

**The Presidential Commission on Election Administration
U.S. General Services Administration
Federal Advisory Committee Charter**

1. **Committee's Official Designation.** Presidential Commission on Election Administration (Commission).
2. **Authority.** The Commission is being established in accordance with Executive Order 13639, dated March 28, 2013, and Executive Order 13644, dated May 21, 2013, and the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.
3. **Objectives and Scope of Activities.** The Commission shall identify best practices and make recommendations to promote the efficient administration of elections in order to ensure that all eligible voters have the ability to cast their ballots without undue delay, and to improve the experience of voters facing other obstacles in casting their ballots. In preparing recommendations the Commission shall hold public meetings and engage Federal, State, and local officials, and nongovernmental organizations, as necessary to carry out its mission. Such best practices and recommendations shall include consideration of:
 - (a) The number, location, management, operation and design of polling places;
 - (b) Voting accessibility for ballots of uniformed and overseas voters;
 - (c) Training, recruitment, and number of poll workers;
 - (d) Efficient management of voter rolls and poll books;
 - (e) Voting machine capacity and technology;
 - (f) Ballot simplicity and voter education;
 - (g) Voting accessibility for individuals with disabilities, limited English proficiency and other special needs;
 - (h) Management of issuing and processing provisional ballots in the polling place on Election Day;
 - (i) Adequacy of contingency plans for natural disasters and other emergencies that may disrupt elections;
 - (j) Administration of absentee ballot programs, and
 - (k) Other issues that the Co-Chairs deem important for the efficient administration of elections.
4. **Description of Duties.** The Commission shall be advisory in nature.
5. **Agency or Official to Whom the Committee Reports.** The Commission shall submit its recommendations in a final report to the President within six months of its first public meeting.
6. **Support.** The General Services Administration, Office of Government-wide Policy shall provide the Commission with such administrative services, funds, facilities, staff, equipment and other support services as may be necessary to carry out its mission to the extent permitted by law and within existing appropriations.

7. **Estimated Annual Operating costs and Staff Years.** The estimated annual costs to operate the Commission are \$500k in FY2013, and \$200k in FY2014 if necessary; including 2.0 staff years of support.
8. **Designated Federal Officer.** The Designated Federal Officer (DFO) is a full-time Federal staff employee. The DFO will approve or call all advisory committee and subcommittee meetings, prepare all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the GSA, Associate Administrator of Government-wide Policy.
9. **Estimated Number and Frequency of Meetings.** 12 Meetings total, to be held twice a month for the duration of the Commission
10. **Duration.** The expected duration is less than one year.
11. **Termination.** The Commission shall terminate within 30 days after it presents its final report to the President, consistent with Executive Order 13639.
12. **Membership and Designation.** The Commission shall be comprised of not more than ten members appointed by the President from among distinguished individuals with knowledge about or experience in the administration of State or local elections, representatives of successful customer service-oriented businesses, as well as any other individuals with knowledge or experience determined by the President to be of value to the Commission. Members of the Commission may include a mix of Regular Government Employees, Special Government Employees or representative members. No member who is a federally registered lobbyist may serve on the Commission. The President shall designate two members of the Commission to serve as co-chairs. Members will serve without compensation, but travel expenses will be allowed.
13. **Subcommittees.** The Commission, in consultation with GSA, is authorized to create subcommittees as necessary to support the Commission's work. All such subcommittees must report directly to the Commission. The subcommittees must not provide advice or submit work products directly to the President or any official within GSA.
14. **Recordkeeping.** The records of the Commission and the respective subcommittees or subgroups will be maintained pursuant to the Presidential Records Act of 1978 and FACA.
15. **Filing Date.** May 21, 2013



Dan Fagherlini, Acting Administrator

May 21, 2013
Date