

San Bernardino City Unified School District
DEPARTMENT OF MULTILINGUAL PROGRAMS

DISTRICT ADVISORY COMMITTEE FOR ENGLISH LEARNERS

STATUTES
Preamble

These bylaws will provide clear statements of our obligations and duties as they relate to programs and services for English learners.

The DELAC committee in collaboration with the Multilingual Programs Department will support and advocate for high-quality instruction and equitable educational opportunities for children identified as English learners. The DELAC committee will help ensure that English learners achieve academic and linguistic success through high expectations, equitable access, research-based educational practices that meet individual student needs, and professional development focused on increasing teacher capacity and effectiveness. In order to meet the educational, personal, college and career needs of each English learner student in a timely and effective manner, parent collaboration and authentic involvement is key. To this end, we adapt these statutes.

ARTICLE I
Committee Name

The name of this committee will be the District English Learner Advisory Committee (DELAC).

ARTICLE II
Purpose of the Committee

The DELAC acts as an English Learner Parent Advisory Committee under California Education Code Sections 52063(b)(1) and 52062(a)(2).

The purpose of this District Advisory Committee for English Learners is to advise the board of directors of the school district (in person or in writing) about the services and programs that the district offers to English learner students. The DELAC must advise the School District Board of Directors on at least the following tasks:

1. The development of the district's master plan for educational programs and services for English learners, taking into consideration each school's school master plans for academic achievement.
2. The administration must conduct a district-wide needs assessment conducted at each school.
3. Establishing program, goals, and objectives of district-wide programs and services for student English learners.
4. Developing a district plan to ensure that teachers and paraprofessionals who work with English learners meet applicable professional requirements.
5. Review and comment on the district's procedure for reclassifying English learners.
6. Review and comment on written notifications required to be sent to parents or guardians.
7. The DELAC acts as an English learner parent advisory committee under California Education Code Sections 52063(b)(1) and 52062(a)(2), the DELAC must review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).*

The committee will not have any power to make contracts of any kind or to dispose of public funds. Without written consent, no member of the committee may be required to provide any sum of money, property or service other than the services for the committee described herein.

The committee shall have no power binding any member or the school district to any debt, liability or obligation. The committee will have no powers beyond those described here.

ARTICLE III

DELAC School Site Representative

Section 1 - Composition

The membership of DELAC is required to include parents or legal guardians of English learner students who constitute the majority of the members (51 percent or more) of the committee. Remaining members of the DELAC may include other parents or legal guardians of reclassified students, community members, and district staff. DELAC voting members are the elected representatives of the ELAC site.

Each school with 21 or more English learner students will choose, every three years, two representatives (one representative and one alternate) of the English Learner Advisory Committee (ELAC) to become representatives of the District's English Learner Advisory Committee. During their membership, they can only be a representative of a single school. Each representative will be a parent /legal guardian of a student who is an English learner or who has been reclassified. The representatives of the school campuses that belong to the San Bernardino City Unified School District will be official representatives of the district committee, each with the same rights and responsibilities to report information to the committee of the school they represent.

The directors of the Multilingual Programs Department will be permanent members of the DELAC committee without voting privileges and will be the official representatives of the San Bernardino City Unified School District.

In cases where school ELACs need guidance, suggestions or have process questions, ELACs should consult with DELAC representatives or the Multilingual Programs Department.

Each school representative will have the opportunity to express their opinions, and those opinions will be evaluated by the DELAC committee and the Directors of the Multilingual Department. They will be able share concerns or suggestions verbally at each meeting and/or in writing through the plus/delta/minus survey.

Each official school representative will have to abide by all rules and regulations written here.

Section 2 - Voting Rights

Each parent, legal guardian (with court documentation) of an English learner(s) and/or reclassified student and official representative of the school campus who has attended six (non-consecutive) meetings for the month of April or the previous month, during the active school year, will have the right to vote in the DELAC bylaws, motions, and elections (which are held every three years). Substitute voting and absentee voting are not permitted. Multilingual Program Department Directors do not have voting privileges. The general public does not have the right to vote.

Decisions of the DELAC general meeting will be made only after an affirmative vote of 50% + 1 of the members present.

Section 3 - Membership Transfer

The alternative representative only votes in the absence of the representative. The general public does not have the right to vote. Committee membership is not transferable or assignable. The name, address, and telephone number of each representative and alternate must be on file with the directors of the Multilingual Programs Department.

Section 4 - Waiver

Any ELAC representative or alternate may resign by submitting a written resignation to the secretary of the governing board of the committee.

