



## **San Mateo County Language Accessibility Advisory Committee (LAAC)**

### **Charter**

#### **I. Mission Statement**

The San Mateo County Chief Elections Officer established the Language Accessibility Advisory Committee (LAAC) to advise and assist the Chief Elections Officer on matters relating to language accessibility to the electoral process by voters with limited English proficiency. It is the mission of the LAAC to assist the Chief Elections Officer to enhance language accessibility opportunities and compliance with all federal, state and local laws.

The responsibilities of the committee include:

- Provide expertise and advice on language accessibility issues
- Gather feedback from local communities on language accessibility issues
- Propose recommendations on how to better assist voters with specific language needs
- Monitor new laws and regulations on elections language accessibility issues

#### **II. Organization**

- A. The LAAC consists of five (5) to seven (7) members who are selected and appointed directly by the San Mateo County Chief Elections Officer.
- B. LAAC members should either reside or work in San Mateo County. It is preferred and recommended that the members are fluent in Spanish, Chinese, Japanese, Tagalog, and/or Hindi in addition to the English language. Members of the committee should also be familiar with language accessibility issues for minority communities.
- C. The Registration & Elections Division shall provide resources and administrative services to the committee to help facilitate the following:
  - Recruiting and updating membership
  - Coordinating meetings, including choosing location, preparing the agenda, writing meeting minutes, and distributing meeting materials
  - Designing and hosting a website that will include postings of notices, agendas, and minutes, as well as general information about the LAAC
  - Reviewing committee recommendations
  - Implementing or rejecting committee recommendations

### III. Meetings

The Registration & Elections Division will coordinate meeting dates with LAAC members. A 14-day notice will be provided to the members before a scheduled meeting.

- A. The LAAC shall meet a minimum of two times a year in preparation for federal, state and local elections. The Registration & Elections Division shall prepare an agenda in advance of each meeting. A copy of the agenda will be distributed to committee members and made available on [www.smcacre.gov](http://www.smcacre.gov). The first meeting of the LAAC will formally establish the existence of the committee and its membership. The target date for the first committee meeting of the committee is in August, 2017.
- B. The LAAC shall select its chairperson annually. The Registration & Elections Division staff will record meeting minutes. Upon formal approval by the LAAC, the minutes will be distributed to committee members and published on [www.smcacre.gov](http://www.smcacre.gov).
- C. The Chief Elections Officer and his staff will review and consider all recommendations regarding language accessibility formally adopted by a majority of the members of the committee.
- D. The Chief Elections Officer and his staff will work closely with the LAAC in improving voter access to the election process and designating and implementing new policies and practices to enhance language accessibility opportunities.