

Bylaws for the English Learner Advisory Committee (ELAC)

School _____

Year _____

Article I: Name of Committee

The name of the committee shall be the _____ School English Learner Advisory Committee of the Tustin Unified School District.

Article II: Purpose

The purpose of the ELAC (or subcommittee, if appropriate) is to advise the principal and school staff on programs and services for English learners and the SSC on the development of the Single School Plan for Student Achievement. The ELAC acts in an *advisory* capacity. It is not a *decision making* body, but it is the voice of the English learner community.

Article III: Responsibilities

The English Learners Advisory Committee shall carry out all duties and responsibilities assigned to it by policies/guidelines set forth by the California Department of Education. These duties include:

1. Advise the School Site Council (SSC) on the development of the Single Plan for Student Achievement (SPSA). (EC. § 64001 (a).)
2. Advise the principal and staff on the school's program for English Learners, including implementation and evaluation of the program objectives and activities. (EC § 52176 (c).)
3. Assist in the development of school's (EC § 53376 (c).):
 - a. Needs assessment. Generated by California Accountability and Improvement System (CAIS).
 - b. Language Census Report (R30-LC),
 - c. Efforts to make parents aware of the importance of regular school attendance.
4. Advise on budget allocation for services provided for English Learners.
5. Assist in planning and implementation of parent training to support the Committee's focus to actively involve and support parents of English Learners.
6. Advise and assist in the revision of the bylaws every two years.

Article IV. Training and training materials

1. The ELAC receives training materials and training, planning in full consultation with committee members, to assist members in carrying out their legal responsibilities. (5 CCR § 11308 (d).)
2. Financial resources may be allocated for reasonable expenses (which may include transportation, child care, translation services, meals and training) at the school in the course of their duties as members of the parent advisory groups. (EC § 52168 (b)(4).)

Article V: Membership

Section 1: Size and Composition

A school site with 21 or more English learners must have a functioning English Learner Advisory Committee (ELAC) that meets the following requirements:

1. Parent members are elected by parents or guardians of English learners. (5CCR § 11308(b))
2. Parents of English learners constitute at least the same percentage of the committee membership as their children represent of the student body. (EC § 52176 (b).)

Section 2: Term of Office

All members of the ELAC shall serve a maximum of two years.

Section 3: Voting Rights

Each member shall be entitled to one vote and may cast their vote on each matter submitted to a vote of the council. Proxy or absentee ballots shall not be permitted.

Article VI: Election of Officers

Section 1: Method of Election of ELAC Officers

Elections for membership on the ELAC will be held each year in September. Parent members will be selected as follows:

1. A general meeting is called including all parents of English Learners.
2. The role and responsibility of the ELAC is explained.
3. The principal or meeting facilitator solicits nominations from the floor or interested parents can self-nominate to have their names placed on a ballot.
4. All nominees must be informed before nominations and elections to assure they understand the duties, responsibilities, and terms of office.
5. Place the names of nominees on the ballot.
6. Parent members are elected by EL parents at that general meeting. In all elections for parent members, ties will be decided by lot.

Section 2: Elections for Staff Members

Elections for staff membership on the ELAC will be held each year in September. Staff members will be selected as follows:

1. The principal or designee informs all staff (certified and classified) of the school's intention to select members for the ELAC.
2. The role and responsibility of the ELAC is explained.
3. The principal or meeting facilitator solicits nominations from the staff or interested staff can self-nominate to have their names placed on a ballot.
4. It is suggested that the ELAC staff members be selected prior to the first ELAC meeting.

Section 4: Voting Rights

Each member shall be entitled to one vote and may cast his or her vote on each matter submitted to a vote of the ELAC. Proxy or absentee ballots shall not be permitted.

Section 5: Termination of Membership

A parent member shall no longer hold membership should he or she ceases to have children in the school. A staff member shall no longer hold membership should he or she stop working at the school or no longer meet the membership requirements under which he or she was selected. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. The ELAC by affirmative vote of two-thirds of all the members can suspend or expel a member for actions that go beyond those responsibilities set in policy by the Board of Education.

Section 6: Vacancy

Any parent vacancy on the ELAC that occurs during the school year shall be filled by the chairperson appointing a replacement to fill the position for the remainder of the year. Vacant positions shall be re-elected or selected each fall.

Article VII: Officers Duties

Officers shall plan the agenda for every session with the assistance of school staff at least one week prior to the session.

Section 1: Role of the Chairperson

The chairperson shall preside at all meetings of the ELAC and may sign all letter, reports, and other communications of the ELAC. In addition, the chairperson shall perform all duties incident to the office of chairperson and other duties as may be prescribed by the ELAC from time to time.

Section 2: Role of the Vice Chairperson

The duties of the vice chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice chairperson shall perform duties as assigned by the chairperson and by the ELAC from time to time.

Section 3: Role of the Secretary

The secretary shall: keep the minutes of the ELAC meetings, both regular and special, and shall promptly transmit to each of the members copies of the minutes of such meetings; maintain committee records at the school site; keep a register of the addresses and telephone numbers of each member of the ELAC; and perform other duties as assigned to the office by the chairperson or by the ELAC.

Section 6: Representative to the District English Learners Advisory Committee (DELAC)

The DELAC representative shall attend all DELAC meetings representing the ELAC and promptly transmit to the site ELAC information provided at the DELAC. The representatives shall perform other duties as assigned by the chairperson or by the ELAC.

Article VIII: Meetings

Section 1: Meetings

The ELAC shall meet regularly at least four times during the school year. All meetings will be open sessions with opportunity to address the Committee.

Section 2: Notice of Meetings

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school site or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda. The ELAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the ELAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the ELAC after the posting of the agenda.

Section 3: Place of Meetings

The ELAC shall hold its regular meeting and its special meetings in a facility provided by the school and readily accessible by all members of the public, including persons with disabilities.

Section 4: Special Meetings

Special meetings may be called by the chairperson or by majority vote of the ELAC, with notice sent to the parents 72 hours in advance of the meeting. All special meetings will be open sessions with opportunity to address the Committee.

Section 5: Decision of the English Learners Advisory Committee

All decisions of the ELAC shall be made only after an affirmative vote of the majority (a two-thirds vote) of its members in attendance, provided a quorum is present.

Section 6: Quorum

The presence of 51% of the ELAC membership in attendance at the meeting will constitute a quorum. No decisions of the ELAC shall be valid unless a quorum of the membership is present.

Section 7: Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), and with Robert’s Rules of Order procedures, or an adaption thereof approved by the ELAC.

Section 8: Meetings Open to the Public

All meetings of the ELAC and of committees established by the ELAC, shall be open to the public. Notice of such meetings shall be provided in accordance with **Section C** of this article.

Article IX - Amendments

An amendment of these bylaws may be made by the second meeting of the ELAC each year by a vote of two-thirds of the members in attendance provided a quorum is present. Written notice of the proposed amendment must be posted as a part of the agenda.

Article X – Ratification

Bylaws will be valid when adopted by a vote of two-thirds of the entire Committee’s membership

These bylaws stand approved by the committee at its meeting on _____

Principal Signature

Date

ELAC Chairperson Signature

Date