

Fresno Unified School District English Learner Advisory Committee (ELAC) Bylaws

ARTICLE I – NAME OF THE COMMITTEE

The Fresno Unified School District has established the English Learner Advisory Committee. Hereinafter, this English Learner Advisory Committee may be referred to as the ELAC.

ARTICLE II – ROLE OF THE COMMITTEE

Under state law, the ELAC has responsibility for the following duties:

- ❑ Advise the principal, school staff, and school site council of the needs of English Learners, including instructional and support needs.
- ❑ Advise the principal, school staff, and school site council on the development of the School Plan for Student Achievement (SPSA) and budget. The school site council, with input from the ELAC, ultimately approves the final school's plan and budget for submission to the Board of Education.
- ❑ Review annual results of English Learner demographics/assessment data reports. Advise the principal and staff on any program changes that result from this review.
- ❑ Advise and assist the principal in conducting the district/school's needs assessment. Review findings and advise the school principal and staff of any program modifications.
- ❑ Advise the principal on ways to make parents aware of the importance of regular school attendance.
- ❑ Elect two representatives to the District English Learner Advisory Committee (DELAC). Representatives will attend and receive information from the DELAC meetings about various district and school programs/requirements.

Every two years, an English Learner Advisory Committee may elect to have the school site council serve as the site leadership body for the English learner program. If this occurs, the school site council will assume the responsibilities identified above.

Note: In the Fresno Unified School District, this option is only available for schools with **49** or less English Learners. School sites would be **required** to follow the “Delegating ELAC Authority to SSC” process. To access the guide established for this process please refer the English Learner website ELAC Resource section or the Master Plan for English Learner Success.

ARTICLE III – MEMBERS

SECTION 1: Size and composition

The ELAC can be composed of parents/guardians of English learners, other parents/guardians from the school, staff members and other community members.

The percentage of parents/guardians of English learners serving as ELAC officers must be at least the same as the percentage of English learners in the school. Therefore, the five ELAC Officers are composed from any of these:

- ❑ Parents/Guardians of English learners in the school.
- ❑ Parents/Guardians of other students in the school and other community members if elected by parents/guardians of English learners in the school and current ELAC Elected Officers.(For example, parents of Reclassified Fluent English Proficient (RFEP) students).
- ❑ Principal, Administrator, or designee and staff members

All English Learner parents/guardians of the school site are automatically considered ELAC members

SECTION 2: Term of Office

All of the ELAC Officers may decide to serve for a term of 1 or 2 years and up to two terms in a position or what the site principal, administrator, or designee determines.

However, in order to achieve staggered ELAC Officers, one-half, or the nearest approximation, of them will be elected each year if possible.

At the end of each representative member's term, membership terminates. In order to continue to serve as an ELAC member, the member must be re-elected.

SECTION 3: Nominations/Elections of ELAC Officers

Nominations/Elections of ELAC Officers shall be held each year at the first meeting of the school year or when the principal or designee decides.

Each voted ELAC Officer is eligible for only one position per term, per school site.

Annually, ELAC members will assist the principal in recruiting members to serve on the ELAC and assist with the election of officers to the committee.

SECTION 4: Voting Rights

Each member of the ELAC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the ELAC. Absentee ballots shall not be permitted.

SECTION 5: Termination of an Elected Officer Position

If the English Learner child of an elected officer (Chairperson or DELAC Representative #1), should no longer attend the school or becomes Reclassified Fluent English Proficient (RFEP):

- ☐ **The officer can choose to finish their one or two-year term**
- or**
- ☐ **Leave the position by advising the school Administrator in charge of ELAC**

Any ELAC Officer who is absent for a period of two consecutive meetings can be terminated if it is determined necessary by the members and/or Officers by an affirmative vote of two-thirds of all the members and ELAC officers present.

SECTION 6: Transfer of Membership

Membership on the ELAC may not be assigned or transferred.

SECTION 7: Resignation

Any ELAC Elected Officer may resign from his/her position by advising the site principal or administrator in charge of ELAC.

SECTION 8: Vacancy in any ELAC Officer Position

Any officer vacancy on the ELAC that occurs during the school year shall be filled by:
An election of a new Officer elected by parents/guardians of English learners and current ELAC Elected Officers, during an ELAC Meeting.

