

## **ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS**

### **ARTICLE I: NAME**

The name of this committee shall be **Dixieland Elementary School English Learner Advisory Committee**.

### **ARTICLE II: PURPOSE**

The purpose of this committee shall be to advise and assist in the development of the school's English Learners program, based on the Tustin Unified School District's Local Educational Agency Plan (LEAP) and the Title III Addendum.

The term "advise" is defined as: (1) suggest, (2) recommend and (3) evaluate.

To achieve this goal, the committee shall assist the school in everything related to the following items, according to the Tustin Unified School District's Local Educational Agency Plan (LEAP) and the Title III Addendum and Education Code 62002.5:

- Participate in the development of the school plan for the education of English Learners, supervise its implementation continuously and notify ELAC of its effectiveness.
- Help develop goals and objectives for the school's English Learners program.
- Review and assist in the implementation and evaluation of the LEAP and Title III Addendum at the local school level.
- Assist in the school needs assessment.
- Participate in the development of the Single Plan for Student Achievement.
- Assist with efforts to make parents aware of the importance of regular school attendance.
- Be informed of the Annual Language Census results.

### **ARTICLE III: RESPONSIBILITIES**

The committee's responsibilities shall include but are not limited to, the following:

- a) Carry out four meetings per year with an established agenda, in the language spoken by the majority of the members
- b) Write and/or revise the bylaws every two years.
- c) Assist in planning and implementation of parent training to support the committee's responsibilities and the program for the education of ELs, according to the Title III Addendum guidelines.
- d) Communicate among English Learner Advisory Committees, schools, local districts and Tustin Unified School District.
- e) Propose budget recommendations for services provided to ELs in planning, Implementation and evaluation of the program objectives and activities.
- f) Participate in evaluating the school program for English Learners and its academic effectiveness.
- g) Support other parents, teachers, students and community members so they participate actively in the school's program for English Learners.
- h) Inform and advise school personnel on provisions, goals and objectives for ELs.

- i) Members shall be knowledgeable and participate in committee procedures, which shall include planning, advisement, and evaluation.

## **ARTICLE IV: MEMBERSHIP**

### **Section 1. Committee Composition:**

Membership is open to any individuals interested in the achievement of English Learners at **Dixieland Elementary School**.

#### **Parent members of EL students:**

- a) Parents of EL students at the school shall constitute the ELAC membership in at least the same percentage that ELs represent of the total school enrollment. The percent of parents of English Learners must comprise at least 51% of the total composition of the ELAC.

#### **Non-EL parent members:**

- b) In order to include all possible segments of the school community at **Dixieland Elementary School**, the following school groups may be included as ELAC members: Community members, teachers, and school personnel.
- c) For this section's purpose "community" members are defined as adults who live or spend most of the work day in the school's attendance area, and who are not full-time day students, parents, faculty members of the administrative staff, or classified personnel at the school to which the committee is affiliated.

### **Section 2. Term of membership**

The term of membership to ELAC is one year.

### **Section 3. Voting Rights**

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

*(Examples: regular elections; appointment of the ELAC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat)*

## **ARTICLE V: ELECTION OF OFFICERS**

**Dixieland Elementary School**, ELAC officers shall be a chairperson and secretary, and other officers the ELAC may deem desirable.

### **Section A: Election and Terms of Office**

The officers shall be elected annually, at the first or second meeting of the ELAC and shall serve for one year, or until each successor has been elected.

### **Section B: Removal of Officers**

Officers may be removed from office by a two-thirds vote of all the members.

### **Section C: Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the ELAC, for the remaining portion of the term of office.

## **ARTICLE VI: OFFICERS DUTIES**

Officers shall plan the agenda for every session with the assistance of school staff at least two weeks prior to the session.

### **The chairperson shall:**

- a) Preside at all ELAC meetings
- b) Be fair and impartial
- c) Maintain order
- d) Establish subcommittees as needed
- e) Involve the committees in all issues related to schools programs for ELs
- f) Sign all documents related to the school English language programs that require signature
- g) Carry out all other duties related to his/her office

### **The secretary shall:**

- a) Take notes and read or provide written minutes at all meetings
- b) Maintain a record of the committee's membership
- c) Maintain a record of attendance
- d) Post signs advertising the meeting
- e) Carry out all other duties as delegated by the committee

## **ARTICLE VIII: MEETINGS**

### **Section A: Meetings**

The ELAC shall meet regularly four times per year. Special meetings of the ELAC may be called by the chairperson or by a majority vote of the ELAC.

### **Section B: Place of Meetings**

The ELAC shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the ELAC.

### **Section C: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All required notices shall be delivered to ELAC members no less than 72 hours in advance of the meeting personally, by mail, or by email.

### **Section D: Quorum**

The act of a majority of the members present shall be the act of the ELAC, provided a quorum is in attendance, and no decision may otherwise be attributed to the ELAC. A majority of the members of the ELAC shall constitute a quorum.

### **Section E: Conduct of Meetings**

Meetings of the ELAC shall be conducted in accordance with the rules of order established by *Education Code* Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the ELAC.

**Section F: Meetings Open to the Public**

All meetings of the ELAC, and of committees established by the ELAC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

**ARTICLE IX—AMENDMENTS**

An amendment of these bylaws may be made at any regular meeting of the school site council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to school site council members at least 2 days prior to the meeting at which the amendment is to be considered for adoption.

**ARTICLE X—RATIFICATION**

Bylaws will be valid when adopted by a vote of two third of the entire committee's membership.

\_\_\_\_\_  
Date submitted to committee for adoption

\_\_\_\_\_  
Date adopted by committee

\_\_\_\_\_  
ELAC Chairperson's Signature

\_\_\_\_\_  
Principal's Signature

Date of revision: 10/20/15.