no political affiliation receiving the next highest number of votes shall fill the second seat.
- f. In the case of a tie vote between the candidates at an election, the Election Assistance Commission shall automatically recount the votes cast for the tied candidates. If following the recount a tie remains, the Election Assistance Commission shall resolve the tie by the toss of a coin.
- g. If the Local Leadership Council is unable to meet for elections before the end of

an Executive Committee member's term, the sitting members of the Executive Committee shall remain in their elected capacity until the Local Leadership Council is able to meet again and a new member is elected.

- h. Votes for Executive Committee elections may be made by absentee ballot provided the following:
 - i. The Designated Federal Officer (or the Election Assistance Commission) shall create forms for absentee voting.
 - ii. Absentee ballots shall be received by the Designated Federal Officer (or the Election Assistance Commission) at the address indicated on the absentee ballot no later than three (3) days prior to the start date of the Local Leadership Council meeting immediately following the nominations submission deadline.
 - iii. The Designated Federal Officer (or the Election Assistance Commission) shall review all absentee ballots received by the deadline to ensure that they include all identifying information requested on the form(s). Where identifying information is missing, the Designated Federal Officer (or the Election Assistance Commission) shall contact Local Leadership Council members to complete the identifying information on the form.
 - iv. The Designated Federal Officer (or the Election Assistance Commission) shall retain all absentee ballots received by the deadline indicated in these Bylaws and record and tabulate each absentee ballot and include absentee ballots in election results.
 - v. A member that has submitted an absentee ballot may revoke their absentee ballot if they plan to attend the meeting. Revocation of an absentee ballot must be received no later than three (3) days prior to the start date of the Local Leadership Council meeting immediately following the nominations submission deadline. A revocation of an absentee ballot must be sent to the same address at which the absentee ballot was originally submitted. A revocation of an absentee ballot shall be considered final, and the member may not resubmit an absentee ballot.
- 4. Executive Committee Members Terms of Service and Vacancies.
 - a. Generally.
 - i. The Designated Federal Officer shall serve as the Chair of the Executive Committee.
 - ii. An Executive Committee member may be removed from the Executive Committee, for cause, by a vote of two-thirds (2/3) of the other Executive Committee members present at the meeting, excluding the Chair and member subject to removal.
 - 1. "For cause" shall mean continued failure to perform Executive Committee duties as required by Art. VI(4), conflict of interest or misconduct in office.
 - 2. To initiate a vote on removal from the Executive Committee, another member of the Executive Committee must file a written complaint with the Chair no later than thirty (30) days prior to the

next meeting of the Executive Committee. The written complaint shall include an explanation of cause for removal from the Executive Committee. The Chair shall review the complaint and have discretion to determine if a removal vote is warranted. If the Chair determines that a removal vote is not warranted, the Chair shall notify the member who submitted the complaint.

3. If the Chair determines that the complaint warrants a removal vote, then the Chair shall notify the Executive Committee members no later than seven (7) days prior to the next Executive Committee meeting. The Chair will also notify the member subject to removal of the reasons submitted for removal no later than seven (7) days prior to the Executive Committee meeting at which the removal vote is scheduled to occur.
 4. At least six (6) members of the Executive Committee, excluding the member subject to removal and the Chair, must be present for a vote on removal to occur. If six (6) members are not present, then the removal vote will be rescheduled for the next meeting of the Executive Committee.
 5. The member subject to removal shall have an opportunity to explain why removal is not warranted at the Executive Committee meeting. Following this explanation, the Executive Committee members, excluding the member subject to removal and the Chair, shall vote by secret ballot on removal.
 6. Absentee and Proxy voting shall not be permitted for removal votes.
 7. If the member is removed by a vote of two-thirds (2/3) of the Executive Committee members, then the Executive Committee seat shall be considered vacant and shall be filled in accordance with Art. V(b)(2).
- b. Vice Chair and Secretary.
- i. Within thirty (30) days of an Executive Committee election, the Executive Committee members shall convene to elect a Vice-Chair and Secretary. The Vice Chair and Secretary shall serve for a term of two years as described in Art. V(4)(c).
- c. Terms.
- i. The Executive Committee members, not including the DFO as Chair, shall serve a two-year term, measured by the Local Leadership Council Charter. Executive Committee Member terms shall begin on the day that the Executive Committee Charter is filed or renewed and end on the day that the Local Leadership Council Charter expires. Newly elected Executive Committee members shall officially start their term on the day that the Local Leadership Council Charter is renewed.
- d. Initial Term.
- i. The term of the Executive Committee Members first elected following the

