

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC) BYLAWS

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

ARTICLE 1

Name of Committee

The name of this committee shall be the District English Learner Advisory Committee. It may also be referred to as DELAC.

ARTICLE II

Role of Committee

The committee shall carry out the duties and responsibilities assigned to it in the Educational Code of the State of California:

- 1) Development of a district master plan for educational programs and services for English learners that takes into consideration the Single Plan for Student Achievement.
- 2) Conducting a district-wide needs assessment on a school-by-school basis.
- 3) Establishment of district program, goals, and objectives for programs and services for English learners.
- 4) Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
- 5) Administration of the annual Language Census Report.
- 6) Review and comment on the school district's reclassification procedures.
- 7) Review and comment on the written notifications required to be sent to parents and guardians.

ARTICLE III

Members

Section 1 – Size and Composition

The District English Learner Advisory Committee shall be composed of 11 members and 11 alternates. Parents or guardians of English learners not employed by the district must constitute a majority membership. Committee members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

Section 2 – Term of Office

All members of the committee shall serve for a 2 year term. Nominations and/or elections will be held every 2 years.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the school. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The committee, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 – Transfer of Membership

Membership in the District English Learner Advisory Committee is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the local school.

Section 7 – Vacancy

Any vacancy on the committee shall be filled for the remainder of the school year by appointment by the chairperson. If the expired term is for another full year thereafter, the regular selection process shall fill the term for that year.

ARTICLE IV Officers

Section I – Officers

The officers of the District English Learner Advisory Committee shall be a chairperson, vice-chairperson, and such other officers, as the committee may deem desirable.

Section 2- Election and Term of Office

The officers of the District English Learner Advisory Committee shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3 – Removal

Any officer may be removed by a two-third vote of all members sitting on the District English Learner Advisory Committee, whenever, in the judgment of the committee, the best interest of the committee would be served thereby.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall, by special election, be filled by the District English Learner Advisory Committee for the not expired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the District English Learner Advisory Committee and may sign all letters, reports, and other communications. In addition, the chairperson shall perform such other duties incident to the office of chairperson and such other duties as may be prescribed by the District English Learner Advisory Committee from time to time.

Section 6 – 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 such other duties as from time to time may be assigned by the chairperson or by the District English Learner Advisory Committee.

Section 7 - Secretary

The secretary shall keep the minutes of the meetings of the school site committee and shall transmit to each of the members, to the school district, and to such other persons as the District English Learner Advisory Committee may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the District English Learner Advisory Committee records; keep a register of the address and telephone number of each member of the District English Learner Advisory Committee which shall be furnished to the secretary by such member; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the District English Learner Advisory Committee.

ARTICLE V Committees

Section 1 – Standing and Special Committees

The District English Learner Advisory Committee may from time to time establish and abolish such standing or special committees, as it may desire. No standing or special committee may exercise the authority of the District English Learner Advisory Committee.

Section 2 - Membership

Unless otherwise determined by the District English Learner Advisory Committee in its decision to establish a committee, the chairperson of the District English Learner Advisory Committee shall appoint members to the various committees.

Section 3 – Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until is or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the District English Learner Advisory Committee or with policies of the governing board.

Section 5 - Quorum

Unless otherwise provided in the decision of the District English Learner Advisory Committee designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 - Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI

Meetings of the DISTRICT ENGLISH LANGUAGE ADVISORY COMMITTEE

Section 1 – Regular Meetings

The District English Learner Advisory Committee shall meet regularly at least four times per year.

Section 2 - Special Meetings

Special meetings may be called by the chairperson or by majority vote of the District English Learner Advisory Committee.

Section 3 – Place of Meetings

The District English Learner Advisory Committee shall hold its regular meetings in a facility provided by the district and readily accessible by all members of the public, including handicapped persons.

Section 4- Notice of Meetings

Public notice shall be given of regular meetings at least 48 hours in advance of the meeting. Any change in the established date, time or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting.

Section 5 – Decisions of the District English Learner Advisory Committee

All decisions of the District English Learner Advisory Committee shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 – Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the District English Learner Advisory Committee. No decision of the District English Learner Advisory Committee shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7 – Meetings Open to the Public

All meetings of the District English Learner Advisory Committee and have its standing or special committees shall be open at all times to the public.