

LLAC Operations Guidelines

November, 2009

Mission Statement:

“The Louisiana Language Access Coalition promotes full and meaningful participation in public life, without barriers based on language, for all people.”

Goals, Objectives and Strategies:

- Promote public policy on language access for limited English proficient (LEP) people.
- Increase capacity of public agencies and community organizations to serve LEP people.
- Create responsive public services that are sensitive to the needs of LEP people.
- Promote an inclusionary environment for all people.

Scheduling meetings:

The Louisiana Language Access Coalition (LLAC) general meetings are called by one or both of the co-chairs. For a member to call a meeting, please request co-chairs to call the meeting. LLAC general meeting location will alternate between New Orleans East and downtown New Orleans, and will be kept to 1 ½ hours.

Sub-Committee meetings (Health, Education, and Criminal Justice) and Task Group meetings are called by the lead in each group. To call a sub-group meeting, please communicate with the appropriate lead.

LLAC shall have a general meeting once a month, and an Advisory Council (AC) meeting once every other month. These meetings will be set by the co-chairs at least 2 weeks in advance.

Sub-Committee and Task Group meetings will be set by the leader at least 1 week in advance.

For LLAC general meetings, Sub-Committee meetings, and Task Group meetings, agendas should be prepared and distributed 24 hours before meeting, and meeting minutes should be kept at each meeting, and sent to all participants and the co-chairs for the files no more than 48 hours after the meeting.

Communication:

Emails: Subject heading should begin: “**LLAC**”

Please send all LLAC-related emails to languageaccessla@gmail.com to be kept in the archives.

Use LLAC stationary for official correspondence.

Integrating new LLAC members:

New LLAC visitors and members should be invited to attend the next meeting, Co-Chairs should be notified and the new member should meet with a LLAC representative within the first month to be provided with the LLAC mission and goals, brief history and orientation to what we are currently doing. Their interest in joining a subgroup or task group should be identified and facilitated.

LLAC Operations Guidelines

November, 2009

New members' contact information should be sent to the Co-Chairs at languageaccessla@gmail.com to be added to the list-serve.

Introducing new Action Plans:

Each Action Plan should have a clear time-line, purpose/goals, objectives, tasks and responsible LLAC members.

Any new Action Plan should be created by a Sub-Committee or Task Group and presented to the LLAC participant body at a LAC general meeting. Each new Action Plan should be presented in writing to the Advisory Council (AC) in time for the AC meeting before presentation to the LLAC participant body at the LLAC general meeting. There will be space on the LLAC general meeting agenda to present, discuss and vote on adoption each new Action Plan.

Any new projects that would not fit under current sub-group jurisdiction will follow the same process.

Decision making:

The LLAC AC consists of the two Co-Chairs, leads of sub-groups and ex-officio leaders (David Gallegos, Mai Dang). Ad-hoc consultation can be solicited as needed.

Decisions will be made by vote (Simple Majority¹ support of decision) at LLAC general meetings. Notification of vote to take place should be sent out with meeting agenda prior to meeting, and vote will take place in person at the meeting or by email.

Important decision-making announcements will be highlighted in the agenda or meeting announcement.

For time-sensitive decisions, LLAC AC will make the decision within 48 hours.

Information sharing & management:

Each sub-group shall update the co-chairs on the 5th of every month for the prior month. A form will be circulated that includes the following areas: projects, progress, new members, data, resources, media contacts, funding sources, logistical sources, etc. Co-Chairs will file information. General updates from subgroups will be reported at LLAC general meetings and sent out to all LLAC members in meeting minutes.

Written updates from each Sub-Committee and Task Group should be received before any regularly scheduled meeting to insert into meeting minutes.

If a LLAC member needs to access information, contacts, or data compiled by LAC, contact the Co-Chairs.

Media Relations:

¹ Simple Majority is 51% of membership with signed MOUs, including both organizational and individual members.

LLAC Operations Guidelines

November, 2009

The LLAC AC members will speak/represent LLAC in the media. All requests should be referred to the LLAC AC members.

When LLAC is in the media notify Co-Chairs (languageaccessla@gmail.com) and all LLAC participants will be informed.

Co-Chair rotation and sub-group leads:

There will be two co-chairs and one Chair for each Sub-Committee at all times. Co-Chair positions are 18-month volunteer roles, and Sub-Committee Chairs are 1-year terms. Three months before the end of term, nominations are opened.

- Nominations can be made and emailed to the languageaccessla@gmail.com during that first month
- Two months prior to end of term, nominees are announced.
- Vote will take place by email (emailed to Co-Chairs) by one week before the next meeting.
- New person is oriented by co-chairs (and sub-group lead if applicable), given all documents, and will co-facilitate the following meeting.

If someone must leave his or her position before end of term, the above process will be followed.

Roles of LLAC Advisory Council (AC) members:

The roles LLAC Advisory Council (AC) members are to:

- Facilitate meetings, communications, and decision making;
- Ensure that meeting minutes are taken and sent out to all appropriate LLAC members within 48 hours;
- Store and manage information and records;
- Resolve problems and mediate disagreements.