



## King County

### **Citizens' Elections Oversight Committee**

The following information describes the qualifications for being a member of the Citizens' Elections Oversight Committee (CEOC) and responsibilities expected for members of the committee.

#### **Qualifications to be a CEOC member**

1. A working knowledge of local or state government elections operations and management, demography, technology and organizational management.
2. A strong commitment to an accountable, transparent, well-managed and efficient elections operation in King County.
3. A willingness to commit the time necessary to attend committee meetings and activities.
4. A nominee or appointee to the committee shall not hold elective public office or be a candidate for election to public office, other than as a precinct committee officer.
5. For members that represent the Chinese, Spanish, Korean and Vietnamese-speaking communities it is highly desirable to be able to read the respective language and to demonstrate strong ties to the respective communities.
6. It is helpful for all members to have good oral communication skills as well as interpersonal skills and to be able to work well in a group situation.

#### **Responsibilities of CEOC Members**

1. Review recent reports on elections and recent legislation that affects elections standards, procedures, equipment and technologies.
2. Conduct oversight of the implementation of new standards or procedures for elections as mandated by federal, state or county legislation.
3. Monitor the primary and general elections and canvassing board meetings to observe if proper procedures are followed, to report on any problems that are observed or come to light, to recommend corrective actions on problems that may arise and to ensure that any problems that arise are discussed in an open and public manner. The committee shall report to the council in a timely way on any significant problems that might occur or on any serious concerns the committee may have.
4. Attend monthly meetings (second Wednesdays, 11:30am – 1:00pm at King County Elections headquarters in Renton).
5. Submit a report to the council on committee observations, findings and recommendations regarding the primary and general elections by February 1 of each year. (Staff drafts the report based on input from CEOC members.)