

From: Kossack, Andrew J. [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Welcome; Initial Organizational Call

Dear Members,

Congratulations for your appointment to the Presidential Advisory Commission on Election Integrity ("Commission"). We appreciate your leadership and look forward to working with you.

The General Services Administration filed the Commission's charter this past Friday, which officially establishes the Commission as a Presidential advisory committee and permits the Commission to commence its official duties under Executive Order 13799. As the Commission's Designated Federal Officer ("DFO"), I will support the Commission's work and its members with administrative needs and ensure the Commission complies with the Federal Advisory Committee Act ("FACA").

To update you, begin preparing for the Commission's first meeting, and answer any questions you have at this time, we would like to hold a conference call this Wednesday at 11:30 a.m. Eastern. Please let me know if you cannot participate in this call. I will send a calendar invitation with call-in information soon.

Please also hold July 19th on your calendars. This is the date we are tracking for the Commission's first meeting.

Please note that FACA requires public meetings and 15-day advance notices for "[a]ny gathering of advisory committee members (whether in person or through electronic means) held with the approval of an agency for the purpose of deliberating on the substantive matters upon which the advisory committee provides advice or recommendations." Thus, on this call the Commission may not "deliberat[e] on . . . substantive matters" such as what final recommendations the Commission might provide in its report. However, FACA allows discussion of the following without requiring an open meeting:

Preparatory work. Meetings of two or more advisory committee or subcommittee members convened solely to gather information, conduct research, or analyze relevant issues and facts in preparation for a meeting of the advisory committee, or to draft position papers for deliberation by the advisory committee; and

Administrative work. Meetings of two or more advisory committee or subcommittee members convened solely to discuss administrative matters of the advisory committee or to receive administrative information from a Federal officer or agency.

In other words, we may freely discuss administrative matters and issues related to meeting preparation on this call, but we must be careful not to engage in deliberation on substantive matters.

With that said, please let me know if you have any questions or items you want to discuss during this call. And if you have any other questions in the meantime, please do not hesitate to let me know.

Again, thank you for your service. We look forward to speaking with you this week.

Best regards,
Andrew

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