



ELAC Bylaws

Mammoth Elementary School ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

Outline of Bylaws

The following outline is provided as a sample to assist the SSC in developing its own bylaws. No claim of completeness is made, nor is the sample a recommendation by the CDE.

A school principal, on behalf of the ELAC, may request, in writing, permission to modify/amend bylaws. Bylaws may never conflict with District, state, or federal rules and regulations.

California Education Code 52176 requires each school with twenty-one or more English learner (EL) students, including Special Education and Affiliated Charter schools, to establish an English Learner Advisory Committee. The ELAC advises the School Site Council (SSC) on programs and services to EL students and on strategies to engage parents in support of their child's education.

The ELAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the MUSD without proper authority. The school principal is responsible for ensuring that the ELAC is properly convened and that the committee functions and operates in accordance with these bylaws.

ARTICLE I: Duties and Functions of ELAC

Per Education Code 52176, the MES ELAC shall carry out the following duties:

- Provide written recommendations to the SSC regarding programs and services for EL students to support their academic needs.
- Advise the SSC regarding programs and services for English learners based on student performance and parental involvement data. Student performance data includes, but is not limited to, the English Language Proficiency Assessments for California (ELPAC) results, Smarter Balanced Assessment Consortium (SBAC) data, academic assessment data including the Renaissance STAR assessments.
- Advise on the development of the SPSA, especially those sections related to English learners.
- Assist in the review of the school's language census, the assessment of achievement gaps of the EL student population, and with the development of the school's program for EL students.
- Advise on efforts to make parents aware of the importance of regular school attendance.
- Assist with dissemination of information and materials related to all aspects of the District's Master Plan for English learners.

ARTICLE II: Membership

Section A: Composition

The English Learner Advisory Committee shall be comprised of no less than five (5) members as follows:



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1. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership of the ELAC.
2. When the percentage of EL students constitutes more than 51% of the total number of pupils, parents and legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as their children represent of the total number of pupils in the school.
3. A parent may continue to participate in the ELAC as part of the English learner parent membership portion of the committee for up to two years after his/her child has been reclassified from an English learner to Reclassified Fluent-English Proficient (RFEP) student.
4. Other members, not exceeding 49% of the membership, may be from any of the following groups:
 - a. PTO
 - b. Community-based organizations that support the school
 - c. Certificated and classified staff
 - d. Parents of non-EL students, not employed by the District
 - e. Community members—all community members must be verified by the principal

Section B: Term of Office

English Learner Advisory Committee members shall be elected for a two (2)-year term. At the first ELAC regular meeting, each member's current term of office must be recorded in the minutes of the meeting.

Section D: Voting Rights

Each member is entitled to vote on any matter submitted to voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in order to vote and participate as candidates for office.

Section D: Termination of Membership

The SSC may, by an affirmative vote of two thirds of all its members, suspend or expel an elected member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the SSC chairperson.

Section E: Transfer of Membership

Membership on the ELAC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the ELAC occurring during the term of a duly elected member shall be filled by a new member selection by nomination in the same group (e.g. classroom teachers, other school staff members, parents or community members, students). A new member selected to fill a vacant seat on the SSC shall serve the remainder of the term of the vacant seat.

ARTICLE III: OFFICERS AND DUTIES



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Section A: Officers and Terms of Office

1. All ELAC officers must be parents of EL students. ELAC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the ELAC shall be the following:
 - **Chairperson**
 - **Vice-Chairperson**
 - **Secretary**

Section B: Officer Duties

1. The chairperson shall:
 - Preside at all meetings of the ELAC
 - Sign letters, reports, and other communications of the ELAC
 - Perform all duties incident to the office of the chairperson
 - Have other such duties as are prescribed by the ELAC
2. The vice-chairperson shall:
 - Represent the chairperson in assigned duties
 - Substitute for the chairperson in his or her absence
3. The secretary shall:
 - Keep minutes of all regular and special meetings of the ELAC
 - Keep duplicate records of ELAC
 - Keep a register of the names, addresses and telephone numbers of each member of the ELAC, the chairpersons of school advisory committees, and others with whom the ELAC has regular dealings, as furnished by those persons
 - Perform other such duties as are assigned by the chairperson or the ELAC

ARTICLE IV: COMMITTEES

Article IV: Committees

Section A: Subcommittees

The ELAC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the ELAC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the ELAC.

Section B: Other Standing and Special Committees

The ELAC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the ELAC. No such committee may exercise the authority of the ELAC.

Section C: Membership



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Unless otherwise determined by the ELAC, the ELAC chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The ELAC shall determine the terms of office for members of a committee.

Section E: Rules

Each committee established by ELAC, may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the ELAC, or policies of the district governing board.

Section F: 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.

Article V: Meetings of the ELAC

Section A: Meetings

The ELAC shall meet regularly. Special meetings of the ELAC may be called by the chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

The ELAC shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the ELAC.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized in following venues: Front Office and Website.

All required notices shall be delivered to the ELAC and committee members no less than 72 hours of the meeting, personally or by mail (or by email).

Section D: 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 E: Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by California EC Section 3147(c), and with *Robert's Rules of Order* or an adaptation thereof approved by the ELAC.



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Section F: Meetings Open to the Public

All meetings of the ELAC, and of committees established by the ELAC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the ELAC by a vote of a majority of the entire membership of the ELAC. Written notice of the proposed amendment must be submitted to ELAC members at least 14 days prior to the meeting at which the amendment is to be considered for adoption.