



## **California Complete Count Committee Member Handbook**

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## **INTRODUCTION**

### About the Governor's Office of Planning and Research

The Governor's Office of Planning and Research (OPR), created by statute in 1970, is part of the Office of the Governor. OPR serves the Governor and his Cabinet as staff for long-range planning and research, and is the comprehensive state planning agency. The California Complete Count effort will be coordinated out of OPR by the California Census 2020 staff.

### About California Complete Count Committee

Governor Edmund G. Brown, Jr. established the California Complete Count Committee (Committee) to increase awareness about the census and encourage all Californians to participate. The Committee brings together public and private partners from across the State to assist with outreach and ensure an accurate count of Californians in Census 2020.

The main purpose of the Committee will be to assist in the development of an effective census outreach strategy that encourages full participation. The Committee's activities include, but are not limited to, the following:

- Collaborate with the California Census 2020 and U.S. Census Bureau staff to design an outreach campaign that raises awareness about the importance of participating in the upcoming Census and encourages all California to participate; and
- Use its individual and collective knowledge, expertise, and influence to encourage all communities, particularly hard-to-count communities, to complete the 2020 Census questionnaire in a timely and accurate manner.

### Purpose of the Handbook

The purpose of this Handbook is to provide guidance to the Committee members regarding general procedures. It also serves as a source of information for new Committee members as part of the induction process.

## **BACKGROUND**

The Constitution of the United States requires an enumeration of the population every ten years to apportion congressional representation among the states. Pursuant to Section 141 of Title 13 of the United States Code, the federal government will undertake the next federal decennial census of the population on the first day of April 2020. A complete and accurate count of California's population is essential to the State, as the census count determines congressional representation, state redistricting, federal formula grant allocations, and the distribution of state subvention funds for an entire decade until the next decennial census. There are over 70 federal programs benefiting California that use census enumerations and population numbers as part of their funding formulas, including formulas for education, health, and human services programs. It is vitally important for California to do everything it can to ensure that every Californian is counted in the upcoming census.

## **AUTHORITY**

California's Complete Count Committee for Census 2020 is established by Executive Order No. B-49-18 issued by the Office of Governor Edmund G. Brown Jr. on April 13, 2018.

Per Executive Order B-49-18:

1. The California Complete Count Committee is established.
2. The Committee will develop, recommend, and assist in the administration of a census outreach strategy to encourage full participation in the 2020 federal decennial census of population required by Section 141 of Title 13 of the United States Code.
3. The census outreach strategy shall include, but not be limited to, State agency initiatives to encourage participation in the 2020 Census, the establishment and support of school-based outreach programs, partnerships with non-profit community-based organizations, and a multi-lingual, multi-media campaign designed to ensure an accurate and complete count of California's population.
4. The Committee may create working groups, as it deems appropriate, and shall solicit participation from relevant experts and practitioners involved in census issues.
5. The California Complete Count effort will be coordinated out of OPR, which shall enlist all State agencies and departments within the executive branch to identify effective methods of outreach to Californians, and to provide resources to ensure the outreach program is successful and that all Californians are counted. Each agency and department within the executive branch shall inform OPR of its designated census point person for purposes of this California Complete Count effort. All agencies and departments within the executive branch shall cooperate with the Committee and provide support to the Committee.
6. The Committee shall submit an initial report to the Governor by October 1, 2018, containing its recommended outreach strategy to encourage full participation and avoid an undercount in the 2020 Census. The Committee shall submit interim reports every January 1 and June 30 thereafter, with a final report no later than June 30, 2021, specifying actual outreach efforts and results implemented for the 2020 Census.

## **ABOUT THE COMMITTEE**

### Role of the Chair

The Governor has appointed a Chair to the Committee. The Chair's responsibilities include the following:

- Preside over meetings.
- Prepare agendas.
- Call special meetings, as necessary.

### Role of the Committee

Committee member activities include the following:

- Identify and recommend effective outreach strategies to encourage Californians’ participation in completing the Census questionnaire.
- Use their local knowledge, expertise, and influence to reach hard-to-count communities.
- Partner with local governments and community-based organizations to support Census-related activities.
- Communicate the importance of the Census to their constituencies, community members, and the general public.
- Submit an interim report to the Governor on October 1, 2018 with its recommended outreach strategy to encourage full participation and to avoid an undercount in Census 2020.
- Submit interim reports to the Governor every January 1 and June 30, with the final report due to the Governor no later than June 30, 2021, specifying actual outreach efforts and results of Census 2020.
- Provide non-binding recommendations to OPR and the Governor.