ARTICLE IV – OFFICERS

SECTION 1: Officers

The officers of the ELAC shall include a Chairperson, Vice Chairperson, Secretary, and two DELAC Representatives.

SECTION 2: Election of Officers and Terms of Office

The ELAC officers shall be elected annually and shall serve for one or two years or until a successor has been elected if an arrangement is reached.

Only English learner parents/guardians can serve as the ELAC Chairperson. The school principal, any FUSD employee, or designee may serve in any capacity except as the Chairperson or DELAC Representative.

Exception: If an FUSD employee is a parent of an English Learner at the same school site, they can serve as a DELAC Representative.

SECTION 3: Removal of Officers

Any officer may be removed from their elected position by a two-thirds vote of all ELAC members present.

SECTION 4: Officers Duties

The **Chairperson** shall:

- ❑ Preside at all meetings of the ELAC.
- ❑ Assume other such duties as assigned.

The **Vice Chairperson** shall:

- ❑ Represent the chairperson or the ELAC in assigned duties; and
- ❑ Substitute for the chairperson in his or her absence

The **Secretary** shall:

- ❑ Take notes for the minutes of all regular and special meetings of the ELAC;
- ❑ Leads the presentation and approval of the previous ELAC meeting minutes.
- ❑ Perform such duties that are assigned by the principal.

The **DELAC Representatives**:

- ❑ DELAC Representative #1 must be a parent/guardian of an English learner at the school site they represent.
- ❑ DELAC Representative #2 can be any other parent/guardian or community member.

Note: If an FUSD employee is a parent/guardian of an English Learner at the same school site, they can serve as a DELAC Representative #1 or #2.

- ❑ Attend all DELAC meetings.
- ❑ Receive input from the ELAC and share the information with the DELAC.
- ❑ Provide the ELAC with information from the DELAC meetings.

ARTICLE V - ELAC MEETINGS

SECTION 1: Meetings

The ELAC must hold its regular meetings when the principal or administrator in charge so determines.

Special ELAC meetings may be called by the site principal or administrator.

SECTION 2: Place of Meetings

The ELAC shall hold its regular meetings at a facility provided by the schools, unless the school principal determines that such a facility accessible to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be determined by the school principal.

SECTION 3: Notice of Meetings

Written notice of the meetings shall be posted at least **72 hours** in advance of the meeting at the school site, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda. The ELAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the ELAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the ELAC after the posting of the agenda.

The ELAC agenda will be posted in the following location(s): (i.e., in the school office window, staff room)

It is essential that the school sites inform the parents and provide notice of all ELAC meetings. The method of informing English Learner Families should be the method that will reach the greatest number of parents: (i.e., paper flyer, phone calls, and through other digital communication platforms.)

SECTION 4: Quorum

The presence of: At least **3 ELAC Elected Officers**
or

5 members of the ELAC in attendance at the meeting (all **English Learner parents/guardians** at that school site are automatically considered ELAC members)

or

A **combination** of ELAC Elected Officers and English Learner parents/guardians, that sums up to at least **5**,

constitutes a quorum.

Without a quorum an ELAC cannot hold nominations, elections, or other items that require a vote.

SECTION 5: Conducting Meetings

ELAC meetings shall be conducted in accordance with the rules of order established by Education Code 35145 and the Robert's Rule of Order or an adaptation thereof approved by the ELAC.

SECTION 6: Meetings Open to the Public

All ELAC meetings shall be open to the public, and any member of the public shall be able to address the ELAC during the meeting on any item within the subject matter jurisdiction of the ELAC. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the ELAC on any item of interest to the public, before or during the ELAC's consideration of that item.

The ELAC may not take any action on any item of business unless that item appeared on the posted agenda or unless the members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention after the agenda was posted.

Each meeting agenda will include a time for public comment. The ELAC will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the ELAC.

The minutes of the ELAC meeting are public records and are available to the public upon request.

SECTION 7: Communication with the School Site Council

The ELAC will provide communication via the school site Administrator in charge of ELAC to the school site council regarding the needs of English learners. This communication will include the ELAC's input into the School Plan for Student Achievement (SPSA) and its corresponding budgets.