Fullerton School District
DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE BYLAWS

ARTICLE I
NAME OF COMMITTEE

The name of this committee shall be the District English Learners Advisory Committee. It may also be referred to as the "DELAC" and the "Advisory Committee."

ARTICLE II
OBJECTIVES

The objectives of the DELAC are to assist the school district to bring about the cooperation and coordination of parent and community resources, which may be of value to the district in the operation of its English Learner program. In achieving this purpose, the DELAC shall provide advice and assistance in:

- Development of a district master plan for educational programs and services for ELs that takes into consideration the Single Plan for Student Achievement. (5 *CCR* 11308[c][1])
- Conducting of a district-wide needs assessment on a school-by-school basis. (5 *CCR* 11308[c][2])
- Establishment of district program, goals, and objectives for programs and services for ELs. (5 *CCR* 11308[c][3])
- Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. (5 *CCR* 11308[c][4])
- Administration of the annual Language Census Report. (5 *CCR* 11308[c][5])
- Review and comment on the District's reclassification procedures. (5*CCR* 11308[c][6])
- Review and comment on the written notifications required to be sent to parents and guardians. (5 *CCR* 11308[c][7])

This section of the bylaws shall in no way be construed as giving the DELAC any veto power over the District English Learner Program. The committee shall be an advising, coordinating, and evaluating group only, in order to further the purpose of education and the specific purpose of these bylaws. In the absence of his/her written consent, no committee member shall be required to provide any sum of money, property, or service, other than the services described herein.

ARTICLE III
MEMBERS

SECTION 1. COMPOSITION OF THE DELAC

The needs and resources of the school district require that membership be obtained from a broad range of interested persons and that there be a maximum effort to involve parents of children who participate in the English Learner program. In order to satisfy this requirement, the composition of the DELAC, as determined by the committee, is as follows:

- Of the total membership of the DELAC, no less than 51% be parents of students served in English Language Learner programs.

- The remaining membership of the DELAC shall include membership from parents and community members residing in the school district.

All DELAC members shall enjoy full rights and obligations of membership.

SECTION 2. SELECTION OF MEMBERS

Members shall be officially elected during the second meeting of the calendar year. This will enable them to be seated the following month. Specific details regarding the election of members should demonstrate interest and concern for the education and welfare of the students being served by the English Learner program. Members shall be elected without any discrimination regarding their race, religion, sex, ethnicity, or political persuasion. Persons nominated for, or directly requesting to become a member of the DELAC, may be voted on for membership, whether or not they are present at the time the voting occurs.

SECTION 3. TERM OF OFFICE

All members of the DELAC shall serve during the calendar year for which they were elected.

SECTION 4. VOTING RIGHTS

Each elected member or his/her alternate shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DELAC.

SECTION 5. TERMINATION OF MEMBERSHIP

A member shall no longer hold membership should he/she cease to be a resident of the area to be served or otherwise terminate his/her relationship with the group or organization, which he/she was selected to represent. Membership should automatically terminate for any member who is absent without justification from three regular and/or special meetings in succession.

SECTION 6. TRANSFER OF MEMBERSHIP

Membership in the Advisory Committee is not transferable.

SECTION 7. ALTERNATES

A committee member may send an alternate to a meeting. An alternate shall have voting power, and the presence of an alternate shall not relieve a member from the effect of Section 5 of this Article.

SECTION 8. RESIGNATION

Any member may resign by filing a written resignation with the English Learner Services Department, which will notify the DELAC at its earliest meeting.

ARTICLE IV
OFFICERS

SECTION 1. OFFICERS

The officers of the DELAC shall be a chairperson and four vice-chair(s). Any site elected ELAC member may be nominated for an office.

SECTION 2. ELECTION AND TERM OF OFFICE

The officers of the DELAC shall be elected at the second DELAC meeting, and shall serve during the two calendar years in which elected and until each successor has been elected and qualified. Any officer may be re-elected provided he/she continues to be a member.

