

**PUBLIC SCHOOLS OF BROOKLINE  
Brookline, Massachusetts**

**English Learner Parent Advisory Council  
BY-LAWS**

**Article 1. NAME**

1. The council is named the Brookline English Learner Parent Advisory Council (ELPAC).

**Article 2. AUTHORITY**

1. The Brookline ELPAC is formed following the provisions of Mass General Laws Chapter 71A English Learner Education and 603 CMR 14.09: English Learner Parent Advisory Councils.

**Article 3. PURPOSE AND DUTIES**

1. The purpose of the Brookline ELPAC is to support the academic success of all English Learners and former English Learners within the Brookline community and provide parents and guardians of English Learners and former English Learners with the opportunity to express their opinions and provide input to Brookline.
2. The duties of the Brookline ELPAC are to:
  - a. Provide advice to the district or school regarding its English Learner Education programs;
  - b. Meet regularly with school officials to participate in the planning and development of programs designed to improve educational opportunities for ELs;
  - c. Participate in the review of school improvement plans and district improvement plans as the plans relate to ELs;
  - d. Review proposals by the school district to offer a new instructional program for ELs;
  - e. Review requests to the school district from 20 or more parents to open a new language instructional program;
  - f. Promote a network of parents and guardians of ELs and provide a forum to share information and discuss matters of concern;
  - g. Promote communication between ELPAC members, other parent councils in the district, district staff and administration, the Department of Elementary and Secondary Education, local community groups, and the public as the ELPAC may wish;
  - h. Request information from the school district in order to fulfill its duties.
3. The Brookline school district shall assist the ELPAC by scheduling meetings, finding meeting space, publicizing meetings to families, and providing language assistance.

#### **Article 4. MEMBERSHIP**

1. As required in 603 CMR 14.09(4), ELPAC voting membership is open to:
  - a. any parent or guardian of a student currently identified as an English Learner; or
  - b. any parent or guardian of a student who has been identified as an English learner in the past.
2. Duties of Members:
  - a. Attend the ELPAC meetings;
  - b. Fulfill the duties of the ELPAC outlined in Article 3;
3. Voting members can vote in the annual election of officers or any other business that comes before any ELPAC meeting.
4. Given the transient population of the English Learner Education program, a voting member may identify a proxy in their place.

#### **Article 5. OFFICERS**

1. Officers are elected by the voting membership and hold office for a minimum of one, preferably two academic years.
2. Office and officer responsibilities of the Brookline ELPAC:

##### *Chairperson:*

- a. Set the agenda for each meeting, in consultation with other ELPAC members.
- b. Lead the meetings of the ELPAC.
- c. Act as a liaison with the staff person assigned to assist the ELPAC.
- d. Perform other duties identified by the ELPAC.

##### *Co-Chairperson:*

- a. Lead the meetings of the ELPAC if the Chairperson is absent.
- b. Assist the Chairperson at their request.
- c. Perform other duties identified by the ELPAC.

##### *Secretary:*

- a. Take minutes at ELPAC meetings and keep a binder (electronic record and hard copy) of the minutes.
- b. Maintain and update the ELPAC membership list.
- c. Perform other duties identified by the ELPAC.

##### *Co-Secretary:*

- a. Take minutes at ELPAC meetings and keep a binder (electronic record and hard copy) of the minutes.
- b. Maintain and update the ELPAC membership list.
- c. Perform other duties identified by the ELPAC.

**Article 6. ELECTIONS**

1. ELPAC members may be nominated or self-nominate to become an officer.
2. ELPAC officers are elected annually by members present at the September meeting.
3. Elections are decided by a simple majority vote of the voting membership. At least 6 members must be present to hold a vote.

**Article 7. MEETINGS**

1. The Brookline ELPAC holds a general meeting at least four times per school year at a location in the school district. The ELPAC may schedule additional meetings as needed or desired by ELPAC members.
2. Notice of the ELPAC general meetings are given at least two weeks in advance by notices published in the local press and school newsletters, posts on the Public Schools of Brookline website, flyer sent to parents and guardians, email sent to voting members, and through the Brookline district's social media outlets including Facebook and Twitter.
3. Decisions are made by a simple majority of the voting members present at a meeting, provided at least 6 members are present.

**Article 8. COMMITTEES**

1. The ELPAC may create committees as necessary to carry out the work of the council.

**Article 9. AMENDING THE BY-LAWS**

1. These by-laws may be amended by a simple majority of the voting members at a general meeting.

Adopted on May 14, 2019