



# Riverside Unified School District District English Learner Advisory Committee ByLaws

## Article I Name of Committee

The name of the committee shall be the District English Learner Advisory Committee (DELAC) of the Riverside Unified School District.

## Article II Responsibilities

The responsibilities of this Advisory Committee shall be to:

1. The DELAC shall advise the district's local governing board (eg, in person, by letters/reports or through an administrator) on programs and services for English Learners.
2. The DELAC shall be responsible for advising the district's local governing board on the following tasks:
  - a. Development or revision of a district master plan of education programs and services for English Learners, taking into consideration the Single School Plan for Student Achievement (SPSA).
  - b. Conducting a district-wide needs assessment on a school-by-school basis.
  - c. Establishment of district programs, goals, and objectives for programs and services for English Learners (e.g., parental exception waivers and funding).
  - d. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. Verify teachers hold the necessary credentials and they are assisting the students that truly need the assistance.
  - e. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. Verify teachers hold the necessary credentials and they are assisting the students that truly need the assistance.
  - f. Review and comment on the district's reclassification procedures.
  - g. Review and comment on the written notifications required to be sent to parents and guardians. These notifications include correspondence sent by e-mail, mail, and/or posted on the DELAC website.

## **Article III Membership**

**Section I. Composition of Membership** - All parents of students in the English Learner Program are eligible for membership in the District English Learner Advisory Committee (DELAC). Membership will be composed as follows:

1. A member will be selected by each school's English Learner Advisory Committee (ELAC) to represent their school site at the DELAC meetings
2. The member(s) of DELAC shall be a parent/guardian elected representative from each participating school whose students are in the English Learner Program. The majority (51%) of members will be parents not employed by the school district. Parents of reclassified students may remain for their tenure.
3. One alternate for each voting member is recommended from each ELAC. The alternate has no vote unless the representative h/she represents is absent.

**Section II. Length of Membership** - Decisions regarding length of membership come from the site ELAC committee. This period must be at minimum one(1) year.

**Section III. Voting Rights** - Preceding the adoption of the minutes, roll call shall be taken to determine the voting membership and to establish a quorum. Each voting member or recognized alternate may cast one vote on each matter submitted at any meeting of the District English Learner Advisory Committee. Vote by proxy will not be permitted.

## **Article IV Officers - Executive Committee**

**Section I. Composition** - Officers shall consist of President, Vice-President, and Secretary. Officers shall be elected from parent members. All officers shall be parents or guardians of children who are designated English Learners enrolled in Riverside Unified School District, to include parents or guardians of Reclassified Fluent English Proficient (R-FEP) students who are monitored for four years.

### **Section II. Duties of Officers**

1. **President** - The President shall preside at all meetings of the Committee and may sign all letters, reports, and other communications of the Committee. However, the program plan, budget, and amendments must be approved by a majority of a quorum of the Committee at a regular or special meeting prior to his/her signature. The President will bring all other letters, reports, and communications to the attention of the Committee. In addition, he/she shall perform all duties specific to the Office of the President and such other duties as may be prescribed by the Committee from time to time.
2. **Vice - President** - The Vice - President shall represent the President in assigned duties and substitute for the President during his/her absence. He/she shall perform such other duties as from time to time may be assigned to him/her by the President or by the Committee.

3. **Secretary** - The Secretary shall keep the minutes of the meetings, both regular and special meetings of the Committee and shall promptly submit to each of the members, to the school district, and to such other persons as the Committee may designate true and correct copies of the minutes.

**Section III. Election of Officers** - Elections of officers will be conducted every two years at the last meeting of the year. Incoming officers will be installed during the first regular meeting of the academic year.

**Section IV. Vacant Position** - After two consecutive unexcused absences the officer will be replaced unless the absences are justifiable. His/Her vacancy will be filled by the next officer in rank. The secretary position will then be opened for nominations and elections.

**Section V. Term of Office** - Officers will take office during the first meeting of the year. The officer may hold the same office for two consecutive years, being able to be reelected. No person may hold the same office for more than four consecutive years.

## **Article V Meetings**

**Section I. Regular Meetings** - The District English Learner Advisory Committee (DELAC) shall meet at least 7 times during the school year. At a time convenient for all the members. The Executive Committee shall meet to make the agenda for the upcoming meeting. This planning meeting will be held 2 weeks before the regular DELAC meeting.

**Section II. Special Meetings** - Special meetings may be called by the President or by the majority vote of the District English Learner Advisory Committee members.

**Section III. Place of Meeting** - The DELAC shall hold its regular meeting at an official facility provided by the school district.

**Section IV. Notices of Meetings** - Notification of DELAC meetings will be sent by auto dialer, monthly personal calls and social media through the English Learners department prior to the meeting. The notification shall state the date, hour, and location of the meeting and the items to be discussed.

All meetings of the District English Learner Advisory Committee shall be open to the public in general, and made known 72 hours before the meeting.

**Section V. Quorum** - A quorum will consist of one-fourth of the voting parent advisory committee members. Any official business is approved if passed by a simple majority vote of the voting members present. The majority of the voting members should exceed the executive vote. If a quorum is not established within 15 minutes after the meeting is called to order, the meeting is suspended and a committee of those in attendance may discuss agenda items and submit a report to the general membership at the next general meeting.

**Section VI. Attendance** - Representatives of the sites shall attend all DELAC meetings. Principles and other administrators are highly encouraged to attend.

**Section VII. The Agenda** - Agenda items shall consist of items required by the California Department of Education and/or submitted by the general membership, by the President, and by the assigned District English Learners representative.

**Section VIII. Procedures** - The District English Learner Advisory Committee (DELAC) shall follow "Robert's Rules of Parliamentary Procedure".

## **Article VI Amendments**

A sub-committee may be formed to go over amendments and or revise the bylaws. Amendments will be voted in by a 51% vote of the members present at the same meeting or at the next regularly scheduled meeting. Any official agenda item/document could be considered for approval if the majority<sup>1</sup> of the members are present.

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<sup>1</sup> Adopted January 6, 2020