

CENTRAL UNIFIED SCHOOL DISTRICT

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME

The name of this committee shall be the Central Unified School District English Learner Advisory Committee (DELAC).

ARTICLE II – PURPOSE

The purpose of the DELAC is to assist the District in meeting the needs of English Learners. This shall be done as prescribed by Section 52176 of the California Education Code.

ARTICLE III – RESPONSIBILITIES

The responsibilities of this committee shall be to advise the District regarding:

1. The development or revision of a district master plan of educational programs and services for English learners.
2. A district-wide needs assessment on a school-by-school basis.
3. The establishment of district program, goals and objectives for programs and services for English learners (e.g., parental exception waivers and funding).
4. The development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
5. Allow alternate representatives to vote during committee meetings when standing in for the absent site representative.
6. The review and comment on the written notifications require pursuant to Education Code Section 48985 and Title 5, CPM, Subchapter 4, Section 11316.
7. Review and provide comment on Local Control and Accountability Plan (LCAP) to district Superintendent for his written response.

ARTICLE IV – MEMBERSHIP

Section I – Composition and Selection

Each School English Learner Advisory Committee shall elect a representative to the DELAC who shall be parents and/or guardians of ELL or R-FEP students or community members who are not employed by the District, and the ELL representatives shall constitute a majority of the Committee. Other members of the DELAC shall include the Director of State and Federal Programs and district or school site representatives designated by the Director of State and Federal Programs and interested Community Members as appointed and approved by a majority vote of the Committee. Community candidates may be nominated by any Committee member(s) or may self-nominate subject to Committee consensus.

All members shall have full rights and obligations of membership.

Section 2 – Term of Membership

Term of membership shall be for two years. Committee members may be re-elected. If a representative becomes an employee of the district during their term, they will serve as a representative for the balance of that school year only.

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 DELAC. Proxy voting and absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should the member cease to be a resident of the school attendance area to be served or the District, or otherwise terminate his/her relationship with the group or organization which he/she was selected to represent. Membership should automatically terminate to any member who is absent from two consecutive meetings. The Committee, by affirmative vote of two-thirds of all of the members of the Committee, may suspend or expel a member.

Section 5 – Transfer of Membership

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

Section 6 – Resignation

Any member may resign by filing a written resignation with the Director of State and Federal Programs.

Section 7 – Vacancy

Any vacancy on the Committee shall be filled for the remainder of the unexpired term through the election process designated under Section 1 of this Article.

ARTICLE V – OFFICERS

Section 1 – Election and Term of Office

DELAC Committee members shall elect officers. The officers of the DELAC shall serve for one year and until each successor has been elected and qualified. Officers may be re-elected in succeeding years.

Section 2 – Officers

The officers of the DELAC shall be a President, Vice-President, and Secretary. The District shall provide the recording secretary with any support deemed necessary to carry out the duties as recording secretary.

Section 3 – President

The President shall preside at all meetings of the DELAC, and may sign all letters, reports, and other communications of the DELAC, and shall perform all duties incident to that office.

Section 4 – Vice-President

The Vice-President shall assume the duties of the President in his/her absence or disability; and shall perform all duties incident to that office.

Section 5 – Recording Secretary

The recording secretary shall keep the minutes of the meetings of the DELAC and shall transmit to each of the members, to the District, and to such other persons as the 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 committee's records; keep a register of the address and telephone number of each member of the committee and in general perform all duties incident to the office of recording secretary.

Section 6 – Removal

Any officer elected by the DELAC may be removed by a two-thirds vote of all members on the DELAC whenever, in the judgment of the committee, the best interests of the Committee would be served thereby.

Section 7 – Vacancy

Any vacancy of any office because of death, resignation, removal, disqualification, or otherwise, may be filled by a majority vote of the Committee for the unexpired portion of the term.

ARTICLE VI – MEETINGS AND QUORUM

Section 1 – Meetings

The Committee shall meet a sufficient number of times during the year to carry out its responsibilities.

Section 2 – Place of Meetings

The DELAC shall hold its regular meetings in a facility provided by the District or virtually if the committee decides by consensus that they prefer.

Section 3 – Notice of Meetings

Notices shall be sent for all meetings. Any required notice shall be in writing, shall state the day, hour, and location of the meetings, and shall be delivered either personally or by mail or email to each member not less than five (5) days before the date of such meeting.

Section 4 – Quorum

A simple majority of the membership shall constitute a quorum and the act of the simple majority of the members present at a meeting shall be the act of the Committee.

Section 5 – Decisions of the DELAC

All decisions of the DELAC shall be made only upon an affirmative vote of a majority of members in attendance, provided a quorum is present. Decisions shall be in accord with policies adopted by the District Governing Board and District Administrative Regulations.

Section 6 – Conduct of Meetings

All meetings of the DELAC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

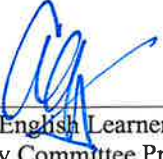
Section 7 – Meetings Open to School District Representatives

All meetings of the DELAC shall be open at all times to representatives from the District.

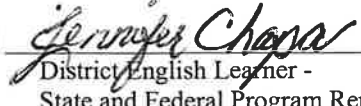
ARTICLE VII – AMENDMENTS

These Bylaws may be amended at any time by a two-thirds affirmative vote of the members of the DELAC and with the assistance of the staff of the Central Unified School District, provided that the amendment is to further carry out the objectives of the DELAC as herein expressed. Any amendments must conform with the State of California Guidelines and Educational Code.

Signed


District English Learner
Advisory Committee President

Signed


District English Learner -
State and Federal Program Representative

Annette Grigsby