

# Sacramento City Unified School District

## **OFFICIAL BYLAWS for the DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE 2016 – 2017 School Year**

### **ARTICLE I**

#### **Mission of the Committee**

##### **The name of the Committee**

The name of the committee shall be the District English Learners Advisory Committee (hereafter referred to as the “DELAC”).

##### **Mission and Purpose of DELAC**

The mission of the DELAC for the Sacramento City Unified School District (SCUSD) is to provide opportunities for parents to advise and provide appropriate input to the Superintendent and EL Director in the decision-making process concerning programs, services and policies regarding English Learner (EL) students and provide input toward allocation of funds (as required by the Local Control Funding Formula-LCFF) towards these and documented in the Local Control Accountability Plan (LCAP).

The purpose of the DELAC is to comply with the legal requirements set forth by the California Department of Education, which calls for its formation in SCUSD because the district has more than 51 ELs.

### **ARTICLE II**

#### **Responsibility of DELAC**

Through its Executive Committee, the committee advises, reviews and provides input (to the district governing Executive Committee) on (at minimum) the following seven (7) areas, as outlined in California Education Code:

1. The implementation or revision of a district master plan of education programs and services for English Learners (ELs), taking into consideration each school site’s EL Master Plan
2. The results of an annual district wide, survey-based needs assessment, distributed by site ELACs (English Learners Advisory Committees— hereafter referred to as “ELAC”) assessing the needs of parents of ELs district wide
3. The establishment of district program, goals, and objectives for programs and services for ELs
4. The development of a plan to ensure compliance with any applicable employment requirements for teacher and/or teacher aides working with ELs
5. Professional development on the annual language census (old R-30) for parents of EL and RFEP students
6. The district reclassification procedures as established pursuant to *Education Code* Section 52164.6
7. The written parent notification of initial school enrollment required in Title 5, CCR, Section 11303(a.)

*California Department of Education/Categorical Programs Complaints Management Unit/Language Proficiency and Academic Accountability Unit/Legal references: E.C. Sections 62002.5 and 33051(a); Former E.C Sections 52176; 52168; and Title 5, CCR, Sections 4312 and 11303(a)*

The committee will receive training and materials in order to be able to comply with their duties.

## **ARTICLE III**

### **Structure of DELAC**

#### **DELAC Membership**

Members of the Committee must be elected to their position. ELAC elects the representatives to the DELAC (including any alternate/s). *Only main representatives elected as part of an official ELAC election, based at the school they represent, and any alternates, when the main Representative is absent, will have the right to one vote. As such, only schools seating an official representative or alternate are said to be officially represented on the DELAC. Any school not meeting this criterion will be designated with "Provisional" representation until such time that a new or updated "Information and Assurances Form" is submitted to the Multilingual Literacy office via intradistrict mail or e-mail.*

#### **Election and Total Number of Members**

*A main representative for each school site must be elected to the DELAC by parents of ELs at each site. Executive Committee members are also official committee members. Any alternate representatives elected are also full official members of the committee.*

#### **Official Documentation and Member Registry**

Any formally elected DELAC representative and their alternate(s) must be identified as such by the ELAC Designee on the document titled *Information and Assurances Form*. This document must contain the representative's name and contact information. This document shall be sent to the Multilingual Literacy office as soon as possible after elections are held to document that elections have taken place at the site.

#### **Term of Office of Members (excluding Executive Committee members)**

The term of office shall be two years and will conclude at the end of June of the second school year. Vacancies will be filled by the outcome of a special election to be held at the next scheduled site ELAC meeting. The Multilingual Literacy office is to receive written notice that a member will no longer be serving or whose participation is ended due to non-attendance, and whenever possible, receive an updated *Information and Assurances Form*.

