

ENGLISH LANGUAGE ADVISORY COMMITTEE BYLAWS

ARTICLE I NAME

The name of this committee shall be the YOUR SCHOOL NAME HERE English Language Advisory Committee (ELAC).

ARTICLE II PURPOSE

The purpose of this council shall be to:

Section 1 Advise the principal and staff on the needs of English learners.

Section 2 Advise the principal and staff on the instructional strategies for English learners in the Schoolsite Plan.

Section 3 Review the Language Census and other information related to students who speak other languages at home.

Section 4 Develop strategies to ensure parents are aware of regular school attendance.

Section 5. Assist the school with other activities related to the success of English learners and language minority parent involvement.

ARTICLE III MEMBERSHIP

Section 1. An English Learner Advisory Committee shall be organized when the annual language census from the prior March shows the enrollment of 21 or more English learners (LEP students) at the school.

Section 2 The membership of this committee may be of any size, but not less than 3 members. Parent members shall be at least 50% + 1 of the total ELAC membership. The minimum size of a legal committee shall be 2 parents of English learners plus one school staff member.

Section 3 One of the ELAC members shall serve as a voting member of the school's Schoolsite Committee (grades K-8) or shall be part of the school's planning and governance body at schools with grades 9-12.

Section 4. Parent members shall be elected by parents of English learners. Election requires that all parents of English learners in the school receive a ballot.

Section 5. The term of membership shall be ___ school years.

Section 6 A member can resign by sending the principal a letter with signature and date. A member can be terminated if s/he does not attend meetings for one year.

Section 5 Any number of non-elected parents and staff may attend ELAC meetings.

Section 6 The principal may appoint a replacement parent member for the remainder of an unexpired term, with approval of the remaining ELAC members.

ARTICLE IV OFFICERS

The officers of this council shall be a chairperson and a secretary. These offices may be combined.

ARTICLE V MEETING AND QUORUM

Section 1 Official ELAC meetings shall be held INSERT NUMBER HERE (MINIMUM OF TWO) times per year, during the following months: INSERT MONTHS HERE (MINIMUM OF TWO). These meetings may be part of other English learner parent meetings or activities.

Section 2. ELAC meetings are advisory committees that are not subject to the Brown Act for open meetings (district Administrative Regulation 1220). They are subject to the provisions of state Education Code 35147, which also requires public posting of agendas and meetings that are open to the public.

Section 3 Place of meetings: The English Learner Advisory Committee shall hold its meeting in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4. Agenda. The agenda must specify date, time, and location of the meeting, along with designation of items to be discussed or acted upon. It must be posted at the school site or other public location 72 hours prior to the meeting. It is recommended that the agenda include other languages as necessary for communication with members and other recipients of the agenda. Translation is required when 15% of the households speak a language other than English.

Section 5 Minutes. A written record of each meeting shall be maintained, including summaries of parental input on the required four topics (see Article II). These minutes shall be presented to the Schoolsite Council or other governance group as the input of an advisory committee prior to their next plan approval date.

Section 6. Decisions. Decisions are determined by majority vote. Secret votes are not allowed. Telephone votes are not allowed.

Section 7. Items not on the agenda. Action may be taken on items not on the agenda only if there is unanimous consent that there is a need for immediate action, and that the need came to the group's attention after the agenda was posted. Members of the ELAC or the public may ask questions or make brief statements that do not have a significant effect on students or employees or that can be resolved solely by providing information.

Section 7 Quorum: The presence of fifty-one percent of the total membership shall be required in order to constitute a quorum.

ARTICLE VI AMENDMENT

These bylaws may be amended at any regular meeting by a majority vote of the membership.

ARTICLE VII DUTIES OF OFFICERS

Section 1 It shall be the duty of the chairperson to preside at all meetings.

Section 2 In the absence or disability of the chairperson, a council member agreed on by the ELAC shall assume the duties of the chairperson.

Section 3 The Secretary or chairperson shall keep the minutes of all meetings, send notices of meetings and/or agenda, and ensure that ELAC minutes are presented to the Schoolsite Council or other governance body.

ARTICLE VIII DUTIES OF COUNCIL MEMBERS

It shall be the duty of all council members to:

Attend all meetings.

Elect a member to attend district English learner advisory committee meetings.

Assist the principal and staff to involve the parents of English learners in parent/school activities.

ARTICLE IX ELECTION OF OFFICERS

Section 1 All officers shall be elected at the first fall meeting.

Section 2 New officers shall assume their duties at the first fall meeting.

Section 4 Should an officer resign before new elections are held, the chairperson or school principal shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

ARTICLE X AMENDMENTS

The bylaws may be amended at any meeting, a quorum being present.

The meetings will be governed by these bylaws, and any dispute will be settled by Robert's Rules of Order.

Adopted on _____. Attach sign-in roster of voting members.

Amended on _____. Attach sign-in roster of voting members.