

# 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 advisory Committees— hereafter referred to as "ELAC") assessing t

parents of ELs district wide

3. The establishment of district program, goals, and objectives for programs and services
4. ~~The development of the plan to working with any applicable employment re~~
5. Professional development on the annual language census (old R-30) for parents of EL students
6. The district reclassification procedures as established pursuant to

## 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).

### Election and Total Number of Members

\_\_\_\_\_ must be elected to the DELAC by parents of ELs at each site. \_\_\_\_\_ 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 \_\_\_\_\_. 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 \_\_\_\_\_.

## ARTICLE IV Executive Committee member Duties

### President

1. Presides over all DELAC meetings
2. Stays

- 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.

## **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

elecTJOvJJO ed seemw0.7( os)-(7)-13(t)7TJO 2TJO d h4.7( os)-u4.7( r-4(-3(n1(r)-6(u)r11.2o)104(9)-43 t)-0.1(he)4(emos)-(e

**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:**

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 school year. ~~These bylaws shall be binding for the 2016 – 17 school year and take effect on the first day of the school year.~~