

Davis Joint Unified School District  
**District English Learners Advisory Committee (DELAC)**  
**BYLAWS**

**Who Coordinates and Conducts DELAC Meetings**

The District English Learner Program Coordinator serves as district liaison to the DELAC, assisting with preparation of meeting minutes, distribution of meeting notices, and the communications pertaining to the DELAC.

The Chairperson shall preside at all the DELAC meetings, as well as sign all letters, reports, and other communications of the committee (with previous approval from DELAC members). In the event of the Chairperson's absence, resignation, or inability to perform their duties, the Co-Chairperson shall assume those duties.

**Training on Legal Areas of Responsibility**

The District will provide all the DELAC members appropriate training, materials, and information to assist each member to carry out his responsibilities and any required duties.

DELAC members shall assist the District to plan the training providing for such necessities as childcare, translating services, refreshments, and any other reasonable expenses.

**Bylaws of the DELAC:**

***Article I***

The name of this organization shall be the Davis Joint Unified School District English Learners Advisory Committee. Herein this organization will be referred to as DELAC. The Committee's address shall be 526 B Street, Davis, CA., 95616.

***Article II***

**Objectives/Purpose**

The Objectives of the District English Learners Advisory Committee shall be to advise the governing Board on the following tasks:

1. Development or revision of a district master plan of education programs and services for English learners, taking into consideration the Single School Plans for Student Achievement.
2. Conducting 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 (e.g., parental exception waivers and funding).
4. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
5. Administration of the annual language census (~~R-30 LC Reports~~) (e.g., procedures and forms)
6. Review and comment on the district's reclassification procedures.
7. Review and comment on the written notifications required to be sent to parents and guardians pursuant to Education Code Section 48985 and Title 5, CCR, Subchapter 4, Section 11316.

## **Main Function**

The DELAC or subcommittee shall inform the participant members in the EL Program (in person and/or writing) about the programs and services available to the district English Learner students and to review ALL documents pertinent to the district English Learner Program.

## **Duties**

The DELAC shall obtain information, make revisions and comments to the District English Learner Program administrators, on the following:

1. establish dates to:
  - a. set goals and objectives for the EL Program.
  - b. administer a census of the needs of each School and the District.
  - c. collaborate with the District in the development of the EL master plan, considering the instructional plan of each participating School.
  - d. develop the District procedures and criteria to change EL students to a high English level, and to make this information available to the parents of such students.
2. are responsible for:
  - a. ensuring that the district/school plan meets the legal responsibilities to serve the English learners.
  - b. ensuring that the DELAC is informed about any changes affecting the service to English learners, for example:
    - i) informing parents regarding the new enrollment period.
    - ii) informing parents regarding the results on the initial language exams.
    - iii) the reclassification procedure for students of EL to FEP in the District.
3. the assignment of any other responsibilities by the District Board of Education and/or administrators.

## **Training**

The District will provide all the DELAC members:

1. appropriate training, materials and information to assist each member to carry out his responsibilities and any required duties.
2. DELAC members shall assist the District in planning the training.
3. DELAC members shall assist the District in planning child-care, translating services and refreshments.

## ***Article III***

### **Section 1 – Membership**

The membership of this committee will be Parents of English Learners, Teachers and administrators. At least 51% of the DELAC members will be parents of students participating in the English Learners Program.

### **Section 2 – Absence**

In the event that a member is absent for two (2) consecutive meetings without any justification, the absence may be deemed as a resignation from that member. The vacancy will be announced immediately.

### **Section 3 – Members Representation**

An alternate will represent a member when absent.

#### **Section 4 – Vacancies**

In the event that a vacancy occurs, it shall be announced as soon as possible and filled by the election process.

### ***Article IV***

#### **Section 1 – Number of Officers**

DELAC officers shall consist of Chairperson, Vice Chairperson, one Secretary, and two Alternates.

#### **Section 2 – Election Process**

1. Each School participating in the EL Program shall have its EL Advisory Committee (ELAC) established no later than the second month after school starts.
2. During the month of September all the Schools Advisory Committees will be informed of the District regulations, as well as the responsibilities of each DELAC member.
3. All the members in the school's committees will be notified in writing about the elections for district officers.
4. Nominations and election of DELAC officers will be held during the month of October.
5. Only one school staff representative or alternative will have the right to vote. All elected parents (2 per site) will have the right to vote.
6. Voting will be confidential.
7. The number of voters present shall be announced.
8. Voting will take place separately for each position.
9. A guest/non-voting person will be asked to count the votes.
10. The new officers will be introduced.

