

**Robert C. Fisler School  
English Learner Advisory Committee  
By-Laws**

**Article I      Name**

The name of this committee shall be the English Learner Advisory Committee for Robert C. Fisler School, herein referred to as the ELAC.

**Article II      The purpose of the ELAC shall be:**

1. To promote the coordination and cooperation of parents in planning and implementing the school level English Language Learner Program.
2. To advise the principal and staff on the development of the school needs assessment and use of the language census R-30.
3. To provide training opportunities for parents and must be planned in full consultation with members.
4. To disseminate appropriate information to parents regarding school and district activities.
5. To provide required information about program implementation.

**Article III      Membership**

1. Parents must give written consent to have their names appear on the ballot. Membership shall be elected by vote of the parents of EL children. Each family may have one vote.
2. All members of the ELAC shall serve for two (2) year terms, commencing in September of the school year.
3. Each member shall be entitled to one vote on all matters.
4. Membership in the ELAC shall be terminated when a member is absent from regular meetings without a legitimate reason for a period of three (3) consecutive meetings.
5. Resignation from the ELAC will be accepted only upon written notice to the chairperson.
6. In the event of a vacancy, the chairperson will appoint a designee to fulfill the remainder of the term.

#### **Article IV Officers**

1. Elected officers shall be: Chairperson, Vice-Chairperson, Recording Secretary, and any other officer the ELAC may deem desirable.
2. Officers shall be elected annually and shall serve for one (1) year. Persons nominated shall be active members of the ELAC and give written consent to have their names submitted for nominations.
3. The Chairperson shall represent the site ELAC at the District English Learner Advisory Committee (DELAC) meetings in September, November, January, March, and May of each year. The DELAC site representative must be an identified parent of an EL student.

#### **Article V Duties of Officers**

1. The chairperson of the ELAC shall preside at all meetings, call special or emergency meetings, and sign all communications of the ELAC.
2. The Vice-Chairperson of the ELAC shall represent the chairperson in assigned duties and shall substitute for the chairperson during his/her absence.
3. The Recording Secretary shall:
  - i. Record the minutes of all ELAC meetings
  - ii. Disseminate copies to all ELAC members
  - iii. Prepare and update a membership roster
  - iv. Keep the "attendance" for all meetings.

#### **Article VII Meetings**

1. The ELAC shall meet at least three (3) times during the school year at Fisler School.
2. All agendas shall be posted 72 hours in advance of a regular scheduled ELAC meeting.
3. A majority of the membership must be present for any meeting to be official.
4. Special or emergency meetings may be called by the chairperson or by majority vote of the ELAC. Members shall be notified at least twenty-four hours in advance of any emergency meeting.
5. All regular and special meetings of the ELAC shall be open to all interested persons.

### **Article VIII Amendments**

1. Proposed amendments to these By-