

Santa Barbara Unified School Districts

DISTRICT EMERGENT MULTILINGUAL LEARNERS ADVISORY COMMITTEE BY-LAWS

STATE REQUIREMENT: When the district has 51 or more Emergent Multilingual Learners (EML) enrolled in district, regardless of language, the district must have a functioning District Emergent Multilingual Learner Advisory Committee (DEMLAC) or a subcommittee of an existing district-wide advisory Committee.

ARTICLE I NAME OF COMMITTEE

The name of this committee shall be the District Emergent Multilingual Learner Advisory Committee. It may also be referred to as the “DEMLAC” and the “Advisory Committee.”

ARTICLE II OBJECTIVES

The objective of DEMLAC is to assist the Santa Barbara Unified School District in fostering the cooperation and coordination of parent and community resources which may be of value to the District in the operation and improvement of its English Learner programs. In achieving its purpose, the DEMLAC shall provide advice and assistance in:

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 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 DEMLAC acts as the District Emergent Multilingual Learner parent advisory committee under California Education Code Sections 52063(b)(1) and 52062(a)(2), the DEMLAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).*

This section of the bylaws shall in no way be construed as giving the DEMLAC any veto power over the District English Learner Program. The Committee shall be an advising, coordinating, and evaluating group, in order to further the purpose of education and the specific purpose of these by-laws. In the

absence of his/her written consent, no Committee member shall be required to provide any sum of money, property, or service, other than the services described therein.

ARTICLE III MEMBERS

SECTION 1. COMPOSITION OF THE DEMLAC

The needs and resources of the school district require that membership be obtained from a broad range of interested persons and that there be a maximum effort to involve parents of children who participate in the Emergent Multilingual Learner program. In order to satisfy this requirement, the composition of the DEMLAC shall be the following:

Of the total membership of the DEMLAC no less than 51% shall be parents of Emergent Multilingual Learners who have been elected by a district school-site's Emergent Multilingual Learners Advisory Committee.

SECTION 2. SELECTION OF MEMBERS

Members shall be officially elected during the DEMLAC meeting during the school year. This will enable them to be seated immediately. Members shall be elected without any discrimination regarding their race, religion, sex, ethnicity, or political persuasion.

Parent representatives from each school-site EMLAC and members requesting to become a member of the DEMLAC, they can be elected only if they are present at the time of voting.

SECTION 3. TERM OF OFFICE

All members of the DEMLAC shall serve throughout the school year for which they were elected and one additional school year (for a total of two school years). Elected school site representatives may also be members of the Committee for a total of two school years provided they still have a child enrolled in the school which originally elected them as their DEMLAC representative and/or they become the elected representative of another District school's EMLAC. Their term of service continues until new officers are elected to replace them.

SECTION 4. VOTING RIGHTS

Each elected school site representative, or, in their absence, his/her elected alternate, shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DEMLAC. All DEMLAC members shall be able to fully participate in DEMLAC discussions, but only the formally elected school-site parent representatives, or their elected alternate, may participate in voting on decisions/recommendations made by the DEMLAC.

SECTION 5. TERMINATION OF MEMBERSHIP

A member shall no longer hold membership should he/she cease to be a resident of the area to be served or otherwise terminate his/her relationship with the EMLAC which he/she was selected to represent. Membership should automatically terminate for any member who is absent without justification from three consecutive and/or special meetings in succession. The DEMLAC Secretary in collaboration with the Director of Educational Equity & Multilingual Learner Services will formally notify the school principal about the failure of any representative not meeting this attendance requirement and will request that the affected EMLAC elect a new representative for the remainder of that term. Committee members who do not meet this attendance requirement will be notified by the DEMLAC Secretary of the termination of their membership.

SECTION 6. TRANSFER OF MEMBERSHIP

Membership in the Advisory Committee is not transferable.

SECTION 7. ALTERNATES

A DEMLAC representative may be appointed by the school's EMLAC to attend DEMLAC meetings. Should a representative from a school site be unable to attend a DEMLAC meeting, that school site's EMLAC may send its elected alternate representative to that DEMLAC meeting. This alternate shall have full voting powers. The presence of an alternate shall not relieve representatives from the effect of Section 5 of this article.

SECTION 8. RESIGNATION

Any representative or alternate may resign by filing a written resignation with the school being represented, with notification being sent to the office of the Director of Educational Equity & Multilingual Learner Services. The Director will notify the DEMLAC at its earliest meeting.

ARTICLE IV OFFICERS

SECTION 1. EXECUTIVE COMMITTEE OFFICERS

The officers of the DEMLAC Executive Committee will be: 2 Co-Presidents (instead of a President and a Vice President), 1 Secretary and 1 Parliamentarian. Any EMLAC representative from schools may be a candidate for an Executive Committee position. Your nomination or self-nomination positions them to be elected to that vacant position. The DEMLAC executive committee will also be given the opportunity to have 1 or 2 Executive Committee Officer Advisors. The Advisor position is optional and automatic for any outgoing executive member who has completed their two years as an executive committee officer and is available to support the new DEMLAC executive member(s). If the ending DEMLAC executive officer does not or cannot serve as an Advisory Officer, then the executive committee does not have one and directs its committee as required by federal law. The Advisory Officer position is not a requirement under local or federal law.