#### **Section 3 – Duties of the Officers**

The Chairperson:

- a. shall preside at all the DELAC meetings
- b. sign all letters, reports and other communications of the committee (with previous approval from DELAC members)
- c. she/he verifies that each school has its ELAC committee functioning and integrated appropriately
- d. will keep an attendance record of the ELAC officers for DELAC meetings
- e. perform any other duty as required.

The Vice-Chairperson:

- a. shall perform the duties of the chairperson in his/her absence, resignation or inability to perform his/her duties.
- b. the chairperson or the committee will assign the duties.
- c. make sure that each one of the members from each school advisory committee is notified by mail, a week in advance, about the meetings.

The Secretary:

- a. shall take notes of the minutes and of any other meeting such as planning the agenda, and regular or special meetings.
- b. shall keep an update record of the members of the school advisory committees.
- c. shall read the minutes at the meetings.

The Alternatives:

- a. shall represent those officers who are absent.

#### **Section 4 – Vacancies**

In case of vacancy in the committee, it shall be announced as soon as possible, and be filled following the election process. If the chairperson position becomes vacant, the vice chairperson will assume the role of the chairperson and elections will be held for vice chairperson.

#### **Section 5 – Resignation**

Any officer has the right to resign if that is his/her wish. The resignation shall be submitted in writing.

### ***Article V***

#### **Meetings**

##### **Section 1 – Meeting Calendar**

The DELAC shall meet for minimum of four (4) meetings per year. The schedule for the meetings shall be established on the first meeting of the year. Special meetings may be called by the president or by the majority vote of the members present.

##### **Section 2 – Majority (Quorum)**

A meeting will be called to order when a quorum is present. A quorum shall exist when 51% or more of the members in attendance are parents. An alternate shall be counted, if substituting for an officer who is absent (one who would normally be considered part of the majority or quorum).

##### **Section 3 – Place of Meetings**

The DELAC shall hold its regular meetings in a facility provided by the School District.

##### **Section 4 – Public Meetings**

All regular and special meetings shall be open at all times to the public and school personnel.

##### **Section 5 – Roberts' Rules**

All regular and special meetings shall be conducted in accordance with Roberts' Rules of Order or with an appropriate adaptation.

##### **Section 6 – School Alternatives**

The school and its committee representatives of the DELAC shall be responsible for sending an elected alternate in his/her absence.

# Robert's Rules' basic agenda

Robert gave us an order or business but doesn't mandate any particular agenda. However, He does give us an agenda protocol that has been so widely used that its almost universally accepted as a fundamental meeting plan. Not everything in the agenda is necessary in every situation, and your agenda may even need to be more extensive and detailed. But in its own right, this basic agenda is a great arrangement of events, consistent with the standard order of business discussed through this chapter; you can find it at the heart just about every good bus with the standard order of business discussed through this chapter; you can find it at the heart of just about every good business meeting you ever attend.

## **Call to Order**

When the time comes, start the meeting on time. A single rap of the gavel at the appointed hour and the declaration, "The meeting will come to order" is sufficient. You can't finish on time if you don't start on time, and everybody knows when the meeting starts. A good chairman is known for starting meetings on time, and will always be respected for doing so.

## **Opening ceremonies**

Your group may customarily open meetings with an invocation and a recitation of the Pledge of Allegiance. Maybe you sing a hymn or the national anthem. The protocol is "God before Country" (meaning you salute the country before you salute the flag), so plan to make your invocation before you say the Pledge. This part of the agenda is also the place to include any special opening fraternal ritual, a greeting given by one of your officers, or anything else that might reasonably fall under the category of ceremony. You don't have to use it, of course, and in many types of meetings, you'll skip this item.

## **Roll Call**

If your group is public body or if you have a rule that certain officers must be in attendance before the meeting can proceed, this is the time to call the roll. But if you don't have a rule requiring it, you shouldn't waste your time on this item.

## **Consent calendar**

This item isn't used often, except in specialized organizations such as public legislative bodies or a large professional society's house of delegates. A consent calendar quickly processes a lot of noncontroversial items that can be disposed of quickly by placing them on a list (the consent calendar) of items to be adopted all at once. The list can also contain special preference items to be considered in order at the appropriate time. This consent calendar is usually placed in an order of business by a special rule of order and its placement is generally relatively high rank.

## **Standard order of business**

Everything on the agenda outside of the standard order of business is really just ancillary to the meeting. All the business really begins with the approval of the minutes, and when you're finished with any new business.