

Pioneer K-8 School

Twin Rivers Unified School District

BYLAWS FOR THE ENGLISH LEARNERS ADVISORY COMMITTEE

Article 1

Role of the English Learners Advisory Committee

The English Learners Advisory Committee 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. Development of the school plan regarding English learners programs.
2. Conducting the school's needs assessment.
3. Reviewing and providing input on administration of the school's language census.
4. Efforts to make parents aware of the importance of regular school attendance.

Article 2

Members

Section 1 – Method

Elections for membership on the English Learners Advisory Committee will be held within four weeks prior to participation in any program requiring an English Learners Advisory Committee. Parent members will be selected as follows:

1. A general meeting is called including all parents of English learner students.
2. The role and responsibility of the ELAC is explained.
3. The principal or meeting facilitator can entertain nominations from the floor, the group may select a nomination committee, or interested parents can sign up to have their name placed on a ballot.
4. All nominees must be informed before nominations and elections to assure they understand the duties, responsibilities and terms of office.
5. Place the names of nominees on the ballot. The ballot should include persons willing to serve as chairperson, vice-chairperson and secretary, members at large and two representatives to the District English Learners Advisory Committee.
6. Distribute ballots, one per family, with the opportunity for write-in candidates.

7. Selection will be by greater plurality of all ballots returned.

“Other School Community” members, as defined by law, will be elected as follows:

1. The principal will establish a meeting for the election of other school community members.
2. All “other school community” members will be advised in advance through regular communication channels of the meeting to elect members.
3. “Other school community” members of the English Learners Advisory Committee will be elected by a greater plurality vote at the meeting for this purpose.

Section 2 – Term of Office

All members of the English Learners Advisory Committee shall serve a two-year term.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast their vote on each matter submitted to a vote of the council. Proxy or absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold memberships should he or she cease to have children in the school, or no longer meets the membership requirements under which he or she was selected. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. The committee by affirmative vote of two-thirds of all the members can suspend or expel a member for actions that go beyond those responsibilities set in policy by the board of education.

Section 5 – Vacancy

The committee itself will fill vacancies on the English Learners Advisory Committee. A vacancy is either of the two subdivisions; parent or other school community members will be filled by a majority vote of that subdivision in which the vacancy occurs.

Section 6 – Alternates

Alternates can be selected at the discretion of the English Learners Advisory Committee. Alternates will be able to participate in the meeting but will have no voting rights.

Article 3

Section 1 – Officers

The officers of the English Learners Advisory committee shall be a chairperson, vice-chairperson, secretary, and two representatives to the District English Learners Advisory Committee.

Section 2 – Election and Term of Office

The officers of the English Learners Advisory Committee shall be elected once every two years by the members of the committee and shall serve for two years. Elections will be held within four weeks after the beginning of the school year.

Section 3 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by a special election of the English Learners Advisory Committee for the unexpired portion of the term.

Section 4 – Chairperson

The chairperson shall preside at all meetings of the English Learners Advisory Committee and may sign all letters, reports, and other communications of the English Learners Advisory Committee. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the English Learners Advisory Committee from time to time.

Section 5 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the English learners Advisory Committee.

Section 6 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the English Learners Advisory Committee and shall promptly transmit to each of the members, to the District English Learners Advisory Committee or District Superintendent, Project Director, and to such others as the English Learners Advisory Committee may deem appropriate, copies of the minutes of such meetings; maintain committee records at the school site; keep a register of the addresses and telephone numbers of each member of the English Learners Advisory Committee which shall be furnished to the secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the English Learners Advisory Committee.

Section 7 – Representative to the District English Learners Advisory Committee

The duties of the representatives to the District English Learners Advisory Committee shall be to represent the site English Learners Advisory Committee and to promptly transmit to the

site ELAC information provided at the DELAC. The representatives shall perform other duties as from time to time may be assigned by the chairperson or by the site English Learners Advisory Committee.

Article 4

Section 1 – Regular Meetings

The English Learners Advisory Committee shall meet regularly at least four times during the school year. All meetings will be open sessions with opportunity to address the committee.

Section 2 – Adjourned Meetings

An adjourned meeting can be called at the end of a regular meeting to complete agenda items on a newly established meeting date. All adjourned meetings will be open sessions with opportunity to address the council.

Section 3 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the English Learners Advisory Committee, with notice sent to the parents 48 hours in advance of the meeting. All special meetings will be open sessions with opportunity to address the council.

Section 4 – Place of Meetings

The English Learners Advisory Committee shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 5 – Decisions of the English Learners Advisory Committee

All decisions of the English Learners Advisory Committee shall be made only after an affirmative vote of a majority of its members in attendance provided a quorum is present.

Section 6 – Quorum

A majority of each parity group constitutes a quorum for the transaction of business.

Section 7 – Delegation of Responsibilities to the School Site Council

Following six months of operation, the ELAC members may vote to vest their interest in the School Site Council and therefore merge with that group. The School Site Council agenda and minutes must reflect that the School Site Council has voted to accept the

responsibilities of the ELAC. From the point of merging, the School Site Council agenda must address all the ELAC responsibilities.

Section 8 – Duration of Merger

The merger is for a maximum of two years. Every two years thereafter, all parents of English learner students must be given the opportunity to vote to continue the merger of the two committees.

Article 5

Section 1- Amending the Bylaws

Amendments to the bylaws can only be made by the Board of Education. Recommendations for amendments to the bylaws are to be sent to the president of the Board of Education after an affirmative vote of the English Learners Advisory.