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CALIFORNIA SECRETARY OF STATE

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January 24, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23013

TO: All County Clerks/Registrars of Voters

FROM: /s/ Daneka Huynh
Language Access Coordinator

RE: Language Accessibility Advisory Committee: Request for Applications

The Secretary of State is calling for volunteers to serve as committee members on the Language Accessibility Advisory Committee (LAAC) for the remainder of the 2022-2023 term. The mission of the LAAC is to advise and assist the Secretary of State's office with a robust language access program designed to assist voters with limited-English proficiency and participate fully in the electoral process. This includes activities to support the implementation of federal and state laws related to language accessibility, making recommendations regarding programs and policy, and the review of translated material for accuracy.

The committee is required to consist of at least 15 members, of these, at least three must be county elections officials who have demonstrated language accessibility experience, knowledge of methods for presenting election materials in plain language and can support outreach efforts to the public (Elections Code section 2600). LAAC members are volunteers and serve at the discretion of the Secretary of State. There are currently 9 members on the committee, and we are looking to fill 6 vacancies.

LAAC meetings are held at minimum four times per year and require a quorum to take formal actions or make recommendations. Due to the ongoing concerns related to COVID-19, and permissible by Government Code section 11133, there is not a public meeting location for committee meetings. Meetings are available to the public via videoconference.

The deadline for applications is **February 17, 2023**, and appointments will be announced April 2023. Applications and filing instructions are available on the Secretary of State's website at <https://www.sos.ca.gov/elections/laac/>.

Minimum Qualifications

Applicants must meet the following minimum qualifications:

- 1) Must have demonstrated language accessibility experience, knowledge of presenting election material in plain language, or experience working within a specific language minority community.

OR

Be a county elections official or a designee of such an official.

- 2) Must be able to attend four meetings via videoconference.
- 3) Must serve the remainder of the 2022-2023 term.

Desirable Qualifications

- 1) Experience working or volunteering in diverse communities, particularly those within language minority communities.
- 2) Experience as a bilingual poll worker or providing language assistance.
- 3) Experience in translations services.
- 4) Demonstrated experience in voting rights policy.
- 5) Demonstrated experience representing language minority communities.
- 6) Demonstrated experience with voter education, outreach, and engagement efforts, particularly within language minority communities.
- 7) Demonstrated experience in policy analysis, development, and advocacy.

The Secretary of State's goal is to have a diverse applicant pool and subsequently appoint a diverse committee. Please share this announcement with your communities including bilingual poll workers, organizational leadership, and experienced volunteers.

Completed applications or requests for applications, information, or other inquiries can be sent by email to laac@sos.ca.gov, or by postal mail to Secretary of State, Language Accessibility Advisory Committee, 1500 11th Street, 5th Floor, Sacramento, CA 95814. Additionally, please feel free to contact me directly with any questions at (916) 695-1557 or dhuynh@sos.ca.gov.

Attachment

Language Accessibility Advisory Committee Member Application

Language Accessibility Advisory Committee Member Application

Thank you for your interest in the Language Accessibility Advisory Committee (LAAC). To apply for appointment to the committee, please complete the following application with your personal details and history. Applications may be submitted by sending an e-mail to laac@sos.ca.gov, or by mailing to Secretary of State, Language Accessibility Advisory Committee, 1500 11th Street, 5th Floor, Sacramento, CA 95814.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Applicants must meet the following minimum qualifications:

- 1) Must have demonstrated language accessibility experience, knowledge of presenting election material in plain language, or experience working within a specific language minority community.

OR

Be a county elections official or a designee of such an official.

- 2) Must be able to attend four meetings via videoconference.
- 3) Must serve the remainder of the 2022-2023 term.

Which membership category applies to you? (Check all that apply)

Clerk or Registrar of Voters or designee, County of _____

Demonstrated language accessibility experience

Expertise or experience communicating with voters using plain language methods

Explain your interest in becoming a LAAC member and any goals you may have, if appointed.

Please describe your relevant experience with providing language assistance, working with language minority communities or representing any specific communities.

If applicable, please state which languages you are fluent in and the level of fluency in each language (spoken and written).

Explain your experience with, and appreciation of, California's diversity.

Please list any additional relevant experience, academic work, blogs, websites, social media accounts, books, studies, or authored publications not included elsewhere in the application that highlight your contributions or insight into minority voter outreach.

I can commit to attending at least four meetings per year, provide support to statewide outreach efforts, and assist in building connections with local community groups to facilitate local LAAC development and public education efforts.

I hereby declare the information provided in this application for the California Secretary of State's LAAC is true, correct, and complete to the best of my knowledge. I understand that my statement may be verified, and I give permission to do so.

Signed: _____ Date: _____