

**LODI UNIFIED SCHOOL DISTRICT
DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE**

BY-LAWS

ARTICLE I NAME

The name of this organization shall be the Lodi Unified School District English Learner Advisory Committee.

ARTICLE II PURPOSE

The purpose of this committee shall be to advise in matters pertaining to the district and the program for English Learners. In addition, this committee will have the opportunity to address the governing board on the following matters:

1. Development of a district master plan regarding the education of English Learners.
2. Timetable for the development of the district master plan for education of English Learners.
3. District-wide needs assessment on a school-by-school basis for the education of English Learners.
4. Establishment of the district program for the education of English Learners, its goals and objectives.
5. Development of a plan to ensure compliance with the needs of the teacher and/or teacher aide of English Learners.
6. Administration of the annual language census.
7. Review and comment on the following:
 - a. Written notification to parents of initial enrollment
 - b. Program personnel
 - c. Waiver requests
 - d. Reclassification procedures

In addition, the committee shall perform the duties that have been or may be assigned to it by the Board of Education of the Lodi Unified School District and make such recommendations as the committee in its judgment, feels to be appropriate and of benefit to the district.

Members shall receive training materials and training planned in full consultation with the committee, appropriate to assist parent members in carrying out their responsibilities.

ARTICLE III

MEMBERSHIP

- Section 1** At least 51 percent of the voting members shall be parents of English Learners in the District.
- Section 2** **Terms of membership**
All officers will serve for a period of two years. All other committee members may serve for a period of two years.
- Section 3** **Voting Rights**
Each member shall be entitled to one vote and may cast that vote on each matter and submit to the advisory committee. Proxy voting absentee ballots are not permitted.
- 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** **Resignation**
Any member may resign by submitting a written resignation.
- Section 6** **Vacancy**
Any vacancy on the committee shall be filled for the remainder of the unexpected term through nomination of the DELAC Roundtable and by two-thirds vote of the membership.
- Section 7** **Election to membership**
- a. Election of parents and community representatives for the school year shall take place at the first open general meeting. 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 be nominated at the first open general meeting.

ARTICLE IV **OFFICERS**

The officers of the district DELAC committee shall consist of three elected members & 1 alternate to form the DELAC Roundtable. All elected officers for the DELAC Roundtable will have equal leadership with alternating responsibilities at each meeting in chairing, facilitating, and recording the meeting. All presiding Officers shall be elected by the committee and be members of the committee.

ARTICLE V **DUTIES OF OFFICERS**

The acting Chairperson shall preside at the assigned committee meeting and shall perform all duties pertaining to the office.

The acting Recording Officer shall keep a correct record of all committee meetings and shall perform such other duties as delegated.

The acting Facilitating Officer handles the correspondence of the committee and notifies members of regular meeting and other meetings as requested by the chairperson.

The alternate member will be responsible for assuming the responsibilities assigned to the absent acting officer.

ARTICLE VI **SUBCOMMITTEES**

Subcommittees shall be appointed as required to promote the objectives of the advisory committee.

ARTICLE VII **MEETINGS**

Section 1 A minimum of 6 regular meetings shall be held during the school year. The date, time, and place shall be decided by the committee.

Section 2 Special meetings may be called by the DELAC Roundtable or by a majority of the committee members.

Section 3 Notification of all regular and special meetings shall be duly publicized not less than five days 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 VIII AMENDMENTS

These By-Laws 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 By-Laws shall be in effect when adopted by a two-thirds vote of the advisory committee.

Ratified:

Roundtable Officer

Roundtable Officer

Roundtable Officer

Members: