

VoteWA Governance Overview

VoteWA Governance is intended to ensure delivery of ongoing operational value to county auditors, election administrators, the Office of the Secretary of State (OSOS), and the voting public through proactive, engaged governance and support of decisions that impact system usage for voter registration and election management systems and processes.

Executive Steering Committee

The Executive Steering Committee is the highest decision-making body and as such members are responsible for **decision-making**, setting strategic direction and roadmaps, advising on strategic and administrative issues, and financial stewardship such as:

- Allocation of development hours provided for in the VoteWA Maintenance & Support Contract (e.g., 70% allocated to enhance/improve existing functionality and develop requested new capabilities, 20% to bug fixes, etc.) and reassess as needed.
- Identification and prioritization of future development of VoteWA.
- User training, help desk success, and user acceptance testing.
- Financial stewardship including funding sources and budget review.
- Review and analysis of legislation and rules impacting VoteWA.
- Establish a method of communication between the Committee and other election stakeholders including but not limited to stakeholders.

MEMBERSHIP

8 County Auditors elected by WSACA



2 County Auditors appointed by OSOS



3 members from OSOS



Decisions by consensus



Meet monthly with quarterly in-person meetings when possible

VoteWA Advisory Board

The VoteWA Advisory Board serves as a liaison between the County Auditors and the Office of the Secretary of State on the functionality and usability of VoteWA. They will guide the technical evolution of VoteWA, generating **recommendations** and roadmaps.

- Identification and prioritization of future development of VoteWA to enhance/improve existing functionality and develop requested new capabilities
- User training, help desk success, and user acceptance testing.
- Review and analysis of legislation and rules impacting VoteWA.
- Establish a method of communication between the Advisory Board and other election stakeholders.
- Send a survey to users asking for feedback within 2 weeks following the end of candidate filing week, certification of the Primary, and certification of the General.

MEMBERSHIP

13 County Subject Matter Experts elected by WSACA region with 4 at-large



2 members from OSOS



Decisions by consensus



Meet monthly with quarterly in-person meetings when possible

Learning & User Engagement Groups

Learning & User Engagement Groups will share knowledge, and expertise with each other about VoteWA. These groups provide help build VoteWA networks through collaboration, discussions, sessions with VoteWA experts

MEMBERSHIP



Group established for each WSACA region



2 members from OSOS



Regions can determine the frequency of meetings and whether they are in-person or via conference calls