



# Shirley N. Weber, Ph.D.

## CALIFORNIA SECRETARY OF STATE

### Elections Division

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October 17, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23100

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 2024-2025 term. The committee was established pursuant to Elections Code section 2600, and 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 so that they can 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. For more information, please visit our website at <https://www.sos.ca.gov/elections/laac>.

The committee will consist of at least 15 members; of these, at least three will be county elections officials. Members have demonstrated language accessibility experience, knowledge of methods for presenting election materials in plain language, ability to support outreach efforts to the public, and willingness to dedicate no fewer than 20 hours per year to VAAC meetings and activities for a term of two years. Additionally, members may be asked to share information with communities they are affiliated with. LAAC members are volunteers and serve at the discretion of the Secretary of State.

LAAC meetings will be held at minimum four times per year and will require a quorum to take formal actions or make recommendations. Members are expected to stay for the entire duration of meetings to maintain quorum. The meetings will be held at publicly accessible sites in Sacramento and other regions as necessary. Meetings will also be available to the public via videoconference.

Each meeting will require at least one member to be physically present at a designated publicly accessible meeting location specified in that meeting's notice and agenda.

Members must alternate between attending the meetings in-person and via videoconference. Members may host a teleconference meeting site if it is physically accessible for the public to attend.

The deadline for applications is **November 10, 2023**, and appointments will be announced December 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 regular meetings in Sacramento or one of the designated publicly accessible locations, or via videoconference, and stay for the duration of the meeting.
- 3) Willingness to dedicate no fewer than 20 hours per year to LAAC meetings and activities.
- 4) Must serve a minimum of two years.

### **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.

CCROV #23100  
October 17, 2023  
Page 3

The Secretary of State intends to develop 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 e-mail to [laac@sos.ca.gov](mailto:laac@sos.ca.gov), or by 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](mailto: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](mailto: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 regular meetings in Sacramento or one of the designated publicly accessible locations, or via videoconference, and stay for the duration of the meeting.
- 3) Willingness to dedicate no fewer than 20 hours per year to LAAC meetings and activities.
- 4) Must serve a minimum of two years.

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 language 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 Language Accessibility Advisory Committee 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: \_\_\_\_\_