



## **PROPOSED REVISIONS**

### **BYLAWS OF THE \_\_\_\_\_ ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

#### **ARTICLE I NAME OF COMMITTEE**

The name of the committee shall be the \_\_\_\_\_ English Learner Advisory Committee (ELAC).

#### **ARTICLE II FUNCTIONS**

1. The ELAC shall be responsible for advising the principal and staff on programs and services for English learners and the School Site Council on the development of the Single Plan for Student Achievement (SPSA).
2. The ELAC shall assist the school in the development of:
  - a. The school's needs assessment.
  - b. The school's annual language census.
  - c. Ways to make parents aware of the importance of regular school attendance.

The district shall provide for all ELAC members:

1. Appropriate training and materials to assist each member carry out his or her legally required advisory responsibilities.
2. Training planned in full consultation with ELAC members.
3. **Economic Impact Aid-Limited English Proficient Local Control Accountability Plan (LCAP)** and/or district funds may be used to cover costs of training and attendance of ELAC members. This may include costs for child care, translation services, meals, transportation, training cost, and other reasonable expenses.

#### **ARTICLE III MEMBERS**

##### **Section 1. Membership & Term**

\_\_\_\_\_ School ELAC shall be constituted by an election of members, at a general session open to the public **by October no later than the fifth Friday of each school year. District personnel will support membership meetings by invitation.**



1. Parents/ guardians of English learners must comprise the same percentage of the ELAC membership as English learners constitute of the school's total student population.
2. Other members of the ELAC can be parents/guardians, school staff, and /or community members as long as the minimum percentage requirement for EL parents is maintained.

Members-At-Large may be a Resource Teacher, Community Aide, ~~Principal~~, Classroom Teacher, other school staff (elected by school staff) or a community member who resides in the district as elected by parents of project participants (students). **Staff serving on the advisory council cannot serve on the School Site Council (SSC).**

The term of membership to ELAC is one year. Members may be re-elected for additional terms.

Each ELAC shall have the opportunity to elect two (2) parent members and (1) member at large to the District English Learner Advisory Committee (DELAC). The President and Vice President of the ELAC will serve as the parent representatives to the DELAC unless they declare themselves unable in which case the Committee must elect a representative which meets the criteria.

## **Section 2. Voting Rights**

Each elected member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Committee.

## **Section 3. Attendance**

All elected members of the Committee are required to attend regular scheduled meetings.

## **Section 4. Declaration of Vacancies**

A vacancy shall be declared after an elected member has been marked absent at two consecutive regular meetings, without justification. The seat shall be declared vacant at the end of the second meeting. The dismissed member will be notified by mail at this decision.

## **Section 5. Replacement**

**Each vacancy on the council shall be filled immediately from the appropriate alternate list, so that a majority of the members are parents of English Learners.** Vacancies shall be filled by representative members from the same group or category.

## **Section 6. Alternates**



Each English Learner Advisory Committee at the school level will have the right to elect one (1) alternate to serve on the English Learner Advisory Committee. The alternate will only replace a member from the same group or school.

## ARTICLE IV MEETINGS

### Section 1. Regular Meetings

The ELAC shall meet regularly (minimum 4-5-5-6 times a year). Dates shall be agreed upon at the first meeting of the school year. Elementary, middle, and high schools must collaborate and coordinate meeting schedules in order to avoid concurrent meetings and foster more parent participation opportunities. Parents shall receive notice of meetings abiding by Greene Act requirements including: posting of meeting notice and agendas at school site/ District at least 72 hours in advance of the meeting, including date, time, location and items to be discussed or acted upon. Multiple forms of outreach shall be implemented by Community Liaisons, Parent Volunteers, and/or Student Volunteers in preparation for each meeting, including:

- Flyer
- Phone call
- Posters in visible places such as drop-off and pick-up zones
- Maintain updated marquee (if applicable)
- Other suggested methods such as PBIS tickets, phone banking by parent volunteers or school personnel, use school mascot to display meeting invitation, use applications such as ClassDojo or Remind, and AERIES Commucation

### Section 2. Emergency Meetings

The Advisory Committee may have emergency meetings as it deems necessary. A minimum of five members is needed to request the meeting before the president. Then, the president shall call the meeting. No member can be excluded to attend.

### Section 3. Open Meetings

**The meetings shall be open to any interested person, but voting rights shall be restricted to those elected members.** Meetings shall be open to the public. No exclusions based on race, gender, sexual orientation, ethnic and cultural background or disability.

### Section 4. Quorum

A ELAC quorum shall be the presence of a majority of the council members (51%).

## ARTICLE V OFFICERS



## **Section 1. Officers**

The officers of the Advisory Committee shall be a President, a Vice-President, Sergeant of Arms and each other officers as the committee deems necessary. The president and Vice President will represent the ELAC at the DELAC unless they are unable to, in which case an election must take place.

## **Section 2. Election of Officers and Term of Office**

The officers of the Advisory Committee shall be elected on the second regular meeting of the school year. The officers will serve for a term of one year. The office of the president shall be open only to parents of English Learners and shall not be occupied by employees of the school district. The office of the vice-president shall be open only to elected members of the committee and shall not be occupied by the employees of the school district. Officers may be re-elected for more than one term.

## **Section 3: ELECTION PROCEDURES**

- A. Each officer shall be elected by the ELAC members.**
- B. The Elections must be on the Agenda and detailed on Minutes.**
- C. Floor nominations will take place, during the second meeting of the year and nominees must be present to accept nomination.**
- D. Voting shall be by ballot. There shall be a roll call for the distribution and collection of ballots.**
- E. When possible, the counting of ballots shall be completed by two voting or non-voting members (i.e. Director, Instructional Lead, Community Liaison)**
- F. The candidate receiving the majority of votes for each office shall be declared elected.**
- G. If there is a tie, another vote must take place to break the tie.**

## **Section 4. Removal**

Any elected officer may be removed from office by a two-thirds vote of the membership when the committee deems that necessary. Officers may resign in writing to the Chairperson of the ELAC and the Principal or designee.

## **Section 5. President**

The Chairperson shall preside at all the meetings of the ELAC and sign all documents. In addition the President shall perform all duties indent to the office of the Chairperson and such duties as may be prescribed by the Advisory Committee.



## Section 6. **Vice-President**

The Vice-President shall substitute the President during his/her absence and perform other duties that are assigned to him by the President or by the Advisory Committee.

## Section 7. **Parliament (Sergeant of Arms)**

The President may assign a person to serve as parliamentarian. The Parliamentarian shall serve as an honorary officer, to assist the President to maintain the order of the meeting.

# ARTICLE VI **SUB-COMMITTEES**

## Section 1. **Sub-Committee Permanent or Special**

The Advisory Committee shall establish special or permanent subcommittee for the purpose of performing certain tasks. The members of these subcommittees shall be selected from the members of the ELAC.

## Section 2. **The English Learner Advisory Committee Representative to the School Advisory Council (SAC).**

The English Learner Advisory Committee (ELAC) shall appoint one (1) parent representative to serve as a non-voting liaison to attend SAC meetings. This representative shall present a report on the activities of the English Learner Advisory Committee to the SAC.

# ARTICLE VII **MEETINGS AND MINUTES**

## Section 1. Meetings and **Minutes**

All meetings shall be governed by these bylaws, and by the parliamentary procedures described in "Robert's Rules of Order".

Minutes of all meetings shall be recorded, approved and filed. Vote shall be taken to correct, amend, or approve minutes. Once approved, the minutes are filed as the official records of the Committee.

Non-voting school personnel must take minutes unless secretary position has been established and elected from the membership. In the absence of an elected secretary, non-voting school personnel must keep minutes.



## ARTICLE VIII NON-DISCRIMINATION STATEMENT

**The Lynwood Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities.**

The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin or nationality, ethnic group identification, age, religion, political affiliation, family status, marital status or parental status, veteran status, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, genetic information, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports.

Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

LUSD prohibits harassment on the basis of a sex. Sexual harassment consist of any unwelcome sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Please reference Education Code section 212.5 for further information on this topic.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. To file a complaint or additional information, employees contact Title IX Coordinator and CC of R Title V Compliance Officer: Assistant Superintendent of Human Resources 11321 Bullis Road Lynwood, CA 90262 (310) 886-1490; students contact Title IX Coordinator and CC of R Title V Compliance Officer: Director of Student Services 11321 Bullis Road Lynwood, CA 90262 (310) 886-1618.

## ARTICLE ~~VIII~~-IX AMENDMENTS



These by-laws can be amended by a majority vote of membership. The amendment must be presented a month prior to vote for first reading. These bylaws will be reviewed annually.

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These by-laws were approved and adopted by the members of the District English Learner Advisory Committee of the Lynwood Unified School District on the 16<sup>th</sup> of September of 1981.

Approved: September 16, 1981  
Amended: September 13, 1984  
Amended: March 6, 1986  
Amended: May 10, 1990  
Amended: November 7, 1981  
Amended: May 24, 2001  
Amended: October 17, 2002  
Amended: January 9, 2012