### Appointments

The Governor appoints the Committee members, and the Speaker of the Assembly and the Senate President pro Tempore each designate a member. Committee members represent a diverse cross-section of communities, geography, and organizations in California. They serve without compensation and at the pleasure of the Governor. The California Census 2020 staff will provide administrative and coordination support for the Committee.

### Compensation

Committee members are volunteers and do not receive compensation for their time.

Committee members can be reimbursed for any necessary travel to attend Committee meetings or working groups. Please contact the designated Complete Count Committee staff liaison for processing travel reimbursement requests. You can contact the staff liaison, Patricia Vazquez by emailing her at [patricia.vazquez-topete@census.ca.gov](mailto:patricia.vazquez-topete@census.ca.gov) or contact her by phone at (916) 852-2004.

## **MEETING PROCEDURES AND GUIDELINES**

### Open Meetings

The Bagley-Keene Open Meeting Act (Act) implements a provision of the California Constitution which declares that “the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny,” and explicitly mandates open meetings for California State agencies, boards, and commissions. The Act facilitates accountability and transparency of government activities and protects the rights of residents to participate in state government deliberations. The Act requires that a board or committee of the state is to provide adequate notice of meetings to be held to the public, as well as provide an opportunity for public comment. A Committee meeting is to be conducted in an open session, except where a closed session is specifically authorized by statute.

Resources:

- [DCA’s Bagley-Keene Open Meeting Act Guide](#)
- [California Complete Count Committee Training PowerPoint on the Act](#)

### Meeting Schedule

The Committee shall meet no less than quarterly each year. Additional meetings, including working groups, may be added per the Chair's discretion. Attendance at all Committee meetings is expected.

### Quorum

Fifty percent of the membership, plus one member, shall constitute a quorum for the Committee. The presence of the Chair shall count in the determination of a quorum.

### Meeting Protocols

California Census 2020 staff are the liaisons to the Complete Count Committee members. California Census 2020 staff will conduct roll call at the direction of the Chair to establish quorum at each meeting and shall facilitate the roll call for any actions that require a vote. Staff will capture Committee's recommendations and activities in meeting minutes, summarizing the discussion and key outcomes of the meeting. Members will review and approve the previous meeting's highlights at the beginning of the following meeting.

### Making a Motion at Meetings

When a decision or action is to be considered, a Committee member should make a motion to propose a decision or course of action.

Upon making a motion, Committee members are encouraged to speak slowly and clearly as the motion is being voice and/or video recorded. Committee members who opt to second a motion must remember to repeat the motion in question.

The basic process of a motion is as follows:

- An agenda item has been thoroughly discussed and reviewed. (Note: At the advice of the Chair, a motion can be called before discussion.)
- The Chair opens a forum for a Committee member to make a motion to adopt, modify, or reject the discussed item.
- A Committee member makes a motion to the committee.
- A different Committee member seconds this motion.
- The Chair solicits additional comment from Committee members.
- The chair solicits comment from the public.
- The Chair puts forth the motion to a vote.
- The vote of each Committee member shall be recorded via roll call vote.
- Upon completion of the voting, the Chair will announce the result of the vote (e.g. "the ayes have it and the motion is adopted" or "the no's have it and the motion fails").

### Working Groups and Expert Support

The Committee may create working groups as necessary and solicit participation from relevant census experts and practitioners.

## **MEMBER POLICIES AND RULES OF CONDUCT**

### Conflicts of Interest

No Committee member may make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. Any Committee member who has a financial interest shall disqualify himself or herself from making or attempting to use his or her official position to influence a decision.

### Rules of Conduct

- Committee members' actions shall serve to uphold the principle that the Committee's primary mission is to serve the public.
- Committee members shall recognize the role and responsibilities of all Committee members.
- Committee members shall adequately prepare for Committee responsibilities.
- Committee members shall be responsive to the Governor's Office and OPR staff.
- Committee members shall maintain the confidentiality of non-public documents and information.
- Committee members shall be fair, nonpartisan, impartial, and unbiased in their role.
- Committee members shall not use their positions on the Committee for personal, familial or financial gain.