Section 5 - Vacant Position

The vacant position of a school site representative on the general committee (DELAC) will be filled for the duration of the term through an election by the ELAC representatives at their respective sites.

Section 6 - Notification of Schools

After two consecutive absences of a school site representative or alternate, the Multilingual Programs Department office staff will notify the school administrator that their school is not being represented and, with the support of DELAC, they can find another representative and/or alternate be chosen to represent the school.

ARTICLE IV Ruling Officialies

Section 1 - Composition

The DELAC executive board will be composed of committee officials (president, vice president, secretary, and advisor) and Multilingual Program directors.

The governing board may act as the governing officer of DELAC for a maximum of three years and can be re-elected by popular election. The officials of the governing board can be re-elected in a position different from that held by the three previous years. Attendance requires punctuality and being present until the conclusion of each general meeting, with the exception of an emergency, such as: death, illness, medical reasons and property catastrophe. Lack of compliance **can** result in elimination of the position and replacement by staff who received the second most votes during the general vote only through the end of the school year. If necessary, there will be elections to fill the vacant position until the end of the term.

The directors of the multilingual programs department will be members without voting privileges.

Section 2 - Officials

The officers of the governing board of the committee will be the president, vice president, secretary, parliamentarian, and the president of the previous period who will serve as the advisor of the group. The previous president automatically remains as advisor for the next term. The new officers will receive training by the directors of the Multilingual Programs Department.

Section 3 - Competent Capabilities

Governing board officials must have been active participants attending a minimum of six District English Learner Advisory Committee meetings at least one year prior to the election. Officers must be parents or legal guardians

(submitting documents by the court and approved by the Multilingual Department) of an English learner student or a reclassified student.

Section 4 - Election/Selection of Officers

In May, current committee officers and multilingual programs department directors will begin the nomination process to select officers to serve. at the end of their turn. . Each official candidate will be a parent / legal guardian (presenting document by court) of an English learner student or reclassified student during the term of office with the exception of parents of 12th grade students, where it will be their duty to terminate their appointment 3 years even if the student has already graduated. Parents who are district employees may only work part-time in positions that do not interfere with the reality of their commitments or decisions. Certified employees (teachers, administrators) cannot be part of the governing board of the committee, just like the directors of the Multilingual Programs Department. At the May meeting, or during the month designated for the election of officers, candidates will be nominated. There will be three nominations for each position. The vote will take place as written in Article III, Section 2.

Section 5 - Term of Office

The officers will begin their duties in August for a term of three years. After the three years, a formal election will be held. The officials of the governing board can be re-elected to a position different from that held by the three previous years.

Section 6 - Vacant Position

A vacancy of a governing officer in any office due to death, resignation, removal, disqualification, or other reason, shall be filled by the person who received the second majority of votes during the general election, only until the end of the school year. In the event that the person with the most votes cannot accept the position, the governing board can exercise a 2/3 vote to appoint someone until the end of the school year. At the beginning of the following school year, elections must be held to fill the vacant position through the end of the term.

Section 7 - Separation

Any DELAC governing officer elected by the DELAC committee can be dismissed by a 2/3 vote of the governing officers, provided that, in the judgment of the governing officers, the interest of the DELAC committee would be served in this order. The dismissal of an officer will appear as a pending item on the agenda. Additionally, governing officials who have more than three absences they can be replaced by a two-thirds vote of the governing board officers. Multilingual Programs Department Directors may excuse committee members from a meeting at their discretion.

Section 8 - Duties

a. President

The chairperson will chair all meetings of the committee, conducting the meetings according to parliamentary procedures and following the agenda. The chairperson will bring all letters, reports and communications to the attention of the committee. In addition, he or she shall perform all duties associated with the office of the chairperson and such other duties as may be requested by the committee from time to time. The president will collaborate with the directors of the multilingual programs department to set the agenda.

b. Vice President

The vice president will represent the president with his assigned duties and will serve as the president's deputy during his absence. The vice president will take attendance during each meeting. In addition, he or she will perform other duties as assigned from time to time by the chair or committee.

c. Secretary

The secretary will take down the minutes of regular and special meetings and read the minutes of general committee meetings. The minutes will be delivered to the office of the directors of the multilingual programs department within one week after the meeting. The office of the multilingual programs department will transmit true and correct copies of the minutes of each meeting to each member, to the schools and to every person that the committee has indicated. The secretary will ensure that all notices are delivered, in accordance with the provisions of these bylaws and the Green/Brown legislation, in English, Spanish, and any other language required by parents who are considered English learners. The directors of the multilingual programs department will be responsible for keeping the committee files and maintaining a record of the address and telephone number of each committee member, which will be provided by the school site. The secretariat will carry out other duties assigned by the committee or the president from time to time.

