



# Shirley N. Weber, Ph.D. California Secretary of State Elections Division

1500 11th Street, 5th Floor | Sacramento, CA 95814 | 916.657.2166 | elections@sos.ca.gov

February 20, 2026

County Clerk/Registrar of Voters (CC/ROV) Memorandum #26040

TO: All County Clerks/Registrars of Voters

FROM: /s/ Nehal Radusinovic  
Language Access and Translations Coordinator

RE: Language Accessibility Advisory Committee: March 2, 2026, Meeting

Attached is the notice and agenda for the next Language Accessibility Advisory Committee (LAAC) meeting to be held on Monday, March 2, 2026, at 1:30 p.m. via videoconference and in person at the locations listed on the agenda.

County elections officials and members of the public are welcome to attend in person or by calling in to the conference number listed on the agenda.

This notice and agenda will also be available on the LAAC website at:

<https://www.sos.ca.gov/elections/laac>.

Please feel free to contact me directly with any questions at [LAAC@sos.ca.gov](mailto:LAAC@sos.ca.gov).

Thank you.



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February 20, 2026

## PUBLIC MEETING NOTICE AND AGENDA

Language Accessibility Advisory Committee  
(LAAC)

<https://www.sos.ca.gov/elections/laac>

Date and time: Monday, March 2, 2026, 1:30 p.m.

Conference call number: +1 877-336-1831

Phone Conference ID: 9190294

Screenshare/webstream: <https://sos-ca-gov.zoom.us/j/83998708517?pwd=6fu62kxIBR57brAHzyN8Nfdvn1SOHQ.1>

Password: z&X82^8s

Location: Secretary of State  
2<sup>nd</sup> Floor Boardroom  
1500 11<sup>th</sup> Street  
Sacramento, CA 95814

**Language Accessibility Advisory Committee  
(LAAC)**

**Monday, March 2, 2026, 1:30 p.m.**

**Agenda**

1. Welcome and Call to Order
2. New Committee Members Swearing-In
3. Roll Call and Declaration of Quorum
4. Public Comment: This time is set aside for public presentations regarding related matters not appearing on the agenda. Members of the public making presentations are limited to two (2) minutes per speaker.
5. Review of Bagley-Keene Act
6. LAAC Policy and Procedures
7. Co-chair Nomination
8. Committee Goals Discussion
9. Future Agenda Items
10. Adjournment

## NOTICE TO THE PUBLIC:

- Please be advised, in accordance Government Code section 11123.5, the Committee will conduct this meeting by videoconference and teleconference. Every participating member of the committee will attend this meeting remotely by videoconference. Members of the public may attend this meeting by teleconference, videoconference, or at the primary physical location, as described below.
- This meeting is open to the public and accessible to individuals with physical disabilities.
- Accessibility: The Language Accessibility Advisory Committee (LAAC) complies with the Americans with Disabilities Act by ensuring that the meeting facilities are accessible to persons with disabilities, and providing that this notice and information given to the members of the committee is available to the public in appropriate alternative formats when requested. If you need assistance, including disability-related modifications or accommodations to participate in this meeting, please make your request by contacting Nehal Radusinovic at (916) 695-1568 or [LAAC@sos.ca.gov](mailto:LAAC@sos.ca.gov) or 1500 11th Street, Sacramento, California 95814. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.
- Discussion and action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee and may be taken out of order.
- Public Comment: Members of the public who are attending will be given the opportunity to make comments on each agenda item prior to any committee action. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment. Total time allocated for public comment may be limited. Comments will be limited to two (2) minutes per person; however, the Chairperson may decide to shorten or lengthen the public comment period at their discretion. Members of the public will not be permitted to "yield" their allotted time to other members of the public to make comments.
- The Committee may not discuss or act on items not on the agenda, except to decide whether to place the matter on a future agenda in accordance with Government Code §§ 11125 and 11125.7(a).
- For the meeting notice and agenda and more information, please access the Language Accessibility Advisory Committee (LAAC) website at <https://sos.ca.gov>. Please direct requests for further information to Nehal Radusinovic at (916) 695-1568 or [LAAC@sos.ca.gov](mailto:LAAC@sos.ca.gov), or 1500 11th Street, Sacramento, California 95814.

**Language Accessibility Advisory Committee (LAAC)**  
**Policies and Procedures Manual**

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## **I. Elections Code Section 2600**

### **A. Purpose**

The appointees shall have demonstrated language accessibility experience, have knowledge of presenting election materials to voters using plain language methods or another method that is easy for voters to access and understand, or be a county elections official or his or her designee. At least three county elections officials shall be appointed to the committee. The Secretary of State shall consult with and consider the recommendations of the committee. The committee shall serve in an advisory capacity to the Secretary of State.

### **B. Language Accessibility Advisory Committee (LAAC)**

The Secretary of State shall establish a Language Accessibility Advisory Committee which shall meet no less than four times each calendar year. The committee shall consist of no less than 15 members and be comprised of the Secretary of State and his or her designee or designees and additional members appointed by the Secretary of State. The appointees shall have demonstrated language accessibility experience, have knowledge of presenting election materials to voters using plain language methods or another method that is easy for voters to access and understand, or be a county elections official or his or her designee. At least three county elections officials shall be appointed to the committee. The Secretary of State shall consult with and consider the recommendations of the committee. The committee shall serve in an advisory capacity to the Secretary of State.

