

SCHOOL NAME

ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

ARTICLE I

Name of Committee

The name of this committee shall be the English Learner Advisory Committee (E.L.A.C.) of _____ (**School Name**).

ARTICLE II

Objectives

The objectives of this Advisory Committee shall be to:

1. Involve parents, staff members, and interested community representatives in the activities of the Site English Learner Program in some of the following areas:
 - a. To assist in the development of site goals, objectives, and priorities of the program.
 - b. To assist in the implementation of site goals, objectives, and priorities.
 - c. To advise in selection of materials.
 - d. To encourage parents to assist as volunteers in the classroom.
 - e. To assist in the evaluation of the site program.
2. Provide communication and foster cooperation between home, school and administration.
3. Mobilize community resources to enhance our children's educational program.
4. Work to support the community (school, neighborhood, and city-wide).
5. Promote English language development (ELD) for the adult community by supporting a English Language Development Program.

ARTICLE III

Membership

SECTION I. COMPOSITION OF MEMBERSHIP - All parents of students in multilingual education programs are eligible for membership on the Advisory Committee. Membership will be composed as follows:

1. The percentage of parents of English learners is to be at least the same as that of English learners at the school.
2. At least one parent member will be elected to the District English Learner Advisory Committee (D.E.L.A.C.). A person can only represent one school site at the DELAC meetings.

SECTION 2. LENGTH OF MEMBERSHIP - This period must be at minimum one (1) year.

SECTION 3. VOTING RIGHTS - Preceding the adoption of minutes, roll call shall be taken to determine the voting membership and to establish a quorum. Each voting member or recognized alternate may cast one vote on each matter submitted at any meeting of the Advisory Committee. A voting member may only represent one school. Vote by proxy will not be permitted.



ARTICLE IV

Officers

SECTION 1. COMPOSITION - Officers shall consist of President, Vice-President, Recording Secretary, Corresponding Secretary and Parliamentarian. Officers shall be elected from parent members. All officers shall be parents or guardians of children who are designated English Learners (linguistic code EL) or Fluent English Proficient (linguistic code FEP) enrolled in _____ **School Name.**

SECTION 2. DUTIES OF OFFICERS

1. President:

The President shall preside at all meetings of the Committee and may sign all letters, reports, and other communications of the Committee. However, the program plan, budget, and amendments must be approved by a majority of a quorum of the Committee at a regular or special meeting prior to his/her signature on the Sign-Off page. The President will bring all other letters, reports, and communications to the attention of the Committee. In addition, he/she shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Committee from time to time.

2. Vice-President

The Vice-President shall represent the President in assigned duties and substitute for the President during his/her absence. He/she shall perform such other duties as from time to time may be assigned to him/her by the President or by the Committee.

3. Recording Secretary

The Secretary shall keep the minutes of the meetings, both regular and special, of the Committee and shall promptly transmit to each of the members, to the school district, and to such other persons as the Committee may designate, true and correct copies of the minutes of such meetings; be custodian of the Committee's records and, in general, perform all duties incident to the Office of Recording Secretary and such other duties as from time to time may be assigned to the Office by the President or by the Committee.

4. Corresponding Secretary

The Corresponding Secretary shall see that all notices are duly given in accordance with the provisions of these bylaws, keep a register of the address and telephone number of each member, and perform all duties incident to the Office of Corresponding Secretary and such other duties as from time to time may be assigned to the Office by the President or by the Committee.

5. Parliamentarian

The Parliamentarian is a consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure. His/her role during a meeting is primarily an advisory and consultative one, since parliamentary procedure gives to the President alone the authority to rule on questions of order or to answer parliamentary inquiries. A parliamentarian never rules - only advises.



SECTION 3. ELECTION OF OFFICERS - Elections for officers will be conducted every two years at the regular June meeting. Incoming officers will be installed during the regular September meeting.

VACANT POSITION - After two consecutive unexcused absences the officer will be considered terminated unless the absences are due to an illness or a death in the family. If a situation with special circumstances arises, a subcommittee will be formed to investigate and determine the continuity of the officer in questions. His/her vacancy will be filled by the next officer in office by rank. The parliamentary position will then be opened for nomination.

SECTION 4. TERM OF OFFICE - Officers will take office beginning in September. No person may hold the same office for than four consecutive years.

ARTICLE V

Dissemination of Information

The school district shall provide the School Advisory Committees with copies of informational items in English and Spanish as soon as such information is received by the district. The Executive Committee of the DELAC, Standing Committee President of the DE.L.A.C., and English Learner Program Coordinator will act as a clearing house and determine information that needs to be translated and disseminated to members.

ARTICLE VI

Meetings

SECTION 1. REGULAR MEETINGS - English Learner Advisory Committee (E.L.A.C.) shall meet regularly

_____ The Executive Committee once each month
fill in date and time

_____.
fill in date and time.

The President will ensure an interpreter is provided by the district for each meeting.

SECTION 2. SPECIAL MEETINGS - Special meetings may be called by the President or by a majority vote of Advisory Committee members.

SECTION 3. PLACE OF MEETING - The Advisory Committee shall hold its regular meeting in a facility provided by the school district or in other facilities approved by the committee.

SECTION 4. NOTICES OF MEETINGS - Notification of Advisory Committee meetings and minutes of the last meeting will be sent by mail through

_____ (**School Name**) one week in advance. The notification shall state the date, hour, location of the meeting and items to be discussed. A reminder will be made by phone at least two days prior to the meeting. All meetings of the Advisory Committee shall be open and publicized, i.e., newspapers, library/office posting.

SECTION 5. QUORUM - A quorum will consist of one-fourth of the voting parent advisory committee members. Any official business transaction is in order if passed by a simple majority vote of the voting members present. If a quorum is not established within 60 minutes after the meeting is called to order, the meeting is suspended and a committee of those in attendance may discuss agenda items and submit a report to the general membership at the next general meeting.



SECTION 6. ATTENDANCE - Members who have missed two consecutive meetings will be notified by _____ (**School Name**) that upon missing three consecutive meetings the position will be declared vacant.

SECTION 7. THE AGENDA - The agenda shall consist of six main sections:

1. Pledge of Allegiance/Roll/Quorum
2. Adoption of Minutes
3. Old Business
4. Parent Education
5. New Business
6. Reports

Agenda Items under current business shall consist of those reports, information, or issues submitted by the general membership, by the President, and by the E.L.A.C. Facilitator.

SECTION 8. PROCEDURES - English Learner Advisory Committee (E.L.A.C.) shall follow "Robert's Rules of Parliamentary Procedure" in all of its meetings.

ARTICLE VII

Parent Education

Training and educational activities will be encouraged for the voting members. Members participating in training activities shall submit a report (oral or written) to the general membership at the first scheduled meeting after completion of the activity.

ARTICLE VIII

Amendments

Amendments to these bylaws may be introduced at one of the meetings of the general membership. A subcommittee may be elected to go over Amendments to present changes to the whole E.L.A.C. Amendments will be voted in by a 51% vote of the members present at the same meeting or at the next regularly scheduled meeting.

Revised: _____ (**Date**)

