

**Minutes of the Meeting of the Standards Board
United States Election Assistance Commission
June 29, 2004, Houston, Texas**

EAC Vice Chair Hillman, the Designated Federal Officer, called the meeting to order at 9:00 a.m. The following members were present:

[Sign-in sheets]

The Members of the EAC and EAC staff present were:

Chair Soaries
Vice Chair Hillman
Commissioner DeGregorio
Commissioner Martinez
John Vergelli, Attorney Advisor
Diana Scott, Director of Administration
Adam Ambrogi, Special Assistant to Commissioner Martinez

Texas Secretary of State Connor made welcoming remarks.

Ms. [NM] moved that Roberts Rules of Order be adopted to govern the proceedings of the Board; [NY] seconded. The motion passed unanimously.

Ms. Markowitz volunteered to serve as parliamentarian, and was selected without objection.

Chairman Soaries and Commissioners DeGregorio and Martinez made opening remarks.

Vice Chair Hillman reviewed the Board's mission, role, and responsibilities. She discussed the Board's status under the Federal Advisory Committee Act, including her status as the Designated Federal Officer, and announced that administrative guidelines and by-laws for the Board would be forthcoming. Vice Chair Hillman reviewed the provisions of HAVA sections 211-216, concerning the establishment, composition, and duties of the Board.

Vice Chair Hillman briefed the Board on possible procedures for selecting the nine-member Executive Board called for by HAVA.

Ms. Kiffmeyer moved that the Board decide on the selection the Executive Board at this meeting; Ms. [NM SOS] seconded.

[?—Transcript] asked Vice Chair Hillman for her recommendation on the selection of the Executive Board. Vice Chair Hillman recommended that _____.

[MI] raised the possibility of selecting an interim Executive Board.

[NE SOS] suggested the possibility of using regional caucuses in the selection of the Executive Board to insure geographical diversity in representation.

[?—Transcript] made a substitute motion that Board follow Vice Chair Hillman's recommendation with regard to the selection of an Executive Board; [?—Transcript] seconded. The Parliamentarian advised that a substitute motion should proceed to an immediate vote. The motion passed with two [?] dissenting votes.

Vice Chair Hillman led a discussion of the means of communications to be used by the Board and the Commission, and the protocols for holding future meetings. She said that Commission staff were exploring methods for holding meetings by means of open conference calls, electronic meetings, and other possibilities, and that a report to the Board would be forthcoming as soon as possible.

Vice Chair Hillman led a discussion about the search for an Executive Director for the EAC. She called for volunteers for a Search Subcommittee of the Board.

Vice Chair Hillman led a discussion about the formation of a Subcommittee to work with the EAC and staff in development of by-laws.

Sign-up sheets were distributed on which Members might volunteer for the various subcommittees under discussion.

Commissioner DeGregorio, and Mr. Burkhardt, Chief Counsel for Technology, U.S. Department of Commerce (DOC), briefed the Board on the working partnership between the EAC and the National Institute of Standards and Technology (NIST), and the Technical Guidelines Development Committee. Commissioner DeGregorio and Mr. Burkhardt answered questions from Board Members.

Mr. Burkhardt and Mr. Allan Eustis, Project Leader, Voting Systems Standards, Information Technology Laboratory, National Institute of Standards and Technology (NIST), briefed the Board on the role of DOC and NIST, especially in the development of standards. Mr. Burkhardt and Mr. Eustis answered questions from Board Members.

The Board adjourned for lunch.

Vice Chair Hillman reconvened the Meeting at 1:30 p.m.

Commissioners DeGregorio and Martinez, and Mr. Thomas Wilkey, Chairman, NASED Voting Systems Board, briefed the Board on the status of the "Best Practices" document draft, and answered questions from Board Members.

Vice Chair Hillman led a discussion of future activities of the EAC and the Board. The topics covered included the development of the "Best Practices" draft document for the Uniformed and Overseas Citizens Absentee Voting Act; the development of the

Voluntary Voting System Guidelines called for by HAVA; and the development of Voluntary Guidance by the EAC covering Title III of HAVA. Mr. Vergelli explained that the EAC and staff were exploring available options for providing formal and informal advice about HAVA.

Vice Chair Hillman summarized the meeting's outcomes. The sign-up sheets for the subcommittees on EAC Executive Director Search, by-laws, and Executive Board selection procedures were collected.