

ROSEMEAD HIGH SCHOOL
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

BYLAWS

ARTICLE I

Name of Committee

The name of this council shall be English Learner Advisory Committee.

ARTICLE II

Objectives

The objectives of this Advisory Committee shall be to:

1. Involve parents, staff members, and interested community representatives in activities of the Categorical Programs in some of the following areas:
 - a. To assist in the development of goals, objectives, and priorities of the program.
 - b. To assist in the implementation of goals, objectives and priorities of the program.
 - c. To participate in the Categorical Programs budget preparation as provided for in the law.
 - d. To assist in the evaluation of the program.
 - e. To serve as an advisory group to the administrators of Categorical Programs.
2. Provide communication and foster cooperation between home and school and administration.
3. Coordinate community resources to enhance our student's education program.
4. Work for community support of Categorical Programs.

ARTICLE III

Membership

SECTION 1: COMPOSITION OF ADVISORY COMMITTEE: The need 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 the residents and parents of children who will participate in the Categorical Programs. In order to satisfy this requirement, the minimum standards for representation on the Advisory Committee shall be as follows:

1. The Advisory Committee shall consist of a simple majority of parents of participating pupils that are not employed by the school district.
2. The remaining membership on the Advisory Committee shall include membership from the school district's staff, including ELAC Facilitator and Categorical Program Assistant.

All committee members shall enjoy full rights and obligations of membership.

SECTION 2: SELECTION OF MEMBERS: Members shall be officially elected by the Parent Advisory Committees at the school site levels. **Officers of each of the schools must be elected between September and June of each school year.** The members should demonstrate interest and concern for the welfare of young people to be served by the Categorical Programs. Members must be present in order to be nominated and elected.

SECTION 3: TERM OF OFFICE: All members of the committee shall serve for two-years or until a new committee is elected. Officers need to commit to a majority of the meetings (if regular meetings are five, three need to be attended). All officers are responsible for informing another officer to fill-in for them when they plan to be absent.

SECTION 4: VOTING RIGHTS: Each school shall select three parents from the English Learner Advisory Committee to vote for them on issues affecting English learners students.

SECTION 5: VACANCY OF NEW MEMBERS: Any vacancy on the committee shall be filled for the remainder of the unexpired term through an election by the committee. Members must be nominated and voted in by parents of English Learners.

ARTICLE IV

Officers

- SECTION 1: OFFICERS:** The officers of the Advisory Committee shall be President, Vice-president, Secretary and Substitute. The President, Vice-president, Secretary and Substitute shall be elected from parent members. Officers need to be present at the time of the nomination and elections.
- SECTION 2: ELECTION AND TERMS OF OFFICE:** The officers of the Advisory Committee shall be elected annually and shall serve for two year or until each successor has been elected. Officers need to commit to a majority of the regular meetings (If they are five, three need to be attended). All officers are responsible for informing another officer to fill-in for them when they plan to be absent.
- SECTION 3: VACANCY:** A vacancy in any office because of death, resignation, or otherwise may be filled by the Committee for the unexpired portion of the term.
- SECTION 4: PRESIDENT:** The President may preside at all meetings of the Advisory Committee, and will sign all letters, reports, and other communications of the Advisory Committee. In addition, he/she shall perform all other duties incident to the office of President and such other duties as may be prescribed by the Advisory Committee from time to time. The President will be a parent or a community representative, and under no conditions should the President be a school district employee.
- SECTION 5: VICE-PRESIDENT:** The duties of the Vice-president shall be to represent the President in assigned duties and to substitute for the President during his/her absence, and he/she shall perform such other duties as from time to time may be assigned to him/her by the President or by the Advisory Committee. Under no conditions should the Vice-president be a school district employee.
- SECTION 6: SECRETARY:** The duties of the Secretary shall be to take notes and review minutes from meetings. In addition, he/she shall represent the President and Vice-president in their absence, and he/she shall perform such other duties as from time to time may be assigned by the President, Vice-President and Advisory Committee. Under no conditions should the Secretary be a school district employee.
- SECTION 7: SUBSTITUTE:** The duties of the Substitute shall be to represent any of all of the three officers during their absence. He/She shall perform such other duties as from time to time may be assigned by the President, Vice-president and Advisory Committee. Under no condition should the Substitute be a school district employee.
- SECTION 8: REMOVAL OF AN OFFICER:** An elected officer may be removed from office by a simple majority vote of the members present.

ARTICLE V

Dissemination of Information

The school district shall provide the members and School Advisory Committee with copies of informational items in English and other primary languages of members to the extent possible. The administrator of Categorical Programs will act as a clearinghouse and determine information that needs to be translated and disseminated to members.

ARTICLE VI

Meetings of Advisory Committee

SECTION 1: REGULAR MEETINGS: The Advisory Committee shall meet at least five times per year.

SECTION 2: SPECIAL MEETINGS: Special meetings may be called by the President with prior notification to the school administration or by the administrator of Categorical Programs as the need arises.

SECTION 3: PLACE OF MEETINGS: The Advisory Committee shall hold its meetings and its special meetings in a facility provided by the school district or at a neutral community site.

SECTION 4: DECISIONS OF ADVISORY COMMITTEE: All decisions of the Advisory Committee shall be made only after an affirmative vote of a majority of its designated voting members.

SECTION 5: CONDUCT OF MEETINGS: All regular and special meetings of the Advisory Committee shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

SECTION 6: MEETINGS OPEN TO SCHOOL REPRESENTATION: All regular and special meetings of the Advisory Committee and of its standing special committees shall be open at all times to representatives from the school district and public.

ARTICLE VII

Parent Education

Training and educational activities will be provided for all.

ARTICLE VIII

Amendments

Amendments to these bylaws may be introduced at one of the meetings of the general membership. Copies of proposed amendments will be mailed to the members. Amendments will be voted in by a simple majority of the members present at the next regularly scheduled meeting.