



MultiLingual
Education Department
VISTA UNIFIED SCHOOL DISTRICT

***District English
Learners Advisory
Committee Bylaws
(DELAC)***

*Vista Unified School District
Multilingual Department*

Amended and approved: October 2023
Amended: October 2022
Amended : May 2016
Original approval: June 2006

Article I - NAME

The name of this committee shall be: District English Learner Advisory Committee (DELAC).

Article II - PURPOSE

The purpose of this committee shall be to advise the Vista Unified School District (VUSD), (in writing, in person, letter or report) in at least the following items:

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)

Information presented at DELAC will be shared with ELAC committees at sites.

The Committee shall perform any duties assigned or requested by the Board of Education of VUSD, and the committee will allow individuals to present opinions, ideas or other matters of relative interest to the needs of English learners and parents.

Article III - MEMBERSHIP

ELAC

Purpose: To provide a voice that represents the interests and educational needs of English learners.

Steps to address the legal requirements:

1. Site administration will provide actual percentages of English learners at the school.
2. Determine the preliminary size of the advisory committee that shall include at least three officers.
3. Hold an informational meeting explaining the roles each elected ELAC member is to carry out. Create a list of names of parents that show an interest in being members of ELAC.
4. The Multilingual Center will conduct a training on the member roles and responsibilities and on the development of the election ballots.
5. Notify all EL parents about the ELAC elections. This notification must be sent by site administration to inform parents of open elections. Parents of English learners may be nominated or nominate themselves or they may nominate other parents. The notification must be sent out to all English learner parents.
6. ELAC member elections: The law requires that only parents/guardians of English learners can elect members of ELAC. Parents of students who are reclassified Fluent English Proficient (RFEP), are no longer considered parents of English learners, and therefore are not eligible to vote in the elections of ELAC.
7. The percentage of parents of English learners on the committee must be at least the same as that of English learners at the school.
8. Parents of non-English learners/community members may also be part of the committee, as long as they are elected by the parents/guardians of English learners.
9. The elected ELAC committee members shall elect a DELAC representative and an alternate to attend the DELAC meetings. This will take place at the first official ELAC meeting.

Any representative may resign by submitting their resignation in writing to the ELAC board or to their child's school principal. If the resignation is submitted to the principal, he/she will send the resignation to the Multilingual department. The Multilingual department will provide this information to the DELAC board.

DELAC

All DELAC members will be elected by school site ELAC members.

Section 1: Committee Composition

At least 51% of the members of DELAC must be parents (not employed by the district) of English learners.

The parents or guardians of English learners not employed by the district must make up the majority of the committee (51% or more). Up to 49% of DELAC membership may be comprised as follows:

- A parent who is a District employee, not employed at their child's school site.
- Parent or legal guardian of non-English learners
- Community members

If their child should cease to attend the school site which the parent represents, they may continue to serve as a community member as long as the 51% majority membership is maintained.

Section 2: Election of Membership to DELAC

Each ELAC will elect one (1) representative and one (1) alternate member to represent their school site at DELAC. Each school site shall be entitled to one vote and the vote is casted by the representative. In the absence of the representative, the alternate may vote.

The nominations and elections of the DELAC Board (President, Vice-President, 2 Secretaries and Parliamentarian) will take place in the month of October for the term established during the DELAC meeting.

Section 3: Conditions for Board Membership

Half of the Board members will be elected on an even numbered year and the other half shall be elected on an odd numbered year. The DELAC Executive Board shall decide which positions are chosen each year. This process will guarantee continuity and avoid all officers being new during a given period of service.

Section 4: Voting Rights

Each elected member shall be entitled to one vote and may cast that vote on all matters submitted to a vote of the advisory committee. Absentee ballots and proxy voting shall not be permitted.

An elected member may represent a maximum of two schools, he/she may vote once or twice.

Section 5: Resignation / Termination of Membership

A member of the committee will no longer hold membership if:

- a) He/she voluntarily relinquishes his/her membership in the advisory committee to which he/she was elected. He/she should submit a written resignation to the committee.
- b) He/ she stops living or working in the district area.
- c) He/she misses three (3) meetings in a school year without just cause and shall be notified in writing of termination of membership.
- d) The majority of all DELAC representatives vote to terminate a member.

Termination of DELAC Board Officers

An officer shall no longer hold office if:

- a) The officer is absent from two (2) official DELAC meetings in a school year and shall be notified in writing of termination of membership.
- b) An officer is absent from two (2) DELAC Executive Board meetings in a school year and shall be notified in writing of termination of membership.
- c) An officer becomes a District employee.
- d) The majority of all DELAC representatives decide to terminate the member's membership through a voting process and the majority approves the decision.

Section 6: Transfer of membership

Membership is not transferable or assignable in the committee. Only each site's ELAC may decide who will be their DELAC representative.

