BUENA PARK SCHOOL DISTRICT
DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

ARTICLE I - Name

The name of this committee will be: Buena Park School District English Learner Advisory Committee.

ARTICLE II – Purpose

The Purpose of the Buena Park School District English Learner Advisory Committee shall be to:

1. *Assure that all students who need it receive appropriate linguistic programs.*

2. *Assure that the District complies with the decision of "Lau vs. Nichols" of the Supreme Court and with the state regulations.*

3. *Make recommendations to the instructional staff and District personnel including:*

   a). Review and comment on the district reclassification procedures;
   b). Review and comment on written notifications to parents, including initial enrollment.

4. *Share information with each school, regarding the linguistic needs through the committees at each school.*

5. *Establish subcommittees at each school as required and they will report to the District English Learner Advisory Committee.*

6. *Development of a District master plan for English learners;*

7. *Overview of a district-wide needs assessment on a school by school basis;*

8. *Develop a plan to educate parents on the importance of regular school attendance;*

9. *Develop a plan to ensure teachers and para-educators are properly certified to work with English learners;*

10. *Review the results of the annual Language Survey.*

Additionally, the District English Learner Advisory Committee (DELAC) shall comply with the direction of the Board of Education and comply with applicable State and Federal laws.

ARTICLE III- Membership

1. *Each school's ELAC board shall select one DELAC representative and one DELAC alternate. The District shall select district and school staff to serve as DELAC representatives. The DELAC representatives shall constitute as the DELAC Board.*

2. *The membership shall be composed of a majority of parents of students who are ELL or who have students in a bilingual program. Both school district employees and community members may participate.*

3. *All members of the District English Learner Advisory Committee shall serve a one-year term, unless given an extension by a majority vote of their school ELAC.*

End of Membership

4. *A member may resign by submitting a written resignation with the District English Learner Advisory Committee.*

Vacancies

5. *Any vacancy occurring within the DELAC would be filled by that school's ELAC.*

Voting

6. *Each site may vote in the meeting where their vote is necessary; this may be done by roll call.*

ARTICLE IV - Officers

Officers

1) *The selection of officers for the District English Learner Advisory Committee shall be decided at a regular committee meeting. Nomination of officers shall be completed no later than September 30. All nominees must give their consent to serve.*

2) *Those elected shall serve for one year and commence duties October 1, or date consistent with their election until the following June 30. If there is no qualified Officer of Chair, excluding the Secretary, then a majority of the committee present, as long as a quorum exists shall elect a Chair to preside over the meeting. A quorum shall consist of 51 percent of the elected committee members. Committee officers shall include:*

Chairperson

Vice-Chairperson

Secretary

Historian

These officers shall be elected every year during the first meeting of the school year.

Election of Term of Office

The District English Learner Advisory Committee officers shall be elected to serve a one-year term. There will be a two year term limit for serving the same position. The new officers shall assume their duties at the next meeting after the election.

Chairperson

The Chairperson shall preside at all meetings and sign all letters, reports, and other communications of the District English Learner Advisory Council. The Chairperson may schedule special meetings and resolve matters with the approval of the District English Learner Advisory Committee.

Vice Chairperson

The Vice Chairperson shall serve in the absence of the Chairperson.

Secretary

The Secretary shall keep minutes of the meetings and other correspondence.

Historian

The Historian shall document DELAC and ELAC related events through photographs and compile yearbook to memorialize the school year.

ARTICLE V - Meetings

Meetings

The District English Learner Advisory Committee shall meet at least four times during the school year, but it will not be limited to these times.

Special meetings may be called be the Chairperson or by majority votes of the Committee members.

Notice shall be given of regular meetings, at least 72 hours prior to conducting the meeting.

All meetings shall be conducted in an orderly manner.

Decisions

All decisions shall be made by the majority of DELAC Committee members. Each school shall be entitled to one vote on each item submitted by the DELAC Advisory Committee. Vote by proxy or by mail will not be permitted.

Quorum

Majority of voting membership in attendance.

Meetings Open to School Representatives

Meetings of the Committee and its subcommittees shall be conducted in accordance with the applicable provisions of the Ralph M. Brown Act, the Education Code, and shall be open to the public.

All meetings of the District English Learner Advisory Committee are open to all school representatives and the public.

All regular and special meetings of the District English Learner Advisory Committee and its standing or special committees shall be open to all representatives from the school district and the public.

ARTICLE VI – Amendments to By-Laws

Amendments

These by-laws may be amended at any time by a majority vote of the members of the District English Learner Advisory Committee.