



# **FULLERTON JOINT UNION HIGH SCHOOL DISTRICT DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS**



## **ARTICLE I NAME OF COMMITTEE**

The name of this committee shall be the District English Learner Advisory Committee, It may be also referred to as the “DELAC” and the “Advisory Committee.”

## **ARTICLE II OBJECTIVES**

The objectives of the DELAC are to assist the school district in bringing about the cooperation and coordination of parent and community resources which may be of value to the district in the operation of its English Learner (EL) program. Per California Education Code section 52176 and 5 C.C.R. section 11308 the DELAC shall provide advice and assistance in:

1. Development of the District master plan for educational programs and services for English Learners that takes into consideration the Single Plan for Student Achievement.
2. Conduct a District-wide needs assessment on a school-by-school basis.
3. Establishment of District program, goals, and objectives for programs and services for English Learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the District’s reclassification procedures.
6. Review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP)
7. Review and comment on the written notifications required to be sent to parents

This section of the bylaws shall in no way be construed as giving the DELAC any veto power over the District English Learner Program. The committee shall be an advising, coordinating, and evaluating group only, to further the purpose of education and the specific purpose of these bylaws. In the absence of his/her written consent, no committee member shall be required to provide any sum of money, property, or service, other than the services described herein.

## **ARTICLE III MEMBERS**

### **SECTION 1 – COMPOSITION OF DELAC**

The needs and resources of the school district require that membership be obtained from a broad range of interested persons and that there be a maximum effort to involve parents of children who participate in the English Learner program. To satisfy this requirement, the composition of the DELAC as determined by the committee is as follows:

1. DELAC consists of a group made up of representatives of ELAC groups from all schools in the district
2. Parents or guardians of English Learners (ELs) must constitute the majority of the members of the committee (at least 51% )
3. Parents or guardians of reclassified (RFEP) or English-Only (EO) students can be members of DELAC but cannot constitute the majority of the members of the Committee

## **SECTION 2 – SELECTION OF MEMBERS**

Members shall be officially elected during the first meeting of the calendar year. This will enable them to be seated the following month. Specific details regarding the election of members should demonstrate interest and concern for the education and welfare of the students being served by the English Learner program.

Members shall be elected without any discrimination regarding their race, religion, sex, ethnicity, or political persuasion.

## **SECTION 3– TERM OF OFFICE**

All members of the DELAC shall serve during the calendar year for which they were elected.

## **SECTION 4– VOTING RIGHTS**

Each elected member or his/her alternate shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DELAC.

## **SECTION 5- TERMINATION OF MEMBERSHIP**

A member shall no longer hold membership should he/she cease to be a resident of the area to be served or otherwise terminate his/her relationship with the group or organization, which he/she was selected to represent. Membership should automatically terminate for any member who is absent without justification from three regular and/or special meetings in succession.

## **SECTION 6- TRANSFER OF MEMBERSHIP**

Membership in the Advisory Committee is not transferable.

## **SECTION 7- ALTERNATES**

A committee member may send an alternate to a meeting. An alternate shall have voting power, and the presence of an alternate shall not relieve a member from the effect of Section 5 of this Article.

## **SECTION 8- RESIGNATION**

Any member may resign by filing a written resignation with the Educational Services Department which will notify the DELAC on/or before the next DELAC meeting.

# **ARTICLE IV DELAC OFFICERS AND DUTIES**

## **SECTION 1- OFFICERS**

The officers of the DELAC shall be a President, Vice-President, Secretary, and Historian. Any site elected ELAC member may be nominated for an office.

## **SECTION 2– ELECTION AND TERM OF OFFICE**

The officers of the DELAC shall be elected at the first DELAC meeting and shall serve during the two calendar years for which they are elected and until his/her successor has been selected.

## **SECTION 3– VACANCY**

If a vacancy occurs with a member, a letter will be sent to the school involved, requesting that a new person be nominated for membership to fill the unexpired term. If a vacancy occurs with a member of the community, the member will be removed and no further action taken. A vacancy in any office may be filled by the committee for the unexpired portion of the term by using the established election process.

## **SECTION 4– PRESIDENT**

The President shall:

1. Preside at all meetings of the DELAC and may sign all letters, reports, and other communications to the committee
2. Facilitates/directs meetings of the DELAC
3. Kindly asks members to abstain from having side conversations
4. Restricts discussion to a motion and if discussion deviates, redirects it to the item
5. Meets with the District Community Liaison and assists with the development of the agenda prior to each meeting
6. In addition, he/she shall perform all duties incident to the office of President and any other duties prescribed by the committee from time to time

## **SECTION 5- VICE-PRESIDENT**

The Vice-President shall:

1. Be to substitute for the President during his/her absence, and to perform such other duties as from time to time may be assigned to him/her by the President or by the DELAC
2. Kindly asks members to abstain from having side conversations
3. Meets with the District Community Liaison and assists with the development of the agenda prior to each meeting
4. May identify the Vice-President as the successor to the President if the President resigns

## **SECTION 6– SECRETARY**

The Secretary shall:

1. Take roll call at the beginning of each meeting
2. Takes minutes of each meeting, including vote results and motions taken
  1. Minutes will be typed and provided to District Community Liaison for translation.
3. Requests approval of the minutes of the previous meeting
4. Keeps all records including a membership list and calendar of meetings
5. Understands the Greene Act, Robert's Rules of Order, and DELAC bylaws

## **SECTION 7– HISTORIAN**

The Historian shall:

1. Record and forward video, pictures, or any type of media reordering of the DELAC Committee members from all events, activities, meetings, community involvement, etc.
2. Create and further process albums and/or posters.
3. Record a timeline for all events that the DELAC Committee participates in for the school year.

## **ARTICLE V MEETING OF THE DELAC**

### **SECTION 1– REGULAR MEETINGS**

The DELAC shall meet in September, October, December, January, February and April for the school year. Meetings will be set prior to the next school year by Education and Assessment Services. All meetings will be open sessions with the opportunity to address the committee. DELAC operates under the Greene Act, Education Code section 35147.

## **SECTION 2 – PLACE OF MEETINGS**

The DELAC shall hold its regular and special meetings in a facility provided by the school district.

## **SECTION 3– NOTICE OF MEETINGS**

The notice shall be sent by district to each school site. The official agenda will be posted 72 hours prior to each meeting at each school site and on the District website: [www.fjuhsd.org](http://www.fjuhsd.org) > Departments > Education & Assessment Services > District English Learners Advisory Committee. The agenda shall state the day, hour, and location and shall be provided in English, Spanish and Korean. The time requirement of notification may be suspended in an emergency by a member or a majority of the committee members.

## **SECTION 4- LIMITATIONS**

The following time limitations shall be observed at each DELAC meeting except when exceptions are granted by the President or by an approved motion:

1. No person shall speak for more than 2 minutes at a time on the same item of discussion.
2. Reports shall be limited to 15 minutes unless a longer time is indicated in writing on the meeting notice agenda.

## **SECTION 5– DECISION OF THE ADVISORY COMMITTEE**

All decisions of the DELAC shall be made only after an affirmative vote of 50% + 1 of the members present.

## **SECTION 6– 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.

## **SECTION 7- CONDUCT OF MEETING**

All regular and special meetings of the DELAC shall be conducted following the DELAC bylaws. A qualified translator will be present to provide a translation in Spanish and Korean for those present who do not speak the language being used to conduct the meeting.

## **ARTICLE VI AMENDMENTS**

The bylaws may be amended at any time by an affirmative vote of 50% + 1 of the members present at any meeting where such action is proposed by a proper motion, with an explanation as to why such an amendment is being proposed.

## **ARTICLE VII DECORUM**

All persons present at a District English Learners Advisory Committee meeting will properly conduct themselves at all times. Any person(s) using profanity, making libelous or slanderous statements, or attempts to berate another person in public will be promptly called out of order and asked to leave if such conduct does not cease immediately.

California *Education Code*, sections 35147, 52062(a)(2), 52063(b), 52069, 62002.5, and 64001(a)  
California *Code of Regulations*, Title 5, Section 11308 and 15495(b)