Background

The 2002 Help America Vote Act (HAVA) required all states to create a centralized voter registration system. To meet this requirement, the Colorado Department of State (CDOS) installed the Statewide Colorado Registration and Election system (SCORE) in 2008. Prior to SCORE, Colorado counties were responsible for the acquisition and maintenance of voter registration systems to manage voter rolls within their individual counties.

Due to the previous decentralized approach, much of the expertise in managing and operating voter registration systems resided in the counties. To leverage county expertise, CDOS utilized multiple committees, including Joint Application Design and Change Control boards, made up of county clerks and staff during the procurement, design, development, and implementation phases of SCORE.

The SCORE Steering Committee was created in 2006 to provide strategic and policy input from the county perspective. The formation of this committee was called for in the project plan developed between CDOS and the contracted developer for SCORE. This committee was made up of seven members; four county clerks and three CDOS representatives. The last meeting of this group was held in May 2008.

In May of 2009, the Secretary of State adopted Rule 49.4 which established the SCORE Advisory Board.

Purpose

The purpose of the Board is to serve as a liaison between the Colorado County Clerk and Recorders and the Colorado Secretary of State on the functionality and usability of the SCORE system.

Organization

Organization of the Board

The Board will consist of representatives from County Clerk and Recorder Offices and the Secretary of State’s Office. The Colorado County Clerk and Recorder’s Association will appoint eight County Clerk and Recorder representatives to the Board. The Secretary of State’s Office will appoint two individuals from County Clerk and Recorder Offices and three representatives from the Secretary of State’s Office. The Board is led by two co-chairs; one chair is a representative from the Secretary of State’s Office and one chair is a representative from a County Clerk and Recorder Office.

Board Member Terms

The Board appointees shall serve two-year terms with appointments being made in December of every year. The terms shall be staggered. There are no term limits. Board members must reapply at the end of their term if they want to be reappointed.

Resignation and Vacancies

A board member may resign his or her membership at any time by providing a written or email notice to the chair of the board. Vacancies shall be filled in the same manner as the original appointment, either by nomination by the Colorado County Clerk and Recorders Association or by the Colorado Secretary of State.
Board Meetings
The Board shall meet monthly by phone conference, except that the board is required to conduct an in-person meeting once per quarter. The monthly and quarterly meetings for the upcoming year will be set at the fourth quarter meeting. A simple majority of the voting membership present constitutes a quorum. A quorum must be present to conduct a Board meeting. The Board may establish a quorum utilizing teleconferencing. Voting by proxy is prohibited. In the event of a resignation by a board member, the number established to constitute a quorum shall be adjusted pending replacement of the vacant board position.

Issues brought before the Board shall be decided by a simple majority of the board members present. In the event that a simple majority cannot be achieved, the motion fails.

Board Meeting Attendance
Board members are expected to participate in all meetings. Members must participate in a majority of the meetings each year. Members not able to meet this level of commitment may be removed from the board. The board may reverse the removal due to extenuating circumstances by a 2/3 vote.

A member may send a representative in their absence to meet the attendance requirement, but the representative does not have voting rights.

Organization of Meetings
The chairs of the Board are responsible for soliciting and compiling agenda items. The appropriate meeting materials shall be compiled and distributed electronically to the board members one week prior to the regularly scheduled meetings.

Sub-Groups
The Board has the authority to create sub-groups that will be responsible for completing specific tasks. The Board will appoint all members to the sub-group, and will create reporting requirements for each sub-group.

Time Commitment
Each SCORE Advisory Board member is expected to allocate the appropriate amount of time to successfully participate in Board meetings, applicable sub-group meetings, and other projects as assigned. The following is an example of the time commitment expected from each Board member:

- Monthly phone conference: 1-4 hours of preparation time, 2 hours of call time
- Quarterly board meetings: 1-4 hours of preparation time, 6 hours of meeting time
- Sub-group participation: 3-4 hours per month
- Other projects, research, communication activities: 1-4 hours per month

Roles and Responsibilities
SCORE Advisory Board members are responsible for acting as the liaison between the County Clerk and Recorders and the Secretary of State. To meet this responsibility the Board members are required to provide the following:

- Consultation on policy, procedures and functionality as it relates to:
  - Identification and prioritization of future development of the SCORE application
  - Requests for development of the SCORE application
  - User Training
  - Help Desk Success
• UAT

• Financial Stewardship
  o Funding sources
  o Budget review

• Review and analysis of legislation and rules impacting the SCORE system

• Establish a method of communication between the advisory board and other election stakeholders including but not limited to:
  o County Clerk and Recorders
  o Secretary of State
  o Legislators

• Identify terms of interest to other stakeholders (i.e. political parties, activist groups) and share information appropriately

• Communicating with SCORE Advisory Board Sub-Groups

• Other responsibilities as identified

Amendments to the Charter

Changes to these procedures must be documented and approved by a 2/3 vote of the board. The charter should be reviewed on an annual basis to verify it still supports the purpose of the SCORE Advisory Board.