

Central Union School District
District English Learners Advisory Committee Bylaws
Revised 3/9/2023

Each California public school district with 51 or more English Learners must form a District-level English Learner Advisory Committee (DELAC) or subcommittee of an existing district-wide advisory committee.

ARTICLE I
Name of the Committee

The Central Union Elementary School District has established the Central Union Elementary School District English Learner Advisory Committee. Hereinafter, this advisory committee may be referred to as the DELAC.

ARTICLE II
Responsibilities

Advise the district's local governing board on the following tasks:

1. Development or revision of a district master plan of education programs and services for English Learners The district master plan will take into consideration school site master plans.
2. Conducting a district-wide needs assessment on a school-by-school basis.
3. Establishment of district programs, goals, and objectives for programs for English learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or instructional aide requirements.
5. Review and comment on the district's reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents.
7. The DELAC shall review and comment on the development of the Annual Update and Local Control Accountability Plan (LCAP).

ARTICLE III

Composition and Membership

Section I: Composition Requirements

Parents or guardians of English Learners not employed by the district must constitute a majority (51 percent or more) of the committee per California Department of Education.

1. The DELAC shall be composed of 3 parents/guardians of English Learners.
2. One district administrator shall serve on the committee for staff.
3. One site administrator shall serve on the committee.

Section II: Selection of Elections

Each school's English Learner Advisory Committee (ELAC) shall have an opportunity to elect at least one of its members to be a site representative to DELAC. In the event that there are not at least 3 sites with an ELAC Committee, a third parent of English Learners will be elected by parents of English Learners.

Section III: Membership

1. Members are elected for a one year term.
2. A parent/guardian member may no longer serve on the DELAC should:
 - a. His/her child no longer attend the school from which he/she was elected; or
 - b. S/he becomes an employee of the district

Section IV: Voting

Each member will have one vote.

Section V: Transfer of Membership/Resignation/Vacancy

1. Membership on the DELAC may not be transferred.
2. Any DELAC member may terminate his/her membership by submitting a written letter of resignation to the DELAC chairperson.
3. Any parent vacancy on the DELAC that occurs during the school year shall be filled in the same manner originally elected (see Section II).

ARTICLE IV Officers

Section I: Officers

DELAC Officers must be voting members and are elected by the voting members of the DELAC Committee.

1. The officers of the DELAC are: President, Vice President, and Secretary.
2. The officers are elected for a one year term.

Section II: Obligations and Responsibilities of an Officer

1. President
 - a. Preside at all meetings of the DELAC.
 - b. Sign letters, reports, and other committee documents.
 - c. Appropriately fulfill the duties and obligations that the position requires.
2. Vice President
 - a. Fulfills the obligations of the president in his/her absence.
 - b. Fulfill other responsibilities that are assigned by the president of the committee.
3. Secretary
 - a. Keep minutes of all DELAC meetings.
 - b. Fulfills the responsibilities assigned by the president or the committee.

ARTICLE V Trainings

The school district shall provide DELAC members with appropriate training materials and training which will assist them in carrying out their required advisory responsibilities. Training shall be planned in full consultation with the committee members.

ARTICLE VI Meetings

Section I: Meetings

1. The committee will meet four times a year. Dates for meetings will be chosen on or before the first meeting of the academic school year.
2. Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at each school site.
 - a. Notice shall include the date, time, and location of the meeting.
 - b. Notice shall include an agenda describing each item of business to be discussed or acted upon.
 - c. The DELAC shall not take any action on any item of business unless that item appeared on the posted agenda.

3. DELAC members shall be provided notices no less than 72 hours in advance of the meeting (via ParentSquare, by email, by mail, or personally).
4. All committee or subcommittee meetings will be conducted under the procedure of the parliament of "Robert's Rule of Order".
5. Translation will be provided when needed.
6. An act of a majority of the members present at a meeting shall be the act of the committee.

