

The MVCC shall establish a committee, sub-committee or ad hoc committee called Translation Committee and appoint a chair, co-chair and/or vice chairs as deemed necessary.

Duties: Translation committee will be responsible for:

a-obtaining verbal translation services for any stakeholder requesting it for any committee or board meeting per the Brown Act

b-obtaining written translation services from city approved vendors upon request of any board member or committee, after approval of the BOD and delivering translated materials to requestor.

c-determining where to distribute translated material if a paid distribution service is needed,

d-submit funding motion and budget to Chair for any translation service expenses for BOD approval

Rationale: Board Members are requesting translation of written materials in Spanish. To ensure translation requests are met, a committee or person is needed to ensure translation is provided as needed.