d. Parliamentarian

The parliamentarian will ensure that all initiatives follow the mandates of the statutes and will maintain the committee's files. In addition, he/she will carry out other duties assigned by the committee or the chairperson from time to time.

e. Advisor

Since the position is non-elected, he/she is not required to have an active student. The term of counselor will last the same time as the current committee. The Counselor will carry out other duties assigned by the committee or the president from time to time.

f. DELAC governing board officers are required to attend the following meetings: general DELAC meetings and specific LCAP meetings (three times a year). The president and directors will meet to plan the general meeting of DELAC two weeks before the general meeting. The other DELAC governing officials will provide feedback via email, text, or phone call to the multilingual programs department. Governing board officers have the responsibility to participate on district committees on issues that apply to the interests of English learners. The directors and president will determine which meetings are important to attend.

g. All officers must actively participate. In case of an emergency, such as: death, illness, medical reasons and catastrophe of property, the secretary or any member of the DELAC committee must be notified of the absence.

h. Quorum is 50% plus 1 (majority) of the council members present. The majority vote would be the vote recognized by DELAC.

ARTICLE V

Meetings

Section 1 - DELAC General Meetings

The DELAC committee will meet regularly and will hold general meetings once a month, from August to June, taking into account that there may be a need to meet in case of emergency.

What is a meeting? Section 54952.2 of the Brown Act defines a "meeting" as:

Any assembly of a majority of the members of the legislative body at the same time and place, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any matter that is within the subject matter jurisdiction of the legislative body; EITHER

A series of communications of any type including virtual meetings, directly or through intermediaries to discuss, deliberate or take action on any matter that is within the subject matter jurisdiction of the legislative body.

Section 2 - Special Meetings

Special meetings may be called by the president, by majority vote of the committee, or by the directors of the multilingual programs department. Planning meetings will be scheduled based on the availability of the multilingual program department directors' schedules. These planning meetings are exclusively for the board of directors.

Section 3 - Meeting Location

The committee will conduct general meetings at the district headquarters, located at 777 North "F" Street in San Bernardino, CA 92410, unless unavailable, in which case the directors of the multilingual programs department will decide the location of the meeting.

Section 4 - Notice of DELAC General Meetings

All notices of meetings, including minutes, will be preserved in writing; announce the date, time and location of the meeting; and will be mailed to each member one week before the meeting date. Poster notifications will also be posted in schools 72 hours in advance in a place visible to parents and the community, according to Green legislation. (flyers, mail, email, school applications and official social networks of the Multilingual Department will be used to inform the public).

Section 5 - Committee Decisions

Any official matter requiring approval will be approved by a majority vote of the school site representatives present as defined in Article IV, Section 8(h).

Section 6 - Meeting Management

All general and special meetings of the committee will be conducted in accordance with Robert's Rules of Order or an appropriate adaptation thereof. See Article V, Section 1 and Section 2.

Section 7 - Public Meetings

All general meetings of the committee as defined in Article V, Section 1, shall be open at all times to the public and interested persons.

All non-general meetings such as planning, or any of importance to provide to the DELAC (District Advisory Committee for English Learners) will be asked for three tentative dates by the Multilingual Department and/or interested persons to said meeting to consider its approval depending on the majority of the team for participation without option to change and if any change occurs close to the date it will be considered out of respect for everyone's times or it may be cancelled. And only if it is a reasonable and/or very important emergency meeting there will be an exception.

All meetings will be livestreamed, recorded, on Zoom, in person in order to reach parents who for some reason cannot attend.

ARTICLE VI

Amendments

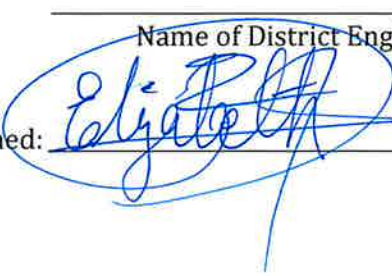
These bylaws may be amended at any time by a majority vote of the committee members (representatives of the DELAC board and school site) so long as the amendment is to further the objectives of the Committee expressed herein. Any amendment must be consistent with the California Education Code.

I serve as a witness that the District Advisory Committee for English Learners has duly executed these bylaws on

4 of April of 2025.
(Day) (Month) (Year)

Elizabeth Romero

Name of District English Learner Advisory Committee Chairperson

Signed: 

Electronically Signed _____

(President) (President)