



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

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December 14, 2015

County Clerk/Registrar of Voters (CC/ROV) Memorandum #15182

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Jonathan Ivy  
Language and Accessibility Coordinator

**RE:** Language Accessibility Advisory Committee: Call for Members

The Secretary of State is calling for volunteers to serve as committee members on the Language Accessibility Advisory Committee (LAAC). The mission of the LAAC is to advise and assist the Secretary of State's Office with implementation of federal and state laws relating to access to the electoral process by voters with limited-English proficiency, so that all persons who vote can understand the voting process. The LAAC will also provide recommendations identifying and prioritizing activities, programs, and policies to ensure every voter has equal access to the ballot.

The committee will consist of at least 15 members who have demonstrated language accessibility experience and knowledge of methods for presenting election materials in ways that are easily understandable by members of the public, at least three of which will be county elections officials. LAAC members are volunteers and serve at the discretion of the Secretary of State.

LAAC meetings will be held monthly at publicly accessible teleconference sites in Sacramento, Los Angeles, and the Bay Area (and other regions as necessary).

The deadline for applications is January 15, 2016, and appointments will be announced in early February. Applications and filing instructions are available on the Secretary of State's website at <http://www.sos.ca.gov/elections/language-accessibility-advisory-committee>.

### **Minimum Qualifications**

Applicants must meet the following minimum qualifications:

- 1) Must 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 officials or his or her designee.

- 2) Must be able to attend monthly meetings in Sacramento, or attend from one of the designated satellite teleconference locations in Los Angeles or the Bay Area.
- 3) Must serve a minimum of two years.

### **Desirable Qualifications**

- 1) Experience working and/or volunteering in ethnically diverse and language diverse communities.
- 2) Experience as a bilingual poll worker or providing language assistance.
- 3) Experience in translation services.
- 4) Demonstrated experience in voting rights.
- 5) Demonstrated experience representing language minority communities.
- 6) Demonstrated experience in languages other than English.
- 7) Demonstrated technical skills and understanding of California's demographics.
- 8) Experience in policy analysis, development, and advocacy.
- 9) Experience in voter outreach, education, and engagement.

Our aim is to reach a diverse applicant pool with this announcement and to subsequently appoint a diverse committee. Any help you can offer in promoting our call for members would be greatly appreciated.

Completed applications and requests for applications, information, or other inquiries can be sent to [laac@sos.ca.gov](mailto:laac@sos.ca.gov). And please feel free to contact me directly with any questions at (916) 657-2305 or [Jonathan.Ivy@sos.ca.gov](mailto:Jonathan.Ivy@sos.ca.gov).

Thank you.