

**ADELANTO SCHOOL DISTRICT
DISTRICT ENGLISH ADVISORY COMMITTEE
BY-LAWS**

ARTICLE I

NAME OF ORGANIZATION: The advisory committee shall be known as the Adelanto School District English Learner Advisory Committee, hereinafter referred to as the DELAC.

ARTICLE II

ROLES OF THE DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE:

The purpose of the DELAC is to advise the district governing board (in person and/or in writing) on programs and services for students.

The DELAC shall carry out all duties and responsibilities assigned to it by policies and guidelines set forth by the California Department of Education.

These duties include:

1. A timetable for and development or revision of a district master plan of education programs and services for students, taking into consideration the school site plans.
2. Conduct a district wide needs assessment on a school-by-school basis.
3. Establishment of district program, goals, and objectives for programs and services for students.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the district reclassification procedures established pursuant to ED Code 52164.6.
6. Administration of the annual language census (R-30).
7. Review and comment on the written parent notification of initial school enrollment required in Title 5, CCR, Section 11303(a).
8. Any waiver request affecting programs and services for students.

ARTICLE III
MEMBERSHIP

SECTION 1

Members of the DELAC

Membership shall consist of parents or guardians of students not employed by the district and must constitute a majority of the committee. The committee shall be composed of at least one parent representative from each school site. Each ELAC votes for a representative to the DELAC. The parent should have an English Learner who attends a school in Adelanto Elementary School District. An alternate representative may cast a vote in the absence of the selected member. The Committee shall consists of at least one parent/guardian representative of each of the schools. ELAC Committees shall vote for a representative who will represent them at the DELAC Meeting. An alternate representative may vote in absence of the elected members.

SECTION 1a

Selection Procedure

All parents of DELAC members shall be elected by parents of each representative group of school sites at the start of the school year. Each school committees could include if they wish, parents of newly enrolled in the school board election in his students.

SECTION 2

Officer Term

All members serve for a period of two (2) years. Every year begins on August 1 and ends on June 30. The member may be elected to serve another term at the end of each term of office.

SECTION 3

Vacancy

A person chosen by the original elective body can fill any vacancy on the committee for the remainder of the period completed or another election may take place.

SECTION 4

Voting Rights

Each member shall be eligible to vote based on quorum requirements (see ARTICLE V, SECTION 5).

SECTION 5

Termination of Membership

A member shall no longer hold membership should he/she cease to have children in the school district, or work in the school district; or otherwise terminate his/her relationship with the group or organization which he/she was selected to represent. If a parent becomes an employee of the district, their membership as a parent representative shall be terminated.

SECTION 6

Resignation

Any member may resign by submitting a written resignation to the committee chairperson.

ARTICLE IV
OFFICERS

SECTION 1

Officers

The DELAC shall have one (1) chairperson, one (1) vice-chairperson, one(1) secretary, one (1) Parliamentarian and one (1) Public Relations.

SECTION 2

Removal from Office

Any officer elected or appointed by the DELAC may be removed if absent two (2) meetings during a school year. Removal shall be by vote of a majority of the committee members present.

SECTION 3

Vacancy

A vacancy in any office of the DELAC shall be filled by a majority vote of the members present.

SECTION 4

Duties

Duties of the officers shall be:

Chairperson:

The chairperson shall preside at all meetings of the committee and shall sign all letters, reports, and communications of the DELAC. In addition, the chairperson shall complete any duties assigned by the committee. The chairperson sets the agenda with the secretary or any other member of DELAC one week prior to each meeting. The president shall be fair and impartial

Vice-Chairperson:

The vice-chairperson shall preside at meetings in the absence of the chairperson and perform any other duties assigned by the committee. Additionally, the vice-chairperson will participate in planning the agenda and assist the President as prompted

Secretary:

- A. Take notes of all regular meetings and special meetings of DELAC.
- B. Transcribe exact copies of minutes every meeting. Provide the original copy of the minutes to the chairperson or designee.
- C. Assist with the members' contact information, this should be kept confidential at all times and used only for committee affairs.
- D. Participate in the planning of the agenda.
- E. Perform other duties as assigned by chairperson

Member of Parliament:

- A. Assist Chairperson to ensure that all rules and regulations are followed.
- B. Be well informed about committee charters, parliamentary procedure, and Robert's parliamentary rules of order.
- C. Participate in planning the agenda.

Public Relations Representative:

- A. Maintain excellent communication relationship with members and the public.
- B. Report on changes and regulation at the district and state level.
- C. Carry and bring information to the media about functions of the committee.

Absence of an Officer- Definition: An officer is considered absent if they do not attend the meeting from the time it is called to order, until it is adjourned. Consideration will be given for emergency situations.

ARTICLE V
MEETINGS

SECTION 1

Regular Meetings

The DELAC shall set an annual schedule of meetings at its first meeting. All meetings will be open sessions with opportunity to address the committee. A minimum of 4 (four) meetings will be held annually as required by California Law. Anyone who would like to address the Committee should complete the Presentation From the Public Form.

SECTION 2

Special Meetings

Special meetings shall be called by the chairperson or upon the request of three (3) members, and with notice sent to all members within 48 hours of the meeting. All special meetings will be open meetings with opportunities to address the committee.

SECTION 3

Place of Meetings

The meeting of the DELAC shall be held in the District Board Room or as otherwise designated areas.

SECTION 4

Notice of Meetings

Notice of meetings shall be posted 72 hours before the date of the next meeting at designated areas.

SECTION 5

Quorum

When 51% or more of the voting parents are present, this constitutes a quorum for the purposes of conducting DELAC business. If a quorum is not reached, a special meeting may be called.

ARTICLE VI
AMENDMENTS

These by-laws may be amended at any time by a two-thirds vote of the members present at a regularly scheduled DELAC meeting.