

BYLAWS

ENGLISH LEARNER ADVISORY COMMITTEE

Preamble

In order to assure that every English language learning student develops fluency in English as effectively and efficiently as possible and to promote a positive self-concept, cross-cultural understanding, and equal opportunity for academic achievement including primary language instruction when necessary, we adopt these bylaws.

ARTICLE I

Name of the Committee

The name of this committee shall be the **Lincoln Elementary School** English Learner Advisory Committee (ELAC).

ARTICLE II

Role of the Committee

Parent members of the committee shall receive appropriate training and training materials to assist them in carrying out their responsibilities.

The school plan and budget for bilingual education shall be developed with recommendations to the principal by the committee prior to submission to the Board of Education. The committee shall review and/or advise on: 1) how EIA-LEP funds are used to supplement appropriate core curriculum with specially designed instruction and trained personnel to meet the academic needs of English language learners; 2) how students' self-image is promoted through cross-cultural understanding; 3) how the administration of the school's language census is conducted and the results of the census; 4) the importance of regular school attendance; and 5) the voluntary nature of student participation in the bilingual program.

The bilingual program shall be assessed periodically and specific changes to the school plan or budget shall be recommended with the advice of the committee.

This section of the bylaws shall in no way be construed as giving the English Learner Advisory Committee a power of veto over the education program. The committee shall be an advising committee in order to further the purpose of bilingual education and the specific purpose of these bylaws.

In the absence of written consent, no committee member shall be required to provide any sum of money, property or service, other than services described herein. The committee shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III

Members

Section I - Size and Composition

The membership of the English Learner Advisory Committee shall include parents of English language learners, including parents of students that have been reclassified (RFEP), in at least the same percentage as ELL students at the school.

Section 2 - Term of Office

Members shall be elected by parents of English language learners and serve for a two-year term.

At least one member of the English Learner Advisory Committee shall be elected to serve as a representative to the District English Learner Advisory Committee.

Section 3 - Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 4 - Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The committee, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 - Transfer of Membership

Membership in the English Learner Advisory Committee is not transferable or assignable.

Section 6 - Resignation

Any member may resign by filing a written resignation with the principal of the school.

Section 7 - Vacancy

Any vacancy on the committee shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

ARTICLE IV

Officers

Section I - Officers

The officers of the English Learner Advisory Committee shall be a chairperson, vice-chairperson, secretary (*an elected teacher's adjunct duty*), and such other officers as the committee may deem desirable.

Section 2 - Election and Term of Office

The officers of the English Learner Advisory Committee shall be elected annually and shall serve for two years or until each successor has been elected.

Section 3 - Removal

Any officer may be removed by a two-thirds vote of all members sitting on the English Learner Advisory Committee whenever, in the judgment of the council, the best interest of the council would be served thereby.

Section 4 - Vacancy

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

Section 5 - Chairperson

The chairperson shall preside at all meetings of the English Learner Advisory Committee and may sign all letters, reports, and other communications of the 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 committee from time to time.

Section 6 - 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 Learner Advisory Committee.

Section 7 - Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the English Learner Advisory Committee and shall promptly transmit to each of the members, to the principal, and to such other persons as the committee may deem, true and correct copies of the minutes of such meetings; see that all notices of all meetings are duly given to members in accordance with the provisions of these bylaws; see that agendas are posted in a location accessible to parents 72 hours in advance of a meeting; be custodian of the English Learner Advisory Committee records; keep a register of the address and telephone number of each member of the English Learner Advisory Committee which shall be furnished to the secretary by such member; and , in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the English Learner Advisory Committee.

ARTICLE V

Committees

Section 1 - Standing and Special Committees

The English Learner Advisory Committee may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the English Learner Advisory Committee.

Section 2 - Membership

Unless otherwise determined by the English Learner Advisory Committee in its decision to establish a committee, the chairperson of the English Learner Advisory Committee shall appoint members to the various committees.

Section 3 - Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 - Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the English Learner Advisory Committee or with policies of the governing board.

Section 5 - Quorum

Unless otherwise provided in the decision of the English Learner Advisory Committee designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 - Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI

Meetings of the English Learner Advisory Committee

Section 1 - Regular Meetings

The English Learner Advisory Committee shall meet regularly at least once per month.

Section 2 - Special Meetings

Special meetings may be called by the chairperson or by majority vote of the English Learner Advisory Committee.

Section 3 - Place of Meetings

The English Learner Advisory Committee shall hold its regular monthly 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 4 - Notice of Meetings

Public notice of all meetings shall be given and agendas posted 72 hours in advance in a place accessible to the entire school community and parents. Any change in the established date, time or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing, shall state the day, hour, and location of the meeting, and shall be delivered either personally or by mail to each member not less than seventy-two hours or more than two weeks prior to the date of such meeting.

Section 5 - Decisions of the English Learner Advisory Committee

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

Section 6 - Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the English Learner Advisory Committee. No decision of the English Learner Advisory Committee shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7 - Conduct of Meetings

All regular and special meetings of the English Learner Advisory Committee shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 - Meetings Open to the Public

All regular and special meetings of the English Learner Advisory Committee and of its standing or special committees shall be open at all times to the public.

**ARTICLE VII
Amendments**

These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the committee, provided that the amendment is to further carry out the purpose of the council as herein expressed. Any amendments must conform with the Education Code of the State of California.

In witness thereof, the Lincoln Elementary English Learner Advisory
(school name)
Committee has caused these bylaws to be duly executed on the _____ of _____,
(day) (month)

(year)

Printed Name of Chairperson _____

Signed _____
(Chairperson, English Learner Advisory Committee)