SECTION 3. VACANCY

If a vacancy* occurs with a member, a letter will be sent to the school involved, requesting that a new person be nominated for membership to fill the unexpired term. If a vacancy occurs with a member from the community, the member will be removed from the rolls, and no further action will be taken.

*A vacancy in any office may be filled by the committee for the unexpired portion of the term by using the established election process.

SECTION 4. CHAIRPERSON

The chairperson may preside at all meetings of the DELAC and may sign all letters, reports, and other communications to the committee. In addition, he/she shall perform all duties incident to the office of chairperson and any other duties prescribed by the committee from time to time. The DELAC chairperson must be a parent of an English Learner or reclassified student and normally cannot be a district employee. With the exception of an “exempt” position, the chairperson may not be an employee of the school district.
An “exempt” position means a parent who works for the district in a job not connected to instruction or program decisions (like clerk, office manager, custodian, bus driver, or cafeteria worker). These parents are still eligible to serve as chairperson.

SECTION 5. VICE-CHAIRPERSON

The duties of the vice-chair(s) shall be to substitute for the chairperson during his/her absence, and to perform such other duties as from time to time may be assigned to him/her by the chairperson or by the DELAC.

ARTICLE V
MEETING OF THE DELAC

SECTION 1. REGULAR MEETING

The DELAC shall meet on one Friday in September, November/December, February, and April. Meetings shall be from 9:00 a.m. to 11:00 a.m. and will be set in May prior to the next school year by Educational Services and DELAC elected representatives.

SECTION 2. PLACE OF MEETINGS

The DELAC shall hold its regular and special meetings in a facility provided by the school district.

SECTION 3. NOTICE OF MEETINGS

All meetings shall be noticed. The notice shall be in writing, include the agenda, and state the day, hour, and location. The notices shall be in English, Spanish, and Korean. The notice shall be sent by email to each school site. The official agenda will be posted 72 hours prior to each meeting at each school site and on the District website: www.fullertonsd.org > District Departments > English Learner Services.

The time requirement of notification may be suspended in an emergency by a chairperson or a majority of the committee members.

SECTION 4. LIMITATIONS

The following time limitations shall be observed at each DELAC meeting, except when exceptions are granted by the chairperson or by an approved motion:

- No person shall speak for more than 5 minutes at a time on the same item of discussion.
- Reports shall be limited to 15 minutes unless a longer period of time is indicated in writing on the meeting notice agenda.

SECTION 5. DECISIONS OF ADVISORY COMMITTEE

All decisions of the DELAC shall be made only after an affirmative vote of 50% + 1 of the members present.

SECTION 6. QUORUM

A minimum of 50% + 1 of the committee as a whole shall constitute a quorum. An act of the majority of the members present at a meeting at which a quorum is present shall be the act of the entire committee.

SECTION 7. CONDUCT OF MEETING

All regular and special meetings of the DELAC shall be conducted in accordance with the DELAC bylaws. A qualified translator will be present to provide an interpretation in Spanish and Korean for those present who do not speak the language being used to conduct the meeting.

SECTION 8. REPORTS TO THE BOARD OF TRUSTEES

The chairperson of the DELAC and/or the District personnel responsible for English Learner Programs will make an oral and/or written report to the Board of Trustees at one of its regularly scheduled or a special meeting (at the Board's discretion) on an annual basis.

ARTICLE VI
AMENDMENTS

The bylaws may be amended at any time by an affirmative vote of 50% + 1 of the members present at any meeting where such action is proposed by a proper motion, with an explanation as to why such

an amendment is being proposed.

ARTICLE VII
DECORUM

All persons present at the DELAC meeting are expected to conduct themselves in a proper manner at all times. Any person(s) using profanity, making libelous or slanderous statements, or attempting to berate another person in public will be promptly called out of order and asked to leave if such conduct does not cease immediately.