



# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS

## Request for Applications: Language Accessibility Advisory Committee Memorandum

DATE: September 6, 2019

TO: Sacramento County Residents

FROM: /s/ Benjamin Phillips-Leseñana  
Elections Manager – Precincts & Warehouse Operations

RE: Request for Applications: Language Accessibility Advisory Committee

The Department of Voter Registration and Elections (VRE) 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 VRE with a robust language access program designed to assist voters with limited-English proficiency to 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 9 members 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 Registrar of Voters.

LAAC meetings will be held at a minimum six 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, primarily – 7000 65<sup>th</sup> Street, Suite A, Sacramento, CA 95823.

The deadline for applications is October 1, 2019 and appointments will be announced at the LAAC meeting to follow. Applications and filing instructions are available on the VRE website at – <https://elections.saccounty.net/Pages/Language-Accessibility-Advisory-Committee.aspx>

This is a volunteer committee. There is no pay, stipend, or reimbursement for participation in the LAAC.



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### Minimum Qualifications

Applicants must meet the following minimum qualifications:

- 1) Must have demonstrated language accessibility experience, knowledge of presenting material in plain language, or experience working within a specific language minority community.
- 2) Must be able to attend regular meetings at 7000 65<sup>th</sup> Street, Suite A, Sacramento, CA 95823.
- 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 translation 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 VRE 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.

While committee membership is limited to appointment, all meetings are open to the public. All interested voters, advocates, and elections officials are welcome to attend and participate.

Completed applications or requests for applications, information, or other inquires can be sent to – [laacinfo@saccounty.net](mailto:laacinfo@saccounty.net). Additionally, please feel free to contact me directly with any questions at 916-875-5750 or [phillips-lesenab@saccounty.net](mailto:phillips-lesenab@saccounty.net).