

EASTLAKE MIDDLE SCHOOL

English Learner Advisory Committee-ELAC

BY-LAWS

ARTICLE I

NAME

The committee will be named English Learners Advisory Committee. It also may be referred to as the “ELAC committee.”

ARTICLE II

OBJECTIVES

The objective of the ELAC Committee is to assist the school (principal and categorical programs) and parents to bring about the cooperation and coordination of parent and community resources which may be of value to the school in the operation of its Alternative Education program. In achieving this purpose, the ELAC shall provide advice and assistance in:

1. Informing and guiding parents regarding District policy, legal procedures, roles requirements, and development of a detailed master plan for English Learners.
2. Reviewing programs and plans, at the school level, in cooperation with school staff, parents, and other members of the community.

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ARTICLE III

ELAC COMPOSITION

The needs and resources of the school require that its members represent a wide range of interested people and that participation of the community and parents in the English Learner programs be of greater effort. In order to satisfy this requirement the composition of the ELAC will be as follows:

1. On the committee, the percentage of parents of English Learners is to be at least the same as that of English Learners at school.
2. All members will have the same rights and obligations.

ARTICLE IV

MEMBERSHIP

Members of the ELAC must show interest regarding education and the well being of English Learners. Members of the committee will be encouraged to participate without any discrimination regarding race, religion, gender, ethnicity, or political affiliation.

SECTION 1. SELECTION OF MEMBERSHIP

ELAC committee membership is voluntary and established in the month their names are submitted by the ELAC committee. Staff and district employees cannot be nominated as members of the ELAC.

SECTION 2. TERM OF MEMBERSHIP

ELAC committee members will serve for one year during the calendar year in which they were elected. At least three (3) members will be elected to leadership roles for a one-school year term.

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SECTION 3. VOTING RIGHTS

Each member shall be entitled to one vote on the matter that is being submitted to a vote by the ELAC.

SECTION 4. MEMBERSHIP TITLES AND RESPONSIBILITIES

Representative/Alternate Representative

School site ELAC committees will elect no more than one representative and one alternate representative to represent their school site at the monthly DELAC meetings. The representative must attend all DELAC meetings. In the case that he/she is absent, the alternate representative must serve as a substitute for the representative. The alternate, if he/she wishes, may attend all DELAC meetings. (Both representatives and alternates are to serve as a mean of communication between ELAC site committee, and DELAC committee. All sites must have a representation before the DELAC committee.)

Community Members

Parents who no longer have children in the English Learner program may continue to participate in the ELAC committee as community members. A community member will help mentor and orientate new parents to become familiar with both ELAC and DELAC committee functions.

SECTION 5. RESIGNATION

A member may resign by presenting his/her resignation in writing to the ELAC Coordinator at ELM, which in turn will notify the DELAC during the committee's next meeting.

SECTION 6. VACANCIES

If a school or entity representative vacancy becomes available, elections will be held at the following meeting. Notice of the vacancy will be announced through mailers.

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ARTICLE V

OFFICERS

SECTION 1. OFFICERS

The officers of the ELAC Committee consist of the president, vice-president, secretary. The officers must be parents of students attending Eastlake Middle School. Staff members of the district cannot be elected for any official position in the committee.

SECTION 2. ELECTION AND END OF TERM

ELAC officers shall be elected every August and will serve as officers for a one-year period and until the next election of his/her successor. ELAC officers will assume their position immediately after being elected of the present year. Any officer may be re-elected provided he/she continues to be a member.

SECTION 3. REMOVAL/CEASE OF OFFICER

Any ELAC officer may be removed of his/her position by a 51% + 1 vote of the members in attendance in any given meeting or session where the motion is initiated. The discontinuance of his/her position will be subject to the members' judgment and must prove that it is in the best interest of the committee. A motion must be called and seconded in order to initiate the action.

SECTION 4. VACANCY

The committee, utilizing the established process, may fill a vacancy of an officer's position due to death, resignation, removal, disqualification, or any other reason, by using the established election process.

SECTION 5. PRESIDENT

1. The president's responsibilities are as follows
 - a. To preside all regular or extraordinary meetings.

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- b. Prepare, coordinate, sign agendas, and consul beforehand with the Director of the District English Language Learners Program.
- c. Start the meeting at the time previously agreed on.
- d. Read the agenda items before the committee in the order in which they must take place.
- e. Serve as an ex-officio member for all the subcommittees with the exception of the nominated committee.
- f. Allow time to members that have the right to speak.
- g. Declare or vote on questions or concerns that normally are postponed or arise in the course of the proceedings.
- h. Announce the results of a vote or general opinion.
- i. Refuse to recognize frivolous or dilatory motions for the protection of the committee.
- j. Help facilitate business matters in any compatible way with the members' rights.
- k. Limit, within the rules of order, debate between members.
- l. Observe at all times the carrying out of conversation between committee members; classify all questions (subject to a petition of two (2) members of the committee) unless the person prefers to submit the question for the committee to decide.
- m. When necessary, notify the committee of an issue or pertinent practice that may be pending.
- n. Sign documents, letters, reports, and other communications, to legalize all acts and proceedings of the Committee declaring its decision.
- o. Obey orders from the Committee.

SECTION 6. VICE-PRESIDENT

The duties of the vice-president are as follows:

- a. To act as substitute for the president during his/her absence
- b. To serve as an ex-officio member for all the subcommittees
- c. To fulfill other regular duties assigned by the president or by the DELAC

SECTION 7. SECRETARY

The duties of the secretary are as follows:

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- a. Take minutes of the committee meeting, either regular or special.
- b. Will promptly send to the committee members, district staff, and other persons that the committee wishes, true and correct copies of the minutes, and see that all notices comply with these by-laws;
- c. Be custodian of records and will maintain a confidential list with the names, addresses, and telephone numbers of the members of the committee.
- d. Will not provide information about any member, unless said member has previously approved it.
- e. Will notify the subcommittees of his/her assignment.
- f. Will work with the secretary of the English Learner Department, to ensure meeting notices be sent by mail in time.
- g. Will provide the officers the affiliation updated confidential directory that lists: name, address, telephone number, e-mail address, and how they represent their school, community, business or any other representation.
- h. Will provide the officers and district offices with the confidential executive information form that allows them to maintain confidential their telephone number or other private information.
- i. Will provide the subcommittees with all documents pertaining to them.
- j. Will comply with other duties that may occasionally be assigned by the president or the committee.

ARTICLE VI

ELAC COMMITTEE MEETINGS

SECTION 1. REGULAR MEETINGS

The ELAC committee shall meet at least six times during the school year. Meetings will be from 8:30 a.m. to 9:30 a.m. on designated Tuesday mornings during the school year.

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the president or by a majority vote of the members of committee members.

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SECTION 3. NOTICE OF MEETINGS

Notification of meetings will announced at least 72 hours prior to the monthly meeting. The meeting notice must be written in English and Spanish.

SECTION 4. PLACE OF MEETINGS

The committee will have its regular and special meetings in a facility provided by the ELM: Library. In order for members of the committee to become familiarized with other matters and specific programs, the meetings may take place in other facilities on campus if announced ahead of time.

SECTION 5. CONDUCT OF THE MEETING

All regular and special meetings will be conducted accordingly:

❖ *Procedure*

1. Begin session-Welcome
2. Review and approve
3. Discuss pending and business items
4. Parental Input
5. Evaluations and recommendations
6. Close meeting

❖ *Translation/Interpretation Services*

All meetings will be conducted in the language spoken by the majority of the members present. Translation will be provided, by a staff member, to those who do not speak the language being used to conduct the meeting.

❖ *Guest Speakers*

The rules of the committee in relation to guest speakers are as follows:

1. The speaker will deliver to the committee a summary of the topic to be discussed no later than the meeting prior in which he/she desires to participate.
2. The guest speaker will not address the committee without authorization by the majority of the members in attendance.

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3. The information presented should be in reference to a topic and legal requirements that is being discussed by the committee.
4. The presentation will be limited to 25 minutes; unless it had been indicated in the agenda.

❖ ***Time Limitation***

The following time limitations must be respected in every “ELAC” meeting, except when the president or a membership approved motion permits an exception:

1. No person may speak for more than three (3) minutes at a time, or discuss the same item of discussion more than two (2) times. During this time the president will present interruptions.
2. Reports will be limited to ten (10) minutes, unless a longer period of time is indicated on the agenda.

SECTION 6. COMMITTEE DECISIONS

All ELAC decisions will be the result of the vote in favor with a minimum of 50 % +1 of the members in attendance.

SECTION 7. QUORUM

A minimum vote of 50 % +1 of the members in attendance constitutes a quorum. The action of the majority of the members present at a meeting at which a quorum is present shall be the act of the entire committee.

SECTION 8. DECORUM

All persons present at an ELAC meeting will conduct themselves in a proper manner at all times. Any person(s) using profanity, making libelous or slanderous statements or berates another person in public, will be promptly called out of order and will be asked to leave, if such conduct does not cease immediately.

ARTICLE VII

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REPORTS TO DELAC, SSC, and ELM Principal

The president of the ELAC will prepare an oral and/ or written report to DELAC, SSC, and ELM Principal, with a minimum of one report per school year.

ARTICLE VIII

ELAC SUPPORT

The Main Office and the English Learner Program will provide support to the ELAC, and will assist the committee in carrying out its official duties. Such support will include, but is not necessarily limited to, technical assistance, provide necessary information, provide office staff assistance, assist in preparation of official correspondence, reports, etc., assistance in preparing for attendance to conferences, providing translation services to those present that do not understand the language in which the meeting or conference will be conducted, with the ELAC budget, assistance with complaint proceedings, etc.

ARTICLE IX

ELAC COMMUNICATION

There will be articulation among the ELAC Committee, DELAC, SSC, and site leadership team.

ARTICLE X

CHANGES AND AMENDMENTS

The by-laws may be amended at any time with an affirmative minimum vote of 50 % +1 of the members in present. The amendment must be presented to the committee in writing, read aloud, with an explanation as to why such amendment is being proposed at the last meeting before the meeting in which the voting is going to take place.

ARTICLE XI

COMPLAINTS

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All complaints from the ELAC, as a group or by individual members, shall be made in accordance with the complaint procedures established by the Sweetwater Union High School District.

ARTICLE XII

LIMITATIONS

These by-laws are written by and for the ELAC and are binding on its members only. They belong to the Committee and are in accordance with all known federal and state regulations and policies of the Board of Trustees of the Sweetwater Union High School District.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

SECTION 1. RULES OF ORDER (“Robert’s Rules”)

In the event of a dispute, the final parliamentary authority will be that of Robert’s Rules of Order, modified edition.