

DRAFT
LEMON GROVE SCHOOL DISTRICT

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

Article I Name

The name of the organization shall be the Lemon Grove School District English Learner Advisory Committee.

Article II Purpose

The purpose of this committee shall be to advise in all matters pertaining to the district and its educational programs for English Learners. Committee members will have the opportunity to advise the governing board on the following tasks:

1. Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
2. Conducting a district wide needs assessment on a school-by-school basis.
3. Establishment of district programs, goals, and objectives for programs and services for English learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the school district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. Review DELAC bylaws annually.
8. If the DELAC acts as the English learner parent advisory committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).*

Article III Membership

Section 1 Composition of DELAC committee and mode of selection

Parents or guardians of English learners shall constitute the majority membership (51 percent or more) of the committee. While in distance learning, district staff may participate and assume the officer Secretary role, as needed.

Each school's English Learner Advisory Committee (ELAC) shall have the opportunity to elect at least one of its members to be a site representative DELAC member.

Section 2 Terms of Membership

All committee members and officers shall serve for a two-year term provided.

Section 3 Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to vote of the advisory committee. Proxy voting shall be allowed if communicated in writing indicating the name of the person serving as a proxy voter.

Section 4 Termination of Membership

A member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization which he/she was selected to represent. Membership shall automatically terminate as to any member who is absent from three consecutive regular meetings. The committee, by affirmative vote of two-thirds of all of the members of the committee, may terminate a member.

Section 5 Alternates

A school may send an alternate voted in by the school site ELAC in place of the official DELAC member. The alternate will have the same voting power as the member if the member is not present.

Section 6 Resignation

Any member may resign by submitting a written resignation.

Section 7 Vacancy

Any vacancy on the committee shall be filled for the remainder of the unexpired term through appointment by the advisory committee President and by a two-thirds vote of the membership.

Section 8 Election of Officers

- a. Election of parents and community representatives for the ensuing school year shall take place at an open general meeting in the month of October. Notice of the meeting shall be sent to all parents and shall be publicized in the community.
- b. In order to qualify for the ballot, candidates for membership must file an application or be nominated at an open general meeting.

Article IV Officers

The officers of the committee shall consist of a President, Vice President, and Secretary. The President and Vice President shall be a parent representative. Officers shall be elected by the committee on an annual basis.

Article V Duties of Officers

The President shall preside at all committee meetings of the committee, shall appoint special committees as needed, and shall perform all duties pertaining to the office.

The Vice President shall assist the chairperson and shall perform the duties of the President in the absence of that officer.

The Secretary shall keep a correct record of all committee meetings, notify members of regular meetings and other meetings as requested by the President and shall perform such other duties as delegated.

Article VI Meetings

- Section 1.** A minimum of six regular meetings shall be held during the school year. The date, time, and place shall be decided by the committee.
- Section 2.** Special meeting may be called by the committee President or by a majority of the committee members.
- Section 3.** Notification of all regular and special meetings shall be duly publicized not less than 72hrs prior to the meeting.
- Section 4.** All meetings shall be open to the public.
- Section 5.** A quorum shall consist of 51 percent of the elected committee members.

Article VII Parliamentary Authority

Robert's Rules of Order (Revised) shall govern the committee in all matters of parliamentary procedure.

Article VIII. Amendments

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote, provided such amendments are submitted by mail to the membership one week prior to the meeting.

Article IX. Ratification

The bylaws shall be in effect when adopted by a two-thirds vote of the advisory committee.

Date Ratified: _____