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# (School Name)

**ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS**

These bylaws are provided by the Parent Community Student Services Branch (PCSB) for use by the English Learner Advisory Committee (ELAC). A school principal, on behalf of the ELAC, may request, in writing, permission to modify/amend bylaws. Permission to do so is granted by the Educational Service Center Administrator of Parent and Community Engagement who also approves the proposed modifications/amendments (see Section V). Bylaws may never conflict with District, state, or federal rules and regulations.

California Education Code 52176 requires each school with twenty-one or more English learner (EL) students, including Special Education and Affiliated Charter schools, to establish an English Learner Advisory Committee. The ELAC advises the School Site Council (SSC) on programs and services to EL students and on strategies to engage parents in support of their child’s education.

The ELAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the LAUSD without proper authority. The school principal is responsible for ensuring that the ELAC is properly convened and that the committee functions and operates in accordance with these bylaws.

ARTICLE I: DUTIES AND FUNCTIONS

Per Education Code 52176, the **(name of school)** ELAC shall carry out the following duties:

* Provide written recommendations to the SSC regarding programs and services for EL students to support their academic needs.
* Advise the SSC regarding programs and services for English learners based on student performance and parental involvement data. Student performance data includes, but is not limited to, the California English Learner Development Test (CELDT) results, Smarter Balanced Assessment Consortium (SBAC) data, academic assessment data, the School Report Card, and the Superintendent’s Performance Meter. Parental involvement data includes, but is not limited to, parent surveys, School Experience Survey results, and evaluations from parent education classes regarding program placement and EL reclassification.
* Advise on the development of the SPSA, especially those sections related to English learners.
* Assist in the review of the school’s language census, the assessment of achievement gaps of the EL student population, and with the development of the school’s program for EL students.
* Advise on efforts to make parents aware of the importance of regular school attendance.
* Assist with dissemination of information and materials related to all aspects of the District’s Master Plan for English learners.

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ARTICLE II: MEMBERSHIP

1. Composition

The English Learner Advisory Committee shall be comprised of no less than **(number)**

members as follows:

* 1. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC.
  2. When the percentage of EL students constitutes more than 51% of the total number of pupils, parents and legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as their children represent of the total number of pupils in the school.
  3. A parent may continue to participate in the ELAC as part of the English learner parent membership portion of the committee for up to two years after his/her child has been reclassified from an English learner to Reclassified Fluent-English Proficient (RFEP) student.
  4. Other members, not exceeding 49% of the membership, may be from any of the following groups:
     + PTA/PTSA
     + Community-based organizations that support the school
     + Certificated and classified staff
     + LAUSD secondary school students. Students under the age of 18 must have parental consent to participate.
     + Parents of non-EL students, not employed by the District
     + Community members—all community members must be verified by the principal

1. Term of Office

English Learner Advisory Committee members shall be elected for a **(number)***-*year term (maximum of two years). At the first ELAC regular meeting, each member's current term of office must be recorded in the minutes of the meeting.

1. Voting Rights
   1. Each member is entitled to vote on any matter submitted to voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in order to vote and participate as candidates for office.

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1. Termination of Membership
   1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.
   2. Members/officers will be automatically terminated from a committee when their children no longer attend the school for which the parents were elected to represent.
   3. Members/officers may also be terminated from LAUSD councils/committees by the Educational Service Center Administrator of Parent and Community Engagement and/or the Executive Director of the Parent Community Student Services Branch when they do not adhere to any one of the following:
2. The District’s Operating Norms and Code of Conduct for committee members
3. District policies regarding the purpose and operation of all local or central committees
4. Bylaws regarding absences at meetings
5. Statutes and policies regarding the use of public property, funds, and bullying
6. Reimbursement and membership eligibility guidelines and requirements
   1. Upon termination for reasons listed under item 3 above, the member is not eligible for re- election to the ELAC for a period of one school year, not including the year in which the membership was terminated.
   2. The ELAC may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.
7. Transfer of Membership

Membership on the ELAC may not be assigned or transferred.

1. Vacancy
   1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the ELAC must conduct an election to fill the vacancy at the next regularly scheduled meeting. Public notification must be provided, and this item must be listed on the posted agenda as an action item. Elections are conducted in accordance to Section VII, Part B of Bulletin 6332.0.
   2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying ELAC members (parents of EL students) are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda as an action item.

