



## **BYLAWS OF THE MULTILINGUAL ADVISORY COMMITTEE THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

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### **ARTICLE I: NAME**

The name of this committee shall be the School Board of Broward County Multilingual Advisory Committee and shall be known as MAC. Authority for establishment of MAC shall be the BCSB Policy 1440 and in accordance with Florida Statutes Sections 120.52(6), 120.54, 120.81(1)(a), 1001.41(1), (2), and (3), 1001.42(28), and 1003.432; and Section 6A-1.09951, Florida Administrative Code. For purposes of the foregoing bylaws, the Multilingual Advisory Committee may also be referred to as the “Committee”.

### **ARTICLE II: PURPOSE**

This purpose will be achieved through fostering strong relationships among all Dual Language students and their parents/guardians, teachers, administrators, and the School District Bilingual/ESOL Department by:

1. Advocating for excellence in the Dual Language Program through the identification of best practices in multilingual education.
2. Highlighting successes within the School District’s Dual Language Program.
3. Identifying program gaps and areas for improvement.
4. Making recommendations regarding policies and guidelines will enhance the School District’s Dual Language Program and similar programs.
5. Providing a forum for students, parents/guardians, teachers, administrators, and the Bilingual/ESOL Department to share information, solve problems, and discuss matters relevant to the Dual Language Program.
6. Communicating information regarding the Dual Language Program to students and families, in partnership with District leaders.

7. Developing and promoting programs, events, and networking opportunities for the Dual Language community.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: General Membership Rules**

A. All MAC committee members shall be governed by the provisions outlined in Policy 1070.

B. Membership shall consist of 7 members, including:

- 3 parents of students enrolled in an elementary school Dual Language Program.
- 1 parent of a student enrolled in a middle school Dual Language Program.
- 1 parent of a student enrolled in a high school Dual Language Program.
- 1 School District Administrator/Teacher/Staff with experience in multilingual education.
- 1 representative appointed by the Superintendent.

C. The Director of Bilingual/ESOL or a designated staff member shall serve as a resource person or liaison to the MAC but shall not be considered a committee member or subject to the Sunshine Law.

D. If a MAC member whose eligibility for a seat on the Committee stems from being a parent of a student enrolled in the Dual Language Program in Broward County Public Schools and such student leaves the Dual Language: (a) the MAC member must promptly alert the fellow Committee members of this development, and (b) notify in writing the Chair or Vice Chair within seven (7) days of his/her child leaving the Dual Language Program whether the MAC member chooses to remain on the Committee and faithfully carry out his/her duties until the end of the academic year, or whether he/she will resign from MAC.

### **Section 2: Term Limits**

No term limits shall be imposed on any individual's service as a committee member.

### **Section 3: Quorum and Good Standing**

- A. "Quorum" shall be defined as sixty percent (60%) of the committee members of MAC who are in good standing.
- B. A MAC committee member will not be in "good standing" if such member fails to attend, in person, two (2) consecutive MAC meetings in a row. The foregoing is a minimum attendance requirement on all MAC members. For avoidance of doubt, MAC members may attend meetings virtually, and if in good standing, may vote at such meetings, but such attend shall not count towards Quorum, and shall not count towards the foregoing minimum attendance requirement.

#### **Section 4: Vacancies**

- A. If there is a vacancy on MAC of any of the seats reserved for parents of Dual Language students, the Chair and/or Vice-Chair will collect names of eligible parents interested, willing, and able to serve of the MAC for the remainder of the term. The Chair and/or Vice Chair will present the names to the MAC at the next committee meeting, and the committee will vote on the replacement committee member by simple majority.

### **ARTICLE IV: OFFICERS AND ELECTIONS**

#### **Section 1: Officer Roles**

- A. The officers of the MAC shall consist of a Chair, Vice-Chair, and Recording Secretary.
- B. The Chair shall preside over meetings, represent the MAC at the District Advisory Committee (DAC), create subcommittees, and prepare the agenda for meetings.
- C. The Vice-Chair shall perform the duties of the Chair in their absence and assist with other duties as needed.
- D. The Recording Secretary shall keep minutes of all meetings, maintain attendance records, and ensure compliance with the Florida Public Records Act.

#### **Section 2: Election Process**

- A. Officers shall be elected annually at the final meeting of the school year, with a quorum required for the election.
- B. Officers shall serve a maximum of three consecutive one-year terms.
- C. An officer missing two consecutive

meetings shall be subject to removal. D. The Chair and Vice-Chair shall not be employees of the School District; however, a School District employee may serve as the Recording Secretary. E. Committee officer(s) membership shall be presented to the board within thirty (30) calendar days of annual election or appointment.

## **ARTICLE V: DUTIES**

A. The MAC serves an advisory role and does not conflict with the duties and powers reserved for The School Board. B. The MAC shall provide strategic input, advice, and assistance regarding the School District's Dual Language Program and multilingual education, including program planning, funding, staffing, design, and evaluation. C. The MAC shall support legislative and funding initiatives for multilingual education, advising and collaborating with the School Board in lobbying and campaigning for legislative changes with the Florida state government. D. The MAC shall advocate for the Dual Language Program and multilingual education within the broader Broward community. E. The MAC shall meet at least four times per school year, and any member missing three consecutive meetings shall be removed.

## **ARTICLE VI: SCHOOL SITE VISITS**

A. School site visits allow the MAC to understand how the Dual Language Program functions across participating schools. B. Visits may also be performed at non-participating schools to share information about the program. C. School site visits can be requested by a School Board member through the Superintendent or by the MAC Chair or Vice-Chair, coordinated through the Bilingual/ESOL Department Director or designee. D. Findings from school site visits shall be documented and reported to the Bilingual/ESOL Department Director or shared with other stakeholders as needed.

B. Every member of MAC who is not a full-time BCPS staff member shall complete a minimum of three (3) school site visits on behalf of the Committee per academic year, and of those three (3), at least one (1) must be completed by the end of November. For purposes of the foregoing requirement only, the "academic year" shall end on the last day that school is in session in the Broward County School District. For those MAC members to whom it applies, failure to perform the foregoing minimum site visit requirement shall result in the member

losing the status of “good standing”, and shall preclude the member from running for an officer position for the next academic year.

- C. Each MAC member who performs school site visits will use the official MAC site visit form, approved by this Committee. Within three (3) business days of performing a site visit, such form shall be filled out and submitted by the MAC member to: (a) this Committee, (b) the District Liaison to MAC, and (c) the administration of the host school of the site visit.

## **ARTICLE VII: REPORTING**

A. The MAC shall determine if a meeting is needed in July on a year-by-year basis with the approval of the Superintendent. B. The MAC Chair will meet annually with the Superintendent to discuss the committee’s goals and objectives for the school year. C. The MAC will develop an annual report of its accomplishments, current goals, and projected goals aligned with the District Strategic Plan.

## **ARTICLE VIII: AMENDMENTS**

These bylaws may be amended by a majority vote of the MAC members at any regular meeting, provided that notice of the proposed amendment(s) has been given to all members at least seven days prior to the meeting.

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**Policy Custodian:** Bilingual/ESOL Department

**Policy Status:** Active

**Authority:** Sections 120.52(6), 120.54, 120.81(1)(a), 1001.41(1), (2), and (3), 1001.42(28), and 1003.432, Florida Statutes; and Section 6A-1.09951, Florida Administrative Code.

**History:** Adopted 3/12/2024