SECTION 2. ELECTION of EXECUTIVE COMMITTEE OFFICERS AND TERM OF SERVICE

The officers of the DEMLAC shall be identified and shall continue serving in office for a maximum of two school years. Said officers will continue to serve until the next election following the end of their term, when a successor has been elected to replace them. Any officer may be re-elected for one additional and consecutive term provided he/she continues to have an Emergent Multilingual Learner and be a member of the Committee.

SECTION 3. VACANCY

If a vacancy occurs with a member, a letter will be sent to the schools, requesting that a new person be elected for membership to fill the unexpired term. If there is more than one recommendation, the committee will vote to identify the member who will complete the year.

SECTION 4. PRESIDENT or CO-PRESIDENT

The President or Co-President may preside at all meetings of the DEMLAC and may sign all letters, reports, and other communications to the Committee. In addition, he/she shall perform all duties incident to the office of President and any other duties prescribed by the Committee from time to time. The President or one of the co-presidents, at the time of his election, must be an identified Emergent Multilingual Learner parent. Under no conditions may the President or co-president be an employee of the School Districts.

SECTION 5. VICE-PRESIDENT

The duties of the Vice President shall be to substitute for the President during his/her absence, and to perform such other duties as from time to time may be assigned to him/her by the President or by the DEMLAC.

SECTION 6. ADVISORY OFFICER

The role of the Advisory Officer is to provide support to the new executive committee member in having a better understanding of their responsibilities and leadership of DEMLAC. The advisory officer position is for up to two years. The advisory officer also attends planning meetings with executive members and supports the facilitation of the public DEMLAC meeting.

SECTION 7. SECRETARY

The Secretary, in collaboration with the director of Educational Equity & Multilingual Learner Services, must prepare the minutes of each DEMLAC and be posted on the district website. Minutes will also be shared via Parent Square with the public meeting announced 72 hours prior to the public meeting per Green Act guidelines. DEMLAC representatives can also distribute the minutes to the school EMLACs. The Secretary, in collaboration with the Director of Educational Equity & Multilingual Learner Services, shall also maintain attendance records for each Committee meeting and enforce the attendance requirements of Section 5 of the article III.

SECTION 8. PARLIAMENTARIAN

The Parliamentarian shall assist the President or Co-Presidents in the orderly operation of Committee Meetings, ensuring that members and guests adhere to established norms of behavior, per Article V, Section 4, and that time limits for the completion of each agenda item are met. The Parliamentarian shall have a copy of the current DEMLAC By-Laws available at each Committee Meeting.

ARTICLE V MEETING OF THE DEMLAC

SECTION 1. REGULAR MEETING

The DEMLAC shall meet at least once during each month of the school year, with the exception of August, September, December and June. At the DEMLAC first meeting in October, the Committee will ratify its Regular Meeting Schedule for the school year.

SECTION 2. PLACE OF THE MEETING

The DEMLAC shall hold its regular and special meetings at the Santa Barbara School Districts headquarter.

SECTION 3. NOTICE OF THE MEETINGS

All meetings shall be noticed. The notice shall be in writing, shall include the agenda, and shall state the day, hour, and location. The notices shall be in English and Spanish. The notice shall be sent by District mail as well as by e-mail to each school site and to the DEMLAC members. The official agenda will be posted 72 hours prior to each meeting at each school site and on the Districts' website.

SECTION 4. NORMATIVE BEHAVIORS FOR THE CONDUCT OF COMMITTEE MEETINGS

In order for the DEMLAC to conduct orderly and effective meetings related to the needs of Emergent Multilingual Learners, the Committee shall develop and approve normative behaviors for its members. Said behavior norms/agreements shall be ratified at the Committee's first meeting in October and thereafter shall be enforced at each Committee Meeting by the DEMLAC Parliamentarian.

SECTION 5. DECISIONS OF THE ADVISORY COMMITTEE

All decisions of the DEMLAC shall be made only after an affirmative vote of 50% + 1 of the representatives present.

SECTION 6. QUORUM

A minimum of 50% + 1 of the Committee representatives present at any Committee Meeting shall constitute a quorum. An act of the majority of the representatives present at a meeting at which a quorum is established shall be the act of the entire Committee.

SECTION 7. CONDUCT OF MEETING

All regular and special meetings of the DEMLAC shall be conducted in accordance with the DEMLAC By-Laws. A qualified translator provided at Districts' expense, will be present to provide translation for those present who do not speak the language being used to conduct the meeting.

SECTION 8 REPORTS TO THE SCHOOL BOARD

The President or Co-Presidents of the DEMLAC will submit a written report to the School Board and will make an oral presentation at one of its regularly scheduled meetings, or at a special meeting (at the School Board's discretion) on an annual basis.

ARTICLE VI AMENDMENTS

The By-Laws may be amended at any time by an affirmative vote of 50% + 1 of the representatives present at any meeting where such action is proposed by a proper motion, with an explanation as to why such an amendment is being proposed. The By-Laws should be reviewed annually and updated if needed, at the DEMLAC.

ARTICLE VII DECORUM

All persons present at the DEMLAC meeting will conduct themselves in a proper manner at all times, per the Normative Behaviors established for each Committee Meeting.

Approved by the DELAC Executive Committee March 27, 2009

Revised October 17, 2012

Revised February 2015

Revised September 2019

Revised January, 2024

Revised November, 2024