

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE

BYLAWS

ARTICLE I NAME

The name of this advisory committee shall be the:

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE hereafter called DELAC

ARTICLE II PURPOSE

The purpose of the DELAC shall be to:

1. Advise the Sacramento City Unified School District Superintendent and the governing board regarding the District Master Plan for Services for English Learners.
2. Conduct on-going review of the District Master Plan and recommend modifications in the plan to reflect changing needs and priorities.
3. Have ongoing responsibility to review the implementation of programs for English Learners with the District and to monitor the effectiveness of the programs using data provided by the District.
4. Take other actions as required by the Education Code.

ARTICLE III MEMBERSHIP

Section 1 – Composition

The District English Learner Advisory Committee shall be composed of representatives of parents/guardians of English Learners. Schools enrolling more than 21 English Learners are required to send representatives. Parents/guardians of English Learner from these schools shall comprise at least 51% of the Committee. These members (including alternatives), shall be elected by their English Learner Advisory Committees to represent their local school. Other members shall comprise up to 49% of the total committee and shall include the following:

- a) The Director of the Multilingual Education Department.
- b) One principal or vice-principal representative from each segment; elementary, middle and high schools to be selected by their peers.

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- c) One teacher from each segment, elementary, middle, and high schools to be selected by the Sacramento CTA.
- d) One paraprofessional from each segment, elementary, middle and high schools to be selected by the CSEA local chapter.
- e) Three community members representing the Latino, Asian, African American Advisory Committees appointed by the Superintendent.
- f) One representative from other community groups, as determined by the Superintendent.
- g) One representative of the local governing board to be selected by the board.

Section 2 – Length of Term

Members, with the exception of Director of the Multilingual Education Department, shall serve a term of two years.

Section 3 – Alternatives (How selected terms, conditions for assuming represented position)

ARTICLE IV EXECUTIVE BOARD

Section 1 – Governing Board

The committee shall elect an executive board to provide leadership. This board shall have as officers: the president, the vice-president, and the recording secretary as permanent members.

The Executive Board shall include the following:

- a) Six representatives elected by the parents/guardians of the English Learners.
- b) One principal elected by principal representatives to the general DELAC
- c) One teacher elected by the teacher representatives to the general DELAC
- d) One community member selected by consensus from the community members to the general DELAC
- e) One paraprofessional elected by the paraprofessional representatives to the general DELAC
- f) One community-at-large.

ARTICLE V MEETINGS AND QUORUM

Section 1 – General meetings of the DELAC shall be held in November, January, March, and May.

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The Executive Board shall convene four times annually in advance of the general committee meetings to review issues related to the program, make recommendations, to monitor progress for meeting District goals and to plan the agenda for these meetings.

Section 2 – A simple majority of the membership present shall constitute a quorum least 51% parents of English Learners.

ARTICLE VI AMENDMENT

These bylaws may be amended by a simple majority of the representatives of the general DELAC.

ARTICLE VII DUTIES OF OFFICERS

Section 1 – It shall be the duty of the chairperson to preside at all meetings of the general DELAC and the Executive Board.

Section 2 – In the absence or disability of the chairperson, the vice-chairperson shall assume the duties of the chairperson.

Section 3 – Should both senior officers be unavailable, the secretary shall preside.

Section 4 – The secretary shall be responsible for notifying the Board of Education, the Superintendent, the schools, the general DELAC and all Advisory Committees of all meetings including an active membership lists and to provide copies of these same entities upon request.

ARTICLE VIII ELECTION OF OFFICERS

Section 1 – Officers

The general DELAC shall convene and elect a chairperson and a vice-chairperson through a simple majority vote of all members present. The chairperson shall always be a parent/guardian of an English Learner. The vice-chairperson may be a parent/guardian of an English Learner or a representative of any other constituent group comprising the general DELAC. The recording secretary shall be appointed by the chairperson.

Section 2 – Officers shall be elected at the November meeting of each school year by the general membership.

Section 3 – New officers shall assume their duties by the close of the meeting.

ARTICLE IX VACANCIES

Section 1 – Should a chairperson or vice-chair resign, the vice-chairperson will assume the duties until a new nomination and election for the chairperson to be held at the next regular meeting or general DELAC.

ARTICLE X COMMITTEES

The chairperson shall appoint subcommittees as he or she considers necessary at any time, or as directed by a majority of the members present.

ARTICLE XI DUTIES OF MEMBERS

Section 1 – Accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties.

Section 2 – Attend all meetings or notify the Multilingual Education of an alternative when it is impossible to attend in person. Alternatives shall have full voting privileges.

Section 3 – Advise the District Governing Board on at least the following tasks:

- a) Developing a District Master Plan for English Learners. Such a plan will take into consideration the school site master plans for programs for English Learners.
- b) Conducting a District-wide needs assessment on a school-by-school basis.
- c) Establishing goals and objectives for District programs for English Learners.
- d) Developing a plan to ensure compliance with all applicable state and federal requirements.
- e) Administration of the annual Language Census.
- f) Review and comment on the District reclassification procedures.
- g) Review and comment on the written notification of initial enrollment parent exception waiver requests, wavier approvals and denials, redesignation, and redesignation follow-up.