

ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME

The name of this committee shall be English Learner Advisory Committee for Bubbling Wells Elementary School

ARTICLE II- PURPOSE

1. The purpose of this committee shall be to advise the principal on matters pertaining to the District EL Master Plan and school programs for English Language Learners. The term “advise” is defined as: (1) suggests, (2) recommends and (3) evaluate.
2. Assist in the development of the school needs assessment.
3. Participate in the development of the Single Plan for Student Achievement. Assist in the budgeting, planning, implementing and evaluating the EL program.
4. Assist with efforts to make parents aware of the district’s policy and procedures relating to school attendance.
5. Be informed of the annual language census results.
6. Vote for a DELAC representative and an alternate to serve on the District-level English Learner Advisory Committee

ARTICLE III- MEMBERSHIP

Section 1: The minimum percentage of English learner parents that MUST be on the committee must equate to the minimum percentage of English learners that attend the school.

Section 2: Members shall serve for a term of two years.

Section 3: Each member shall have one vote.

ARTICLE IV- OFFICERS

Section 1: Officers

The officers of this committee shall consist of a president, vice-president, and secretary.

Section 2: Duties of the Officers

President

The President shall preside at all meetings of the Committee and may sign all letters, reports, and other communications of the Committee. However, the program plan, budget, and amendments must be approved by a majority of a quorum of the Committee at a regular or special meeting prior to his/her signature on the Sign-Off page. The President will bring all other letters, reports, and communications to the attention of the Committee. In addition, he/she shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Committee.

Vice-President

The Vice-President shall represent the President in assigned duties and substitute for the President during his/her absence. He/she shall perform such duties as may be assigned to him/her by the President or by the Committee.

Secretary

The Secretary shall keep the minutes of the meetings, both regular and special of the Committee and shall promptly transmit true and correct copies of the minutes to each of the members, to the school district, and to such other persons as the Committee may designate. The secretary shall be custodian of the Committee's records. He or she shall perform all duties and such other duties that may be assigned by the President or the Committee. The secretary will keep a register of the address and telephone number of each member.

ARTICLE V- MEETINGS

Meetings will convene quarterly – at a minimum to satisfy the 4 meetings a year.

ARTICLE VI- AMENDMENTS

The bylaws may be amended at any regular meeting with the approval of two-thirds of the membership.

ARTICLE VII- SUBCOMMITTEES

Subcommittees shall be appointed as needed to promote the objectives of the English Language Advisory Committee.

ARTICLE VIII – VOTING

Section 1: Notifications

The site principal or designee will notify all parents in the school of the committee and set a time for nominations/elections of parents to serve on the committee at least 72 hours in advance.

Section 2: Nominations

At the nomination/election meeting, the site principal or designee will explain the roles of officers on the committee, solicit nominations for the officers.

Section 3: Eligible Voters

ARTICLE IX – DELEGATION OF DUTIES

At the first voting meeting, the ELAC, if they choose, may delegate its duties to the school site council to serve as the council that represents English learners. If duties are delegated, the school site council will select a DELAC representative and alternate to attend the District-level English Learner Advisory Committee. This must be reflected in the minutes and can only be in effect for two years.