## **ARTICLE IV**

### **Executive Committee member Duties**

#### **President**

1. Presides over all DELAC meetings
2. Stays informed about matters on the education of EL students
3. Appoints special committees as necessary/appropriate
4. Sets up calendars and agendas with the cooperation of the other officers
5. Performs other auxiliary functions as required. Representative duties include:
  - a. Attends Parent Advisory Committee meetings for LCAP feedback
  - b. Presents DELAC recommendations to the SCUSD Board of Education
  - c. Reviews and signs DELAC recommendations to the LCAP twice a year
  - d. Advises the district on the process of Seal of Biliteracy and co-presides over the district ceremony
6. Maintains direct contact with administration responsible for EL programs

#### **Vice-President**

1. Presides at meetings/performs all duties of the chairperson in his/her absence
2. Coordinates subcommittee activities
3. Performs other auxiliary functions as required. Representative duties include:
  - a. Presents DELAC recommendations to the SCUSD Board of Education

- b. Advises the district on the process of Seal of Biliteracy and co-presides over the district ceremony
- c. Reviews and signs DELAC recommendations to the LCAP twice a year

**Secretary**

- 1. Submits previous meeting minutes for General Assembly approval at the start of every meeting
- 2. Reviews the minutes after Technician records them at each meeting
- 3. Performs correspondence for the DELAC such as sending thank you notes to guest speakers.
- 4. Collects any questions not addressed during the general meeting for the Multilingual Literacy office
- 5. Performs other auxiliary functions as required.

**Provision to Consolidate Responsibilities of DELAC Executive Committee members**

- 1. If a vacancy or vacancies in the DELAC Executive Committee arise due to a lack of candidates at the time of official elections, there must be, at minimum, two members present, in order to represent a quorum to preside over the governance of the committee
- 2. These two posts shall be consolidated as follows:
  - a. A President, combining duties of Vice president listed under responsibilities of that position and
  - b. A Secretary

**Eligibility Criteria for Official Candidacy to the DELAC Executive Committee**

- 1. Must be the parent of an English Learner, or of a reclassified (RFEP) student, when elected.
- 2. Must have been an active participating DELAC representative or Executive Committee member in good standing (if seeking reelection) during the current year.

**Election Process to become DELAC Executive Committee member (Election Years only)**

- 1. Must formally declare candidacy at the March general meeting.
- 2. Must present an official statement declaring his/her platform at the April general meeting.
- 3. Must be elected via a majority vote, only of official DELAC representatives, during the official election at the May general meeting. This takes place once every two years.
- 4. If vacancies exist during non-election times, an eligible candidate may declare his/her candidacy during the time set apart for *Public Announcements* of any official meeting as follows:
- 5. Candidate shall request an *Declaration of Candidacy Form* from the DELAC Executive Committee and
- 6. Shall submit the completed form to the DELAC Executive Committee and the Multilingual Literacy office and
- 7. Must be elected by majority vote during an official subsequent meeting

**DELAC Executive Committee Member: Criteria for Terminating a Member's Term**

- 1. After two (2) consecutive absences without associated reasonable excuse, and per consensus of the Executive Committee, DELAC representatives will be given the option of electing a replacement via special election at the next scheduled DELAC meeting.
- 2. If a DELAC Executive Committee member is no longer a parent of an English Learner or Reclassified Fluent English Proficient student, that member will be allowed to finish the current term. The Executive Committee member creating a vacancy must present a letter of resignation to the Multilingual Literacy office.
- 3. After more than two (2) cumulative absences at DELAC Executive Committee Meetings, and without associated reasonable excuse, the DELAC Executive Committee members shall inform the Representatives to the DELAC of the situation and present them with an option of holding a special election, to replace him/her with an Interim Executive Committee member.

## **ARTICLE V**

### **Decision-Making Process**

Votes will be guided by majority rule required for passage. A quorum for all binding decisions is required. A quorum is defined as the minimum number of members required for the conduct of business. A quorum, as pertains to the DELAC, shall be defined as the presence of at least 2 Executive Committee members and 10 elected DELAC Representatives in order to conduct an official meeting. If quorum is not present, the meeting will not be officiated until the next scheduled date.