## **II. Purpose and Responsibilities of the LAAC**

### **A. Purpose of the Committee**

The LAAC is established to advise the Secretary of State on issues related to language accessibility of elections and election materials.

### **B. Responsibilities of the Committee**

The responsibilities of the committee include:

1. Providing expertise on language accessibility issues.
2. Promoting language accessibility initiatives.

3. Answering Secretary of State questions regarding language accessibility issues.

C. Authority of the Committee

The committee shall have limited authority to offer advice to the Secretary of State.

**III. Committee Organization and Operating Procedures**

A. Organization

1. The committee consists of at least 15 members and at least 3 will be county elections officials.
2. A Chair (or two Co-Chairs) shall be selected by the Secretary of State and will be in charge of meetings in her absence with the support of staff from the Secretary of State.
3. The Secretary of State shall provide resources and administrative services to the committee in accordance with the following:
  - a. The Secretary of State shall provide at least one staff member to act as liaison to the committee.
  - b. The Secretary of State shall provide for production and distribution of meeting notices and agendas.
  - c. The Secretary of State shall design and host an Internet website that will include postings of notices, agendas, and minutes, as well as general information about the LAAC.
  - d. The Secretary of State shall provide coordination of meetings, to include location and conference call setup, as well as distribution of meeting materials.
  - e. When required, the Secretary of State shall provide technical assistance, advice, and legal assistance.

B. Meetings

1. The LAAC shall meet bimonthly, according to a prepared meeting calendar. A quorum of a majority of the members must be present for any committee business.

2. Agendas and meeting notices will be prepared, finalized, posted, and sent out at least 10 days before a scheduled meeting. All committee members who wish to share documents or presentation material during a meeting must submit their documents to the Secretary of State, 16 calendar days prior to next meeting date. Documents must be submitted in a digital format, to ensure ease of distribution and access for all members. Late submissions will not be accepted, unless there are exceptional circumstances, and will not be included in the meeting agenda.
3. If members are participating remotely, all members must remain visible on video unless technologically impractical.

C. Reporting and Record Retention

Meeting minutes shall be prepared for each meeting, and they will specify the actions taken on each agenda item.

Members of the State LAAC must adopt the meeting minutes from the previous meeting before the meeting minutes are posted for public viewing.

D. Rules of Order

These are the rules of order to be used for conducting committee meetings.

- ***Welcome & Roll Call***

The Chair shall begin each meeting by reading the welcome message aloud and noting the attendance of members present, certifying a quorum of a majority of the members of the committee. The Chair will also announce any new appointments and/or dismissals from the committee since the last meeting.

- ***Agenda Items***

Item discussion will begin with an introduction of the topic by the Chair.

The topic presenter (usually the one who requested the item on the agenda) will then expound on the topic, and present any information, results, or further questions to the committee.

The Chair will then open the floor for discussion.

The Chair will close and conclude discussion on an item, as appropriate.

- ***Discussion Protocol***

After the Chair opens the floor for discussion, whoever would like to speak on the topic should address the Chair, and the Chair will recognize each speaker and give them the floor in turn.

Each speaker should be allowed to speak fully without interruption, until they have either yielded the floor, or have been interrupted by the Chair in order to continue the meeting in a timely manner.

While they have the floor, a speaker may ask questions of other members and participants directly. Such questions should be concise and should be answered concisely. If a member or participant wishes to ask a general question of the committee, that question should be directed to the chair, who would then elicit responses from the committee.

In yielding the floor, a member may recommend the next speaker for the Chair to call on. The Chair may consider that recommendation.

- ***Voting***

Because the committee is not a decision-making body, it will not normally vote on items for action. The Chair, at his or her discretion, may call for an informal opinion poll of the committee, but such a poll shall be non-binding.

- ***Closing a Meeting***

To end a meeting, the Chair shall announce the next meeting date, time, and location, and shall call for any agenda items for that future date.

The Chair will then thank the members of the committee, the participants of the meeting, and the public at large, and state, "This concludes today's meeting."

#### **IV. Committee Member Information**

##### **A. Oath of Office**

The Secretary of State, for each committee member at the beginning of their first meeting, will administer the oath of office.

##### **B. Bagley-Keene Open Meeting Act**

A summary of the open meeting law shall be attached.



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### Do's and Don'ts of Bagley-Keene

#### Do's:

- Do ensure that your communications are open to the public, also making sure that any documents created for or received by the committee are shared with the public.
- Do submit agenda items for discussion, and then stick to the agenda items during open meetings.

#### Don'ts:

- Don't e-mail or call all or a majority of the committee about a topic of interest or work being performed by the committee.
- Don't have pre-meetings with a majority of the committee before a full meeting of the committee.
- Don't take an opinion straw poll of how a majority of the committee is going to vote on a certain topic.
- Don't send text messages or pass notes with other members during a meeting.
- Don't e-mail or call a minority of the committee and have someone else e-mail or call the rest of the committee. Such a serial chain of communication about a topic is prohibited.
- Don't have your representatives or subordinates communicate with a majority of the committee on your behalf.
- Don't discuss or consider items not on the agenda for a meeting.