initial adoption of these Bylaws shall begin on the day that they are elected and end on the day that the Local Leadership Council Charter is first renewed following the election.

- e. Subsequent Terms.
 - i. Members of the Executive Committee shall serve for a term of two (2) years, consistent with the Local Leadership Council Charter, and may not serve for more than three (3) consecutive terms.
5. Meetings.
- a. The Designated Federal Officer shall have the authority to call an Executive Council meeting. These meetings must allow each Executive Committee member to include their comments and hear or view others' comments.
 - b. Any two (2) members of the Executive Committee may request that the Designated Federal Officer call an Executive Committee meeting by filing the original call of the meeting with the Designated Federal Officer, including the stated reason for calling the meeting, and the date and time of the meeting. Such meetings include, but are not limited to, meetings by conference call and virtual (electronic media) meetings. These meetings must allow each Executive Committee member to include their comments and hear or view others' comments.
 - c. A simple majority of Executive Committee Members, excluding the Chair, shall be present for a quorum.
 - d. The Executive Committee shall agree to actions by a majority roll call vote of seated members of the Executive Committee.
 - e. Proxy voting shall not be allowed in Executive Committee votes.
 - f. Any member of the Local Leadership Council may attend at the discretion of the Chair, may participate in any and all discussion at an Executive Committee meeting, but may not vote on Executive Committee matters.

Article VI. Executive Committee Duties.

- 1. Chair. The Chair (Designated Federal Officer) shall:
 - a. Preside over all meetings of the Executive Committee and Local Leadership Council.
 - b. Appoint the chair of standing committees and any ad hoc committees of the Local Leadership Council.
 - c. Establish the agenda for meetings of the Executive Committee and Local Leadership Council.
 - d. Call meetings of the Executive Committee and Local Leadership Council.
 - e. Act as the official liaison between the Local Leadership Council and the Election Assistance Commission for all resolutions, recommendations, and information requests.
 - f. Serve as an ex officio member of all committees.
 - g. Appoint a Parliamentarian to advise and assist the Chair in running all meetings in accordance with Robert's Rules of Order.
 - h. Review and approve Council minutes before distribution to Council members.

- i. Ensure that meeting minutes are properly on file at the Election Assistance Commission.
- j. Adjourn Local Leadership Council and Executive Committee meetings when such adjournment is in the public interest.
- k. Notice. The Chair shall:
 - i. Notify members of the time and place for each meeting of the Local Leadership Council and the Executive Committee.
 - ii. Notify the public of time and place for the meeting of the Local Leadership Council.
 - iii. Perform other duties as required in these Bylaws.
- l. Recordkeeping and Administration. The Chair shall:
 - i. Maintain records for all meetings, including subgroup or working group activities, as required by law.
 - ii. Maintain the roll.
 - iii. Assure that minutes of all Local Leadership Council meetings are prepared and distributed.
 - iv. Maintain and house at the Election Assistance Commission all official Local Leadership Council records, including subgroup and working group activities.
 - v. File all papers and submissions prepared for or by the Local Leadership Council, including those items generated by subgroups and working groups.
 - vi. Respond to official correspondence.
 - vii. Prepare and handle all reports, including the annual report as required by FACA.
 - viii. Act as the Local Leadership Council's agent to collect, validate, and pay all vouchers for pre- approved expenditures.
- 2. Vice Chair. The Vice Chair shall:
 - a. Serve as Chair of the Steering Committee.
 - b. Assist the Chair, from time to time, as the Chair may designate.
 - c. Notify members of their appointment to standing committees and ad hoc committees.
 - d. Review Council minutes before distribution to Council members.
 - e. Assist the Chair in setting the agenda for Executive Committee and Local Leadership Council meetings.
- 3. Secretary. The Secretary shall:
 - a. Serve as Chair of the Proxy Committee.
 - b. Review Council minutes before distribution to Council members.
 - c. Assist the Chair in ensuring that meeting minutes are properly on file at EAC.
 - d. Call the roll at Executive Committee Meetings.
- 4. Executive Committee Members. Executive Committee members shall:
 - a. Attend Executive Committee and Local Leadership Council meetings.
 - b. Perform all duties required under applicable Federal laws.
 - c. Appoint the membership of appropriate standing committees and ad hoc