## **ARTICLE VI**

### **Communication Process**

Seven (7) days prior to the meeting, the Multilingual Literacy office will send via email a meeting reminder to all DELAC representatives with a current address on file.

No later than seventy-two (72) hours prior to the meeting, the agenda will be posted in the district office lobby, and where possible, in front office at schools sites and in the District Office display case. Agenda items and final decisions will be reported to ELACs via the DELAC representative at their next scheduled meetings.

Seventy-two (72) hours prior to the meeting, DELAC Executive Committee members will make courtesy reminder phone calls (and whenever possible, text messages and electronic mail messages) to each DELAC representative with current information on file in the official directory.

Schools whose DELAC representative fails to show will receive a participant packet identical to the one passed out at the general meeting. This shall be sent via district mail to the site's ELAC Designee.

Those wishing to address the DELAC can do so in writing or verbally during the time on the agenda devoted to "Public Announcements." To request placement on the agenda, they must inform an Executive Committee member and/or the Multilingual Literacy office of their proposed topic and time requirement. The request will be discussed at the next scheduled DELAC Executive Committee meeting and the requester shall receive written, electronic or phone correspondence with the decision rendered.

## **ARTICLE VII**

### **Meeting and Operating Rules**

#### **Number of meetings:**

A minimum of (6) regularly scheduled meetings will be held to address all DELAC functions and business

**Quorum:** At least 2 Executive Committee members AND 10 elected DELAC Representatives

#### **Absences:**

Each member is expected to attend all meetings, or be represented by an elected alternate. More than two absences per year may result in removal from the DELAC, per emergency election held by their site ELAC. A school site will be considered officially represented if the alternate attends in his/her place. Attendance is recorded in the minutes and in the official DELAC Attendance Log, which shall be made available to ELAC Designees and site principals on a monthly basis

#### **Meeting Procedures:**

Meetings must be run per Parliamentary Procedures and approved DELAC bylaws. Committee members shall be provided with training on such procedures in English or their native language at the November general meeting.

**Meeting Minutes:**

Minutes are taken by the DELAC Technician. Minutes will be given to the Matriculation and Orientation Center for translation. DELAC members will receive a copy of these minutes at the next scheduled DELAC meeting for final approval. Minutes will be made available to the Superintendent, District Office administrators, and site administrators via the official SCUSD DELAC website ([www.SCUSD.edu](http://www.SCUSD.edu)) , as well as to ELACs, via the DELAC packet provided to each elected DELAC Representative.

**Voting:**

*Each site is allotted only one voting card. Only the main elected representative (or an alternate if the main representative is absent) has the privilege to cast a vote.*

Alternates may attend all meetings, but may vote only if serving in the place of their main representative in their absence.

**ARTICLE VIII**  
**Amendment of Bylaws**

It is the privilege of the DELAC Executive Committee, having considered its experience at the end of every school year, as well as the feedback from annual meeting evaluation forms, to propose amendments to these bylaws. The DELAC Secretary must present any proposed amendments to the DELAC membership at the DELAC Executive Committee meeting scheduled for May.

Any proposed amendments shall be presented with accompanying rationales.

Amendments to this document require a majority vote of DELAC representatives in attendance at the May meeting in order to be binding.

If no amendments are proposed, the DELAC Parliamentarian shall present this conclusion with accompanying rationale and hold a ratification vote to maintain the status quo of the bylaws.

**Sacramento City Unified School District**

**BY-LAWS FOR THE  
DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE**

**These bylaws shall be binding for the 2016 – 17 school year and take effect on *the first day of the month of September of the year two thousand sixteen.***

**We hereby, sign these bylaws, attest to their legality and give sworn allegiance to support their implementation during our term of office.**

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**Teresa Hernandez, DELAC President**

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**(Vacant), DELAC Vice President**

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**Laura Rios, DELAC Secretary**

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**Vanessa Girard, Multilingual Director**

**On this date** \_\_\_\_\_

DATE