Sparks Elementary
ELAC 2024-25

BYLAWS FOR THE ENGLISH LEARNER ADVISORY COMMITTEE

The bylaws should be the ground rules for the committee to conduct business.

Article I: Purpose of ELAC

Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

The purpose of the ELAC is to provide guidance and advice to the principal and staff with regards to the needs of students who are English Learners.

Article II: Responsibility of ELAC

The ELAC shall be responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

ELAC members shall receive training materials and training which will assist them in carrying out their required advisory responsibilities.

Article III: Composition of ELAC

Parents or guardians of English learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body.

Selection process

All parents/guardians of EL students at the school site will have an opportunity to participate in the membership election process. A meeting to accept nominations shall be made public. Nominations and voting will take place at the first ELAC meeting of the year. At least one member of the ELAC will be elected as representative of the group to the District English Learner Advisory Committee (DELAC). This representative can be identified by the ELAC.

Term of Office

The term of office is two years. Vacancies will be filled by a special election within 30 working days after the ELAC has received written-notice that a member will no longer be serving.

Article IV. Duties of the Officers

Chairperson
1. Presides over all English Learner Advisory Committee meetings.
2. Involve the committee in all issues related to school programs for English Learners
3. Sign reports and communications
4. Sets up agendas with administrator.
5. Performs other auxiliary functions as required.
6. Has direct contact with site administration responsible for EL programs.
7. Report recommendations of the ELAC to the Site Council, as needed

Vice-Chairperson
1. Presides at meetings/performs all duties of the chairperson in his or her absence.
2. Coordinates subcommittee's activities.

Secretary
1. Records minutes of each meeting and submits them for translating.
2. Keeps all records including membership list and calendar of meetings.

Parliamentarian
1. Advises the chairperson and all others when requested on parliamentary procedures.
2. Keeps on hand current copies of ELAC bylaws for all representatives and ascertains that they have a copy.

Term of Office
ELAC members elect officers annually.

DELAC Representatives (up to 2, plus alternates)
1. Attend all district level DELAC meetings.
2. Give a report to DELAC on the school's needs.
3. Give a report to ELAC on the meetings attended.
4. More representatives may be appointed, but only 2 votes will be allowed. Discuss among representatives to decide on the school vote.
5. DELAC membership is a two year term.

Article V. Decision-Making Process

Decisions are made by consensus. Consensus is defined as "a decision everyone present can live with." If no consensus is possible, the team will use the secret ballot.

If a ballot is used, the required total for passage will be two-thirds vote for those voting. If there is no two-thirds majority, the proposal will be tabled for discussion until the next meeting.

Article VI. Communication Process

Seventy-two hours prior to the meeting, the agenda will be posted in front of the cafeteria doors. The agenda minutes from the previous meeting will also be posted.

Article VII. Meeting and Operating Rule

Regularly scheduled meetings will be held at least five times during the school year.

Absences: Each member is expected to attend all meetings. More than two absences per year may result in removal from the ELAC.

Operating Rules: Meetings will be operated in accordance with Modified Roberts' Rules of Order.

Minutes of Meetings:
Minutes are taken by the ELAC secretary who is elected by the parents of EL students.

Pending minutes of the meeting will be distributed at the next ELAC meeting for approval.

Voting:
Only elected representatives may vote on issues. Alternates & other interested parents may attend and participate in discussion, but may not vote.

Article VIII: Evaluation of ELAC

Annually, an ELAC survey will be conducted.

Article IX: Amendment of Bylaws

Amendments to the bylaws will be reviewed and approved before the 3rd meeting of the school year.

Amendments can be proposed at other times during the school year. Amendments to the document need consensus or a two-thirds majority vote of the ELAC to be enacted.

Legal References

- California *Education Code,* sections 35147, 52176(b) and (c), 62002.5, and 64001(a)
- *California Code of Regulations*, Title 5, Section 11308

APPROVED SEPTEMBER 13, 2024