

## **Santa Barbara School Districts**

### **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 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 districts in the operation of its English Learner program. In achieving its purpose, the DELAC shall provide advice and assistance in:

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

## **ARTICLE III MEMBERS**

### **SECTION 1. COMPOSITION OF THE DELAC**

1. 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 are as follows:
  1. Of the total membership of the DELAC no less than 51% be parents of students served in the English Language Learner programs.
  2. The remaining membership of the DELAC shall include membership from parents and community members residing in the school districts.

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

### **SECTION 2. SELECTION OF MEMBERS**

Members shall be officially elected during the first DELAC meeting of the school 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 throughout the school year for which they were elected and their term of service continues until new officers are elected to replace them.

### **SECTION 4. VOTING RIGHTS**

Each elected member of 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 ELAC 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 school being represented and notification sent to the SBSO Office of Curriculum and Categorical Programs which will notify the DELAC at its earliest meeting.

# **ARTICLE IV OFFICERS**

## **SECTION 1. OFFICERS**

The officers of the DELAC shall be a President, a Vice-president, Secretary, and Parliamentarian. Any site-elected ELAC member may be nominated for an office.

## **SECTION 2. ELECTION AND TERM OF SERVICE**

The officers of the DELAC shall be elected at the first meeting of the year, and shall continue serving in office for a maximum of one year until the next election, 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 taken.

## **SECTION 4. PRESIDENT**

The President 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 President and any other duties prescribed by the committee from time to time. The President must be a parent of an identified English learner students. Under no conditions may the President be an employee of the school districts.

## **SECTION 5. VICE-PRESIDENT**

The duties of the Vice-president shall be to substitute for the President during his/her absence, and to perform such other duties as from time to time may be assigned to him/her by the President or by the DELAC.

## **ARTICLE V MEETING OF THE DELAC**

### **SECTION 1. REGULAR MEETING**

The DELAC shall meet the 4<sup>th</sup> Wednesday of October, November, January, February, March, and April. The meetings will take place between 6:00p.m. and 8:00 p.m., to be ratified by a vote of the DELAC representatives in the month of October.

### **SECTION 2. PLACE OF THE MEETING**

The DELAC shall hold its regular and special meetings at the Santa Barbara School Districts headquarters.

### **SECTION 3. NOTICE OF THE MEETINGS**

All meetings shall be noticed. The notice shall be in writing, shall include the agenda, and shall state the day, hour, and location. The notices shall be in English and Spanish. The notice shall be sent by District mail as well as by e-mail to each school site and to the DELAC members. The official agenda will be posted 72 hours prior to each meeting at each school site and on the Districts' website: <http://www.sbsdk12.org/committees/delac/index.shtml>

### **SECTION 4. LIMITATIONS**

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

1. No person shall speak for more than five minutes at a time on the same item of discussion.
2. 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 THE 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 provided at Districts' expense, will be present to provide translation for those present who do not speak the language being used to conduct the meeting.

## **SECTION 8 REPORTS TO THE SCHOOL BOARD**

The President of the DELAC will submit a written report to the School Board and will make an oral presentation at one of its regularly scheduled meetings, or at a special meeting (at the School 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. The bylaws should be reviewed annually and updated if needed, at the DELAC's first meeting of the year.

## **ARTICLE VII DECORUM**

All persons present at the DELAC meeting will conduct themselves in a proper manner at all times.

Approved by the DELAC Executive Committee March 27, 2009