- committees by soliciting interest from the Local Leadership Council membership.
- d. Meet as necessary to address issues of concern in between Local Leadership Council meetings.
 - e. Perform all other duties as from time to time the Local Leadership Council may delegate to the Executive Committee.

Article VII. Meetings.

1. The Local Leadership Council shall meet on an annual basis or otherwise as requested by the Election Assistance Commission to address issues presented by the Election Assistance Commission. Such meetings include, but are not limited to, meetings by conference call and virtual (electronic media) meetings. These meetings must allow each Local Leadership Council member to include their comments and view or hear others' comments. Such meetings shall be held in accordance with all applicable Federal laws.
2. Meetings shall be called by the Designated Federal Officer.
3. The Designated Federal Officer shall approve the agenda for all meetings. The Designated Federal Officer (or the Election Assistance Commission) shall distribute the agenda to Local Leadership Council members prior to each meeting and shall publish notice of the meeting in the Federal Register as required by FACA.
4. Local Leadership Council members and members of the public may submit agenda items to the Designated Federal Officer.
5. Open Meetings.
 - a. Unless otherwise determined in advance, all Local Leadership Council meetings shall be open to the public.
 - b. Members of the public may attend any meeting or portion of a meeting that is not closed to the public and may, at the determination of the Chair, offer oral comment at such meeting. The Chair may decide in advance to exclude oral public comment during a meeting, in which case the meeting announcement published in the Federal Register will note that oral comment from the public is excluded. In such a case, the Local Leadership Council will accept written comments as an alternative. In addition, members of the public may submit written statements to the Election Assistance Commission.
 - c. All materials brought before, or presented to, the Local Leadership Council during the conduct of an open meeting, including, but not limited to, the minutes of the proceedings of the previous open meeting, will be available to the public for review or copying at the time of the scheduled meeting. Approved minutes will also be made available to the public on the EAC website.
 - d. Once an open meeting has begun, it will not be closed to the public unless prior approval of the closure has been obtained and proper notice of the closed meeting has been given to the public.
 - e. If, during the course of an open meeting, matters inappropriate for public disclosure arise during discussion, the Chair will order such discussion to cease and will schedule it for a closed session pursuant to the Bylaws.
6. Closed Sessions.
 - a. Notices regarding portions of meetings to be closed (to be referred to as sessions

hereinafter) will be published in the Federal Register at least fifteen (15) calendar days in advance.

