MERCED CITY SCHOOL DISTRICT

District English Learner Advisory Committee Bylaws

Article I. Name

The name of this organization shall be the Merced City 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 its educational program, specifically:

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 of 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/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. 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).

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

Article III. Membership

Section I. Composition of committee and mode of selection.

Determine size of committee and number of representative group.

a. Membership comprised of at least one member from each site ELAC who has been elected by their elected body.
b. At least "51% of the voting members shall be representatives of *English Learners"*. At least one member shall be an employee of Merced City School District.
c. At least one member shall be a parent of a non-English Learner student or community member.

Section 2. Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the advisory committee. Proxy voting and absentee ballots are not permitted.

Section 3. Termination of Membership

A member shall no longer hold membership should he/she ceases 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 4. Transfer of the Membership

Membership in the advisory committee is not transferable or assignable.

Section 5. Alternates

A committee member may send an alternate. An alternate shall have voting power. The presence of an alternate shall not relieve a member from the effect of section 3 of this Article.

Section 6. Resignation

Any member may resign by submitting a written/oral 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 chairperson and by a two-thirds vote of the membership.

Section 8. Election of Membership

Election of DELAC representatives for the ensuing year shall take place at least by the second official ELAC meeting for each site following the election of their new membership. Each school site will notify district office personnel as to whom their DELAC representative(s) is/are no later than October 1 of each year.

Article IV. Officers

The officers of the committee shall consist of a chairperson, vice-chairperson, recording secretary, and such other officers as the committee may deem desirable. Officers shall be elected by the committee on an annual basis, and shall be members of this committee.

Article V. Duties of Officers

The chairperson shall preside at all committee meetings of the committee and shall be an ex-officio member of all subcommittees, shall appoint special committees, and shall perform all other duties pertaining to the office.

The vice-chairperson shall assist the chairperson and shall perform the duties of the chairperson in the absence of that officer.

The recording secretary shall keep a correct record of all committee meetings and shall perform such other duties as delegated; and handle the correspondence of the committee and notify members of regular meetings and other meetings as requested by the chairperson with technical assistance from district personnel.

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 seven 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 committee chairperson 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. Parliamentary Authority

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

Article IX. 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 X. Ratification

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