

Condensed ELPAC By-Laws

Purpose of the Belmont ELPAC

The goal of the Belmont ELPAC is to encourage all Belmont students to learn about many languages and cultures and to help new English Learner families and students adjust to the Belmont community. Members will work to:

- Create a group of parents who speak many languages, and provide a way for them to meet and share information with each other.
- Give suggestions to the School Committee and the Director of English Language Education on how best to teach and support English Learners in our schools.
- Share information with parents, students, educators, and professionals about language learning and cultures from around the world.
- Help English Learner parents learn more about schooling and language education so they can help their students at home.
- Help the schools and teachers build stronger relationships and communicate better with families who speak different languages.
- Share a positive message about English Language Education and world languages with parents and schools.

Who is in the ELPAC?

1. Anyone can attend meetings!
2. The parents or guardians of current English Learners may vote for officers in our yearly elections and vote on any other questions to be decided by the Belmont ELPAC.

Who is in charge of the Belmont ELPAC?

The Belmont ELPAC is run by a group of parents called the **Board**. The Board has three **Officer** positions and three general **Board Member** positions. The three Officer positions have specific responsibilities described below. The additional Board Members provide help and support to the Officers. Multiple people may share a position, so there can be between six and eleven parents on the Board at any time.

Parents of current ELs (voting members of the ELPAC) may run for Officer and Board Member positions. They hold their positions for one or two years. Parents from all language and national backgrounds are encouraged to run for these positions.

What do the ELPAC Officers and Board Members do?

Chairperson(s): 1-3 people

The Chairpersons...

- Work together.
- Set the agenda for each Belmont ELPAC meeting
- Run all meetings of the ELPAC respecting all languages, cultures, and ideas.
- Create small groups of ELPAC members to work on projects if needed
- Communicate with the Director of English Language Education [ELE Director] and the School Committee about ELPAC activities
- Supervise the Secretary and communication with the ELPAC members
- Supervise the Treasurer and the ELPAC's financial information
- Choose a Board Member or Voting Member to help with these jobs if needed

Secretary: 1-2 people

The Secretaries...

- Invite members and the ELE Director to meetings by email
- Handle all communication for the Belmont ELPAC
- Give the ELE Director a list of interpreters needed two weeks before a meeting.
- Take attendance and notes at all Belmont ELPAC meetings.
- Create an ELPAC website that includes the dates of meetings, copies of the agendas, and resources for parents and students.

Treasurer (1 person)

The Treasurer...

- Applies for grants, donations, reimbursements, or other money the ELPAC may get.
- Suggests how money should be spent to the ELPAC, who will vote on the idea.

- Manage a budget and an account for Belmont ELPAC money.
- Write and present financial information reports to the ELPAC twice a year.

Board Members (3-5 people)

Board Members will help the officers above carry out their work. They will also work on special projects supervised by the Chairperson(s).

How are ELPAC elections run?

ELPAC officer elections will happen at a fall meeting. Voting members must be present at the meeting to vote. Winners are decided by a majority vote; whoever gets the most votes wins. New officers begin their new positions right away. Elections will be organized by a Board Member/s who is not running for a position in that election with help from the ELE Director.

How are ELPAC meetings run?

An ELPAC meeting is any ELPAC event or gathering. There may be a special event or speaker, or there may be a regular business meeting. Attendance should be taken every time.

Four or more meetings will be held every year. An invitation will appear in the school and district newsletters and be posted on the district website. It will also be emailed directly to the families of all English Learners at least two weeks ahead of time.

Discussions at ELPAC meetings will try to be respectful of all cultures, languages, and ideas. The school district will do its best to provide interpreters if requested at least two weeks before the meeting or event.

How can these ELPAC by-laws be changed in the future?

These by-laws may be changed if a majority of voting members agree on the change. The change must be suggested at an ELPAC meeting and sent out to the voting members of the ELPAC via email. The vote on the change will happen at the next ELPAC meeting. Votes may be made in person at the meeting or via Google Form.