- b. Local Leadership Council sessions will be closed to the public only in limited circumstances and in accordance with applicable law. The Local Leadership Council must obtain prior approval to conduct a closed session. Requests for closed sessions must be submitted by the Designated Federal Officer to the Election Assistance Commission's Office of General Counsel with a reasonable amount of time to certify that, in the General Counsel's opinion, the meeting may be closed to the public.
 - c. Where the Designated Federal Officer, in conjunction with the Office of General Counsel, has determined in advance that discussions during a Local Leadership Council meeting will involve matters about which public disclosure would be harmful to the interests of the government, industry, or others, an advance notice of a closed session, citing the applicable exemptions of the Government in the Sunshine Act (GISA), shall be published in the Federal Register. The notice may announce the closing of all or just part of a meeting.
 - d. Minutes of closed sessions are not available to the public, and as a result, not subject to the Freedom of Information Act (FOIA).
7. Minutes.
- a. The Designated Federal Officer (or the Election Assistance Commission) shall ensure that detailed minutes of each meeting are prepared and distributed to Local Leadership Council members.
 - b. Meeting minutes shall include the following: (1) time, (2) date, (3) location, (4) record of persons present, (5) a complete and accurate description of the matters discussed and conclusions reached, and (6) copies of all reports received, issued, or approved by the Local Leadership Council.
 - c. Meeting minutes are considered part of the official government record.
 - d. All documents, reports, or other materials prepared by or for the Local Leadership Council constitute official government records and shall be housed at the Election Assistance Commission and maintained according to the Federal Records Act.

Article VIII. Quorum and Proxy Voting.

1. Quorum.
 - a. A quorum shall be established when a simple majority of seated Local Leadership Council members are present for a meeting as determined by a roll call or quorum call of the Local Leadership Council members.
2. Proxy Votes.
 - a. Proxy designations may be submitted in writing to the Chair up to immediately prior to the designated meeting start time of the Local Leadership Council meeting established via the meeting agenda. A proxy designation may be submitted by electronic transmission. An original signature is not required if a proxy designation is submitted by electronic transmission. The Chair (or Election Assistance Commission) shall provide the proxy designations to the Proxy

- Committee prior to voting.
 - b. Proxy votes may only be cast by Local Leadership Council members, provided proxy designations have been timely filed in advance with the Chair clearly identifying the Local Leadership Council member selected to cast an absent member's proxy vote.
 - c. The Proxy Committee shall verify the eligibility of a member(s) designating a proxy vote and of the member(s) designated to cast a proxy vote(s) on behalf of absent Local Leadership Council members.
 - d. Proxy voting shall be allowed for all business matters, other than Executive Committee elections.
 - e. Proxy voting shall not be allowed for Executive Committee elections.
3. Voting Generally.
- a. The Local Leadership Council shall agree to actions by majority vote of those present and voting unless otherwise specified by these Bylaws.
 - b. Votes by the Local Leadership Council on recommendations to the Election Assistance Commission shall have the ayes, nays, and abstentions recorded.
 - c. Votes taken during meetings conducted by conference call and through virtual (electronic media) means shall have a quorum established prior to voting.

Article IX. Committees.

1. In appointing members to committees, the Local Leadership Council shall pay particular attention to ensuring politically and geographically diverse membership.
2. Meetings.
 - a. All committees may meet informally at any time for the purpose of conducting their business, including telephonically or through electronic media.
3. Standing Committees.
 - a. Bylaws Committee.
 - i. The Bylaws Committee shall be comprised of ten (10) members.
 - ii. The Bylaws Committee shall submit a report with all recommended Bylaws amendments to the Executive Committee for a seven (7) day comment period before submitting recommendations to the Local Leadership Council for resolution and adoption.
 - b. Proxy Committee.
 - i. The Proxy Committee shall be comprised of five (5) Local Leadership Council members.
 - ii. The Secretary of the Executive Committee shall serve as Chair of the Proxy Committee.
 - iii. The Executive Committee of the Local Leadership Council shall appoint four (4) other Local Leadership Council members to the Proxy Committee on the day of a Local Leadership Council meeting at which voting on general business matters is scheduled to take place.
 - iv. The Proxy Committee shall meet to verify the eligibility of a member(s) designating a proxy vote and of the member(s) designated to cast a proxy

- vote(s) on behalf of absent Local Leadership Council members.
- c. Steering Committee.
 - i. The Steering Committee shall be comprised of three (3) members of the Executive Committee.
 - ii. The Vice Chair of the Executive Committee shall serve as Chair of the Steering Committee.
 - iii. The Executive Committee shall appoint the other two (2) members of the Steering Committee. All three members of the Steering Committee must be from different regions as defined in Art. V(1).
 - iv. The Steering Committee shall oversee regional subcommittees, attend regional subcommittee meetings, and report on regional subcommittee meetings to the Executive Committee.
 4. Regional Subcommittees.
 - a. The Steering Committee shall establish a subcommittee for each region as defined in Art. V(1) of these Bylaws for a total of five (5) regional subcommittees.
 - b. Each regional subcommittee shall be comprised of twenty (20) Local Leadership Council members.
 - c. The Steering Committee shall appoint an Executive Committee member elected by each region to serve as Chair of the regional subcommittee. Members of the Steering Committee may not serve as Chair of regional subcommittees.
 - d. The Chairs of each regional subcommittee shall ensure that each regional subcommittee meet no less than once a year.
 - e. The Chair of each regional subcommittee, in coordination with the Steering Committee, shall set the agenda for regional subcommittee meetings.
 5. Ad-Hoc Committees.
 - a. A Local Leadership Council member wishing to establish an ad-hoc committee must present to the Local Leadership Council the reason(s) he/she is requesting the committee.
 - b. The Local Leadership Council may, at any time, by majority vote, establish an ad-hoc committee subject to approval by the Designated Federal Officer.
 - c. Once an ad-hoc committee has been established, the Executive Committee shall appoint members to the ad-hoc committee.

Article X. Amendments.

1. The Local Leadership Council Bylaws Committee shall promulgate a form for proposing an amendment to the Local Leadership Council's Bylaws.
 - a. The form shall require the specific language of the proposed amendment to be included, identify the author of the amendment, and be designed to elicit the rationale and impact of the proposed amendment.
2. All proposed Bylaw changes must be submitted in writing to the Designated Federal Officer at least seventy (70) days before the date of the Local Leadership Council Meeting at which the changes are to be considered for adoption.
3. After receiving proposed bylaw changes, the Designated Federal Officer (or the Election Assistance Commission) shall forward the proposed changes to the Local Leadership

Council Executive Committee, the Bylaws Committee, and the Election Assistance Commission's General Counsel.

- a. The General Counsel shall report in an expeditious manner to the Bylaws Committee and the Executive Committee whether a proposed change to the Bylaws is consistent with federal law and/or rules.
 - b. The Designated Federal Officer shall place the report on the proposed change to the Local Leadership Council's Bylaws on the agenda for the next meeting of the Local Leadership Council.
4. The Designated Federal Officer (or the Election Assistance Commission) shall forward all proposed changes to Local Leadership Council members at least thirty (30) days prior to the next meeting of the Local Leadership Council via email.
5. The Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any Local Leadership Council meeting.

Article XI. Expenses and Reimbursement.

1. Expenses related to Local Leadership Council operations will be borne by the Election Assistance Commission.
2. Expenditures of any kind must be approved in advance by the Designated Federal Officer.
3. Local Leadership Council members shall not receive any compensation for their services, but shall be paid travel expenses, including per diem in lieu of subsistence, at rates authorized for employees of federal agencies under subchapter I of chapter 57 of title 5, United States Code, while away from their homes or regular places of business in performance of their services for the Local Leadership Council.

Article XII. Parliamentary Authority.

1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Local Leadership Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Local Leadership Council may adopt.
2. Voting procedures for the Local Leadership Council, the Executive Committee, and other Committees shall follow the accepted procedure according to Robert's Rules of Order.

Article XIII. Effective Date.

1. These Bylaws are effective upon adoption by the Local Leadership Council.

Article XIV. Transition Procedures and Ratification.

1. All acts of the Local Leadership Council, the Executive Committee, or a Committee of the Local Leadership Council are hereby ratified, except to the extent that an act does not conform with a resolution adopted by the Local Leadership Council before the effective date of these Bylaws.