



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

## **DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE (DELAC) BYLAWS**

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

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

### **ARTICLE II PURPOSE**

The purpose of the DELAC is to provide guidance and advice to the Board of Education on the needs of students who are learning English as a second language. In achieving this 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 Student Achievement. (5 CCR 11308[c][1])
2. Conducting of a district-wide needs assessment on a school-by-school basis. (5 CCR 11308[c][2])
3. Establishment of district program, goals, and objectives for programs and services 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. Review and comment on the California Department of Education Language Detail by Grade 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])

### **ARTICLE III MEMBERS**

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

The DELAC shall be composed of parents/guardians of English Learners from each of the schools with an ELAC. Every school with an ELAC has the responsibility to send at least one representatives to each DELAC meeting. One DELAC member can only represent one school site. Fifty-one percent (51%) of the members on the DELAC must be parents/guardians of English Learners. Employees of the district do not count as the number of parent members.

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

Members shall be officially elected during the second site ELAC meeting of the calendar year. This will enable them to be seated the following month.

#### **SECTION 3. TERM OF OFFICE**

All members of the DELAC shall serve a term of two years. At the end of each representative member's term, membership terminates. In order to continue to serve as a DELAC member, the member must be re-elected by their school's ELAC.

#### **SECTION 4. 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 DELAC. Absentee ballots shall not be permitted.

## SECTION 5. TERMINATION OF MEMBERSHIP

Membership should automatically terminate for any member who is absent without justification from three (3) regular and/or special meetings in succession.

## SECTION 6. TRANSFER OF MEMBERSHIP

Membership in the Advisory Committee is not transferable.

## SECTION 7. Vacancy

Any parent vacancy on the DELAC that occurs during the school year shall be filled by the school's ELAC.

## SECTION 8. RESIGNATION

Any DELAC member may terminate his/her membership by submitting a written letter of resignation to the DELAC chairperson.

# ARTICLE IV OFFICERS

## SECTION 1. OFFICERS

The officers of the DELAC shall include a President, Vice President, and Secretary. Any member elected by ELAC can be a nominated to be an officer.

## SECTION 2. ELECTION AND TERM OF OFFICE

The officers of the DELAC shall be elected at the second meeting, and shall serve for two years and until each successor has been elected and qualified. Any officer may be re- elected provided he/she continues to be a member. Any member of the DELAC, including program administrator, may serve in an officer capacity. It is recommended that parents of English Learners serve as President and Vice-President.

## SECTION 3. REMOVAL OF OFFICERS

Any officer may be removed from their office by a two-thirds vote of all DELAC members.

## SECTION 4. VACANCY

If a vacancy occurs with a member, the school site involved will be notified, requesting that a new person be nominated for membership to fill the unexpired term.

## SECTION 5. OFFICER DUTIES

### PRESIDENT/CHAIRPERSON:

- Preside at all meetings of the DELAC
- Represent the DELAC at district parent meetings
- Sign reports and communications
- Other duties as assigned

### VICE-CHAIRPERSON

- Represent the chairperson or DELAC in assigned duties
- Assume role of chairperson in their absence
- Other duties as assigned

### SECRETARY

- Keep minutes of all DELAC meetings
- Distribute minutes and agendas
- Keep DELAC records
- Maintain a list of the contact information and term of office for each member
- Other duties as assigned

## **ARTICLE V DELAC MEETING**

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

The DELAC shall hold no more than 8 and no fewer than 4 meetings each year. A calendar will be created and distributed to members and school prior to the first meeting.

### **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**

Written notice of the meetings shall be posted at least 72 hours in advance of the meeting at the district office and each school site. This written notice shall specify the date, time and location of the meeting, and contain an agenda containing each item of business to be discussed or acted upon. Any changes in the established date time or location of the meeting need to be noted on the agenda.

The DELAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the DELAC members present by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the DELAC after posting the agenda.

Questions or brief statements made at a meeting by members of the DELAC or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.

### **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:

1. No person shall speak for more than 5 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. QUORUM**

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

### **SECTION 6. CONDUCT OF MEETING**

DELAC meetings shall be conducted in accordance with the rules of order established by Education Code 35147 and Roberts Rules of Order or an adaptation thereof approved by the DELAC. If the DELAC violates any of the procedural meeting requirements, the DELAC may reconsider the item at the next meeting.

### **SECTION 7. REPORTS TO THE BOARD OF EDUCATION**

The DELAC will provide an annual written report to the local board of education and/or superintendent regarding the needs of English Learners.

## **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 will conduct themselves in a proper manner at all times. Any person(s) using profanity, making libelous or slanderous statements, or attempts to berate another person in public will be promptly called out of order and asked to leave if such conduct does not cease immediately.

Updated and Approved November 30, 2016.