Section 7: Alternates

An alternate may be sent to represent his/her school by a DELAC representative. The alternate will vote in the representative's absence and will report back to ELAC the information obtained at DELAC.

Section 8: Vacancies

Any DELAC representative vacancy shall be occupied by the alternate for the remainder of the school year. If there is no alternate, the corresponding ELAC shall conduct an election within a one-month timeframe to obtain DELAC representation.

President Vacancy

If a vacancy of the President occurs during the school year, the Vice-President will automatically assume the President's role and will be considered as having completed their term as President. The following school year they will serve as President and as having completed their two-year term.

Vice-President Vacancy

If a vacancy of the Vice-president occurs during the school year, special elections shall be held in an official DELAC meeting. The new Vice-President will serve during the remainder of the school year and the following, therefore fulfilling the two-year term.

Parliamentarian Vacancy

If a vacancy of the Parliamentarian occurs during the school year, special elections shall be held in an official DELAC meeting. The new Parliamentarian will serve during the remainder of the school year and the following, therefore fulfilling the two-year term.

Secretary Vacancy

If a vacancy of the Secretary occurs during the school year, special elections shall be held in an official DELAC meeting. The new Secretary will serve during the remainder of the school year and the following, therefore fulfilling the two-year term.

Article IV - OFFICERS

The officers of the advisory committee will consist of a President, Vice-President, two Secretaries and a Parliamentarian. The officers will be elected by the committee (DELAC) at the end of the two-year term and shall be ELAC members.

Article V: DUTIES OF OFFICERS

Section 1: DELAC President

It shall be the duty of the DELAC President to:

- a) Act on behalf of the DELAC members; preside over all meetings in a timely manner, and in accordance with these Bylaws, and Robert's Rules of Order.
- b) In consultation with the Multilingual Center and support staff, prepare, coordinate and sign agendas, review minutes, reports, and other communications.
- c) Keep a current copy of the DELAC Bylaws.
- d) Report monthly to the Board of Education on DELAC recommendations.
- e) Sign documents and applications related to DELAC on state and federal programs.
- f) Facilitate and oversee the selection of subcommittees or special committee members.
- g) Serve as a member or be informed of all subcommittees.
- h) Provide time for and preside over oral communications during meetings. At a subsequent meeting, provide follow-up information on items brought to the attention of the committee.
- i) Announce the results of any action items (i.e. votes).
- j) Meet with project staff and other constituents, involved persons, groups and/or organizations as a representative of DELAC.
- k) Delegate specific tasks to members as requested or as needed.
- l) May participate in an advisory capacity in personnel matters involving state and federal programs directly related to the roles and responsibilities of DELAC.
- m) Attend and/or appoint representatives to attend conferences and trainings as needed.
- n) Serve in an advocacy role on issues related to site councils, state and federal programs and/ or English learner programs.
- o) Serve as a liaison to support site councils and ELACs to strengthen parent engagement.

Section 2: Vice-President

It shall be the duty of the DELAC Vice-President to:

- a) Preside at meetings and perform all duties of the President in his/her absence.
- b) Commit to learning the roles and responsibilities of the President.
- c) Keep a current copy of the DELAC Bylaws.

- d) Attend meetings, and appropriate leadership training in preparation for assuming the President role.
- e) Serve as a liaison to support site councils and ELACs to strengthen parent engagement.

Section 3: Parliamentarian:

It shall be the duty of the DELAC Parliamentarian to:

- a) Advise on parliamentary procedures using these Bylaws and Robert's Rules of Order.
- b) Preside meetings and perform duties of the President in the absence of the President and Vice-President.
- c) Keep a current copy of the DELAC Bylaws.
- d) Attend meetings, and appropriate leadership training in preparation for assuming the President role
- e) Serve as a time-keeper during meetings.
- f) Attend appropriate trainings as needed.
- g) Serve as a liaison to support site councils and ELACs to strengthen parent engagement.

Section 4: Secretary

It shall be the duty of the DELAC Secretary to:

- a) Maintain a list of attendance of DELAC members and inform the Board of each school status at the following Executive Board meeting.
- b) Log the minutes of all committee meetings.
- c) Keep a calendar of DELAC and District Board meetings.
- d) Keep a current record of the membership list.
- e) Serve as a liaison to support site councils and ELACs to strengthen parent engagement.

Article VI - SUBCOMMITTEES

Subcommittees will be appointed as required to promote the goals and objectives of the English Learner Advisory Committee.

Article VII - MEETINGS

Section 1: Meetings

- a) The committee will decide each year how many meetings it will hold. The dates, times and place(s) of these meetings will be decided at that time.
- b) Special meetings may be called by the committee President or by a majority of the committee members.
- c) Notification of all regular and special meetings will be publicized at least three (3) days prior to the meetings. The minutes must be ready 3 days prior to the meeting.
- d) All meetings will be open to the public.
- e) Quorum will consist of 50 percent plus one of the elected committee members. All schools with the requirement to establish an ELAC (based on 21+ English Learners) will count toward the quorum.
- f) The Executive Board will meet at least 1 week prior to a DELAC official meeting to approve the agenda

Section 2: Place of Meetings

The DELAC shall hold their monthly two hour meetings and its special meetings in a facility provided by the District and readily accessible by all members of the public, including handicapped persons.

Section 3: Notice of Meetings and Agendas

In accordance with the Greene Act, public notice of regular meetings and agendas shall be posted at least 72 hours in advance of the meeting using various forms of communication, such as telephone calls, email and/or by mail.

Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized in accordance with the Greene Act. 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 to each member. Each agenda must include a section for Public Comments. Minutes shall be distributed in a timely manner after each meeting.

Section 4: Quorum

The presence of a quorum shall consist of fifty (50) percent plus one of the elected members of the committee. All schools with the requirement to establish an ELAC (based on 21+ English Learners) will count toward the quorum.

Section 5: Conduct of Meetings

All DELAC meetings shall be conducted in accordance with Robert's Rules of Order. The meeting will be presided over by the President. In the absence of the President, the meeting will be presided over by the Vice-president. In the absence of the Vice President, the meeting will be presided by the Parliamentarian. In the absence of these officers, the meeting will be cancelled. The Parliamentarian is responsible for ensuring the meeting follows these rules. Any procedural questions from the membership shall be directed to the Parliamentarian for clarification and resolution.

Section 6: Meetings Open to the Public

All DELAC meetings and its subcommittees shall be open at all times to the public. Any member of the public may address DELAC during Public Comments.

Article VIII – SCHOOL NEEDS ASSESSMENT

As required by law, an annual needs assessment will be conducted by each school. The annual needs assessment shall be completed by the end of February of the year in term. A template will be provided to schools by the Multilingual department for assessing the needs of English Learners. Each site may make changes to the needs assessment taking ELAC recommendations into consideration. Information from each school site will be compiled to determine district-wide needs. The information will be provided to the DELAC Executive Board members to identify patterns and trends. This data will be presented at a DELAC meeting to members to prioritize and address the needs. The DELAC President will present this information to the School District Board.

Article IX - TRAINING

The school district will provide the committee with appropriate training and training materials to assist all members in carrying out their duties and legal advisory responsibilities. Training provided to advisory committee members will be in full consultation with committee members. Associated costs could include but are not limited to, child care, translation services, snacks, housing costs and other reasonable expenses (5 CCR 11308[d]).

Article X - PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall govern all parliamentary procedures in the committee. (See attachment 1).

Article XI - AMENDMENTS

These Bylaws may be amended through the following procedure:

- All Bylaws may be amended at any official DELAC meeting.
- Voting will take place during the DELAC monthly meeting that follows. Adoption of any amendments shall require approval by majority vote of the voting members present.
- Amendments will be effective upon adoption.

Article XII - SITE BYLAWS

It is highly recommended that all sites develop their ELAC Bylaws using a template offered through the Multilingual Center. Changes to the ELAC Bylaws will be shared during the following DELAC meeting.

Article XIII - RATIFICATION

These Bylaws will take effect when they are adopted by a majority vote of voting members present in an official DELAC meeting

Attachment 1

Steps in Making Motions

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

What you want to do	What you say
<p>Make a motion. <i>Can be made by any member.</i></p>	<p>"I move that"</p>
<p>Second a motion. <i>Can be made by any member.</i></p>	<p>"I second the motion"</p>
<p>Announce the motion. <i>This is done by the President.</i></p>	<p>President says, "It has been moved and seconded that we..."</p>
<p>Debate the motion. <i>Speakers raise their hand to participate in the debate and speak when recognized by the President.</i></p>	<p>President says, "The chair recognizes (member's name or site)". <i>Discussion about the motion occurs at this time ONLY. NO additional topics or items will be recognized.</i></p>
<p>Close the debate. <i>This is not debatable and requires a 2/3 vote to pass.</i></p>	<p>1) "I move to close the debate." 2) "I second the motion." 3) The President calls for a vote.</p> <ul style="list-style-type: none"> • Those in favor? • Those against? • Abstentions?
<p>Vote on motion. <i>This is led by the President. Motion needs a majority vote to pass or be defeated.</i></p>	<p>President says,</p> <ul style="list-style-type: none"> • Those in favor? • Those against? • Abstentions?
<p>Results of the vote. <i>This is done by the President.</i></p>	<p>President announces the results of the vote.</p> <p>"The motion to...has passed. " or "The motion to...has not passed."</p>

These Bylaws have been reviewed, amended, and approved by the DELAC Executive Board members as demonstrated by our signatures dated

month _____ day _____ year _____

President _____

Vice-President _____

Secretary _____

Secretary _____

Parliamentarian _____