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ARTICLE III: OFFICERS AND DUTIES

1. Officers and Terms of Office
   1. All ELAC officers must be parents of EL students. ELAC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
   2. The officers of the ELAC shall be the following:
      * Chairperson
      * Vice-Chairperson
      * Secretary
      * Parliamentarian
2. Officer Duties
   1. The Chairperson shall:
      * Preside at all meetings of the ELAC.
      * Sign all letters, reports and other communications of the ELAC.
      * Serve as the school’s delegate to the ELAC Delegate Convening.
      * Perform all duties relevant to the office of the Chairperson.
      * Participate in planning of the agenda.
      * Have other such duties as are prescribed by the ELAC.
   2. The Vice-Chairperson shall:
      * Represent the Chairperson in assigned duties.
      * Substitute for the Chairperson in his or her absence.
      * Participate in planning of the agenda.
   3. The Secretary shall:
      * Keep minutes of all regular and special meetings of the ELAC.
      * Transmit true and correct copies of the minutes of such meetings to members of the ELAC and to the **following other persons: .**
      * Provide all notices in accordance with these bylaws.
      * Assist in the maintenance of ELAC records.
      * Maintain a current roster of ELAC members.
      * Participate in planning of the agenda.
      * Perform other such duties as are assigned by the Chairperson of the ELAC.

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* 1. The Parliamentarian shall:
     + Assist the Chairperson in ensuring all rules and bylaws are followed.
     + Be knowledgeable about bylaws of the committee, parliamentary procedure, Robert’s Rules of Order and the California Open Meeting Law (Greene Act).
     + Participate in planning of the agenda. ARTICLE IV: COMMITTEES

1. Subcommittees

The ELAC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the ELAC. No subcommittee may exercise the authority of the ELAC.

1. Other Standing and Special Committees

The ELAC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the ELAC. No such committee may exercise the authority of the ELAC.

1. Membership

Unless otherwise determined by the ELAC, the ELAC Chairperson shall appoint ELAC members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the Chairperson.

1. Terms of Office

The ELAC shall determine the terms of office for members of a committee.

1. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the ELAC or policies of the LAUSD Board of Education.

ARTICLE V: MEETINGS OF THE ENGLISH LEARNER ADVISORY COMMITTEE

1. Schedule

The ELAC shall meet on the **(day and time)**. Six meetings must be held each school year. Special call meetings of the ELAC may be called by a majority vote of the committee.

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1. Quorum

A quorum shall be the majority of the membership. Any meeting may continue without a quorum for purposes of presentations or discussions. However, action or voting may not take place without a quorum.

1. Location of Meetings

The ELAC shall hold its regular meetings at **(name of school)**, unless the facility is not accessible to parents or the public, including handicapped persons. An alternate meeting location may be recommended by a majority of the committee and must be approved by the school administrator.

1. Notice of Meetings

Written public notice and agendas shall be given of all meetings at least seventy-two hours in advance of the meeting, except in the case of an emergency meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside, on the school website, **and** . All required notices shall be provided to School Site Council and committee members no less than seventy- two (72) hours, and no more than **days** in advance of the meeting, **personally, by mail or by e-mail**.

1. Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by CA Education Code Section 3147(c) and with Robert's Rules of Order or an adaptation thereof approved by the ELAC.

1. Special Emergency Meetings

Notices and agendas must be posted twenty-four hours prior to the scheduled start time of the meeting. Notices should be posted in a visible and accessible area outside and on the school website.

1. Meetings Open to the Public

All meetings of the ELAC shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

ARTICLE VI: BYLAWS

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1. Standard Bylaws

These bylaws must be used by the ELAC, except when modified/amended bylaws have been approved by the Educational Service Center Administrator of Parent and Community Engagement.

1. Amending Bylaws

Sections of these bylaws **in bolded text** indicate where members may amend the item by informing members at least 30 days prior to the meeting of the intent to amend the item(s).

1. Modified Bylaws

If a school desires to operate under modified bylaws, a written request to develop such bylaws must first be submitted by the principal to the ESC Administrator of Parent and Community Engagement. Once permission is granted by the ESC Administrator of Parent and Community Engagement, the ELAC is authorized to draft modified bylaws. The draft modified bylaws must be presented to the entire ELAC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed modified bylaws should then be submitted to the ESC Administrator of Parent and Community Engagement for final approval. Bylaws may never conflict with District, state, or federal policies, rules and regulations.

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# (School Name)

**ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

We, the members, intend to amend/modify District bylaws pursuant to the procedures outlined herein. Once the amended/modified bylaws are approved by the ELAC and principal, they will be submitted to the ESC Administrator for Parent and Community Engagement for final approval. In the interim, we will use District bylaws.

Committee members’ signatures indicate intention to modify/amend provided bylaws.

School Principal ELAC Chairperson Date

# Approved:

PACE Administrator Date