



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

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March 4, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19019

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

**FROM:** /s/ Mike Somers  
Language Access Coordinator

**RE:** Request for Applications: Language Accessibility Advisory Committee

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 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 will consist of at least 15 members, of these, at least three will be county elections officials, and who have demonstrated language accessibility experience, knowledge of methods for presenting election materials in plain language, and can support outreach efforts to the public. LAAC members are volunteers and serve at the discretion of the Secretary of State.

LAAC meetings will be held at minimum three times per year and will require a quorum to take formal actions or make recommendations. The meetings will be held at publicly accessible sites in Sacramento, Los Angeles, the Bay Area, the Central Valley, and other regions as necessary.

The deadline for applications is March 22, 2019, and appointments will be announced in early April 2019. 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 satellite locations.
- 3) 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.

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 to [laac@sos.ca.gov](mailto:laac@sos.ca.gov). Additionally, please feel free to contact me directly with any questions at (916) 695-1563 or [msomers@sos.ca.gov](mailto:msomers@sos.ca.gov).



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Language Accessibility Advisory Committee

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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 the address above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_  
\_\_\_\_\_

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

Clerk or Registrar of Voters or designee

Demonstrated language accessibility experience

Expertise or experience communicating with voters using plain language methods

Do you hold an elected office?

No. Yes, Position: \_\_\_\_\_

I am currently a member of the Secretary of State's Language Accessibility Advisory Committee. If you mark this box yes, please skip to the bottom of page 3, mark the acknowledgment of commitment, and sign the application.

(Optional) I am attaching a resume to supplement my application.

Explain your interest in becoming a LAAC member. What are your goals if appointed?

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

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

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

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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 insights into minority voter outreach.

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I can commit to attending at least 3 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.

Signed (if completing electronically you may type your name): \_\_\_\_\_