



**Redlands Unified School District**  
**English Learner Advisory Committee (ELAC) Bylaws Template**

**ARTICLE I – NAME**

The name of this committee shall be Judson & Brown English Learner Advisory Committee.

**ARTICLE II – PURPOSE**

Under state law, the ELAC has responsibility for the following duties:

- Advise the principal, and School Site Council (SSC) on: the needs of English Learners, (including instructional and support needs), the development of the Single Plan for Student Achievement (SPSA) and budget, how to maximize the EL Parent Involvement.
  - The ELAC will periodically provide written communications to the School Site Council regarding the needs of English Learners. This communication will include the ELAC's input into the Single School Plan for Student Achievement and its corresponding budgets
- Advise and assist the principal in reviewing and revising the school needs assessment of EL programs and adjusting them as appropriate.
- Advise the principal on ways to make parents aware of the importance of regular school attendance
- Select representative(s) to the District English Learner Advisory Committee (DELAC). Send to and receive information from the DELAC about various district and school programs and associated requirements including the participation in training opportunities provided by the district.

**ARTICLE III – MEMBERSHIP**

**Section 1: Size and Composition**

- The ELAC members shall be composed of parent/guardians of English Learners, other parent/guardians from the school, and staff members with an equal ratio of ELAC members to the percentage of EL students represented at the school site.

**Section 3: Selection/Election of Members**

- The ELAC committee shall have the opportunity to elect a Chairperson, Vice Chairperson, and secretary.
- The committee shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC)

## **Section 4: Voting Rights**

- Each member of the ELAC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the ELAC. Absentee ballots shall **not** be permitted.
- In all elections for parent members, ties will be decided by lot by equal chance draw straws, toss a coin etc.)

## **ARTICLE IV – OFFICERS**

### **Section 1: Officers**

- The ELAC committee shall nominate and vote for a:
  - o Chairperson
  - o Vice Chairperson
  - o Secretary

### **Section 2: Election of Officers and Terms of Office**

- The ELAC officers shall be elected annually and shall serve up to a maximum term two years or until a successor has been elected.
- Any member of the ELAC, **except** the principal, may serve in any officer capacity.

### **Section 3: Removal of Officers**

- Any officer may be removed from their office by a two-thirds vote of all ELAC members.

### **Section 4: Vacancy in an Officer Position**

- If an officer vacancy occurs, the ELAC will elect a new officer.

### **Section 5: Officer Duties**

- The chairperson shall:
  - Develop agendas with help from the principal and English Learner Representative at the school site.
  - Conduct the ELAC meetings.
- The vice-chairperson shall
  - Represent the chairperson or the ELAC in assigned duties
  - Substitute for the chairperson in his/her absence.
- The secretary shall:
  - Keep minutes of all regular and special meetings of the ELAC;
  - Serve as custodian of the ELAC records, including contact information of members and officers

- The DELAC representative shall:
  - Attend all DELAC meetings.
  - Receive input from the ELAC and share the information with the DELAC.
  - Provide the ELAC with information from the DELAC meetings.
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## **ARTICLE V – COMMITTEES**

### **Section 1: Standing and Special Committees**

- Standing, Special, and Sub Committees,
  - o The ELAC may establish and abolish Standing, Special, and subcommittees of its own membership with such composition to perform duties as shall be prescribed by the ELAC committee. No subcommittee may exercise the authority of the ELAC.
- The purpose of these committees may be to:
  - Gather and analyze data; examine materials, staffing, or funding possibilities that improve instructional practices for EL Learners.

### **Section 2: Standing and Special Committee Rules**

- Each standing and special committee will establish procedural rules that are consistent with the ELAC's bylaws.

## **ARTICLE VI – ELAC MEETINGS**

### **Section 1: Meetings**

- Special ELAC meetings may be called by the chairperson or by a majority vote of the ELAC.

### **Section 2: Virtual Online Meetings**

- The ELAC shall hold its regular meetings via Zoom and shall be determined jointly by the school principal and ELAC chairperson.

### **Section 3: Notice of Meetings**

- This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. The ELAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the ELAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the ELAC after the posting of the agenda.
- All required notices shall be emailed to ELAC members no less than 72 hours prior. Other Options include: Robo calls, flyers, advertisement on Marquee.

### **Section 4: Quorum**

- The presence of 51% of the ELAC membership in attendance at the meeting will constitute a quorum. No decisions of the ELAC shall be valid unless a quorum of the membership is present.

**Section 5: Conduct of Meetings**

- ELAC meetings shall be conducted in accordance with the rules of order established by Education Code 35147 and the Robert's Rule of Order or an adaptation thereof approved by the ELAC.

**Section 6: Meetings Open to the Public**

- Each meeting agenda will include a time for public comment on matters that are not on the agenda, but no action may be taken by the ELAC.
- The minutes and any materials provided to the ELAC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3/5 (Commencing with Section 6250) of Division 7 of Title 1)

**ARTICLE VII – BYLAW AMENDMENTS**

- An amendment of these bylaws may be made at any regular meeting of the ELAC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to committee members at least 5 days prior to the meeting at which the amendment is to be considered for adoption.

These bylaws were approved by the **Judson & Brown ELAC** at the previously scheduled meeting on \_\_\_\_\_ date as noted in the corresponding meeting minutes and a copy has been remitted to the Coordinator of School Improvement & Professional Development in Educational Services.

Chairperson: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_