



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

Language Accessibility Advisory Committee

Adopted: August 8, 2024

CHARTER OVERVIEW

The Language Accessibility Advisory Committee (LAAC) was established in 2017 to assist the Registrar-Recorder/County Clerk (RR/CC) in enhancing language accessibility in elections and election-related materials and implementing activities and strategies to ensure that non-English-speaking (NES) and Limited English-proficient (LEP) communities and voters have equal access to the elections process.

Pursuant to SB 450, California's Voter's Choice Act (VCA), and the Secretary of State Guidelines, each County Clerk or Registrar of Voters shall establish a Language Accessibility Advisory Committee (LAAC) to provide recommendations, identify and prioritize activities, programs, and policies, and ensure every voter has equal access to the ballot.

MISSION STATEMENT

The mission of the LAAC is to ensure that all voters understand the voting process and have equal access to voting materials and the ballot in 18 languages currently supported in Los Angeles County. By advising on and assisting with implementing comprehensive language access programs, the committee strives to make the voting process understandable and accessible.

FOCUS

This committee is a pivotal resource for implementing strategies and activities that ensure voters with limited NES and LEP can fully participate in the electoral process. Further, it provides the RR/CC with a forum to engage with and update the community on election issues and promote wider community involvement within Los Angeles County.

- **Advisory and Implementation Support:** To guide and support the RR/CC in delivering a robust language access program designed to support NES and LEP voters.
- **Community and Stakeholder Engagement:** Act as a liaison between the RR/CC and community sectors. Provide recommendations identifying and prioritizing activities, programs, and policies to ensure every voter has equal access to the ballot.
- **Resource and Strategy Development:** Provide input on election issues, enhancing coordination between the County, community groups, and the voters.

KEY RESPONSIBILITIES

1. Assist in recruiting multilingual election workers and accessible Vote Centers.
2. Collaborate on outreach and education programs for NES and LEP voters.
3. Advise on the procurement and efficacy of election-related equipment, mechanisms, and materials that enhance language accessibility.
4. Advise on the training of Election Workers regarding language accessibility, the availability of translated election materials, and the assistance of NES and LEP voters.
5. Review and refine translations for outreach, election materials, and online content to ensure clarity and accuracy.

6. Undertake additional tasks as needed to promote the effective use of language accessibility in the voting process.

MEMBERSHIP CRITERIA

1. Open to individuals or representatives from organizations with expertise in covered languages or experience serving ethnically and linguistically diverse communities.
2. Individuals or representatives from organizations with an understanding of barriers faced by voters with NES and LEP.
3. Individuals or representatives from organizations with a background in voter registration, voting rights, and voter outreach and education.
4. Members with experience in translation services, either as a certified interpreter or professional translator in a covered language
5. Representatives from supported language groups are preferred.
6. Representatives from agencies that have an in-depth understanding of election processes and laws.

COMMITTEE MEETINGS AND OPERATIONS

- Scheduled quarterly meetings, with flexibility for additional as necessary by the RR/CC.
- Meetings will be held in Microsoft Teams virtual format, but in-person meetings may occasionally be required.
- The meeting is open to the public. It is co-chaired by one member elected from the committee membership.
- Meeting minutes are available for review before the next meeting.
- Co-chairs will assist in setting meeting agendas.
- Members of the committee are considered volunteers, and as such, they are not eligible for any stipends or reimbursements.

ETHICAL GUIDELINES AND CONDUCT

- Members are expected to attend meetings and maintain a high standard of integrity and professionalism, contributing positively to discussions and respecting diverse viewpoints.
- Non-compliance with attendance or conduct guidelines may lead to removal from the committee, underscoring the importance of consistent and constructive engagement.
- The Committee may remove a member if a member has three consecutive absences within a year from the regular meetings.

CONCLUSION

The Language Accessibility Advisory Committee is integral to ensuring elections in Los Angeles County are inclusive and accessible. The LAAC's efforts are crucial in building a more engaged, informed, and inclusive community of voters.

Anyone interested in joining or wants to receive more information can contact specialservicesoutreach@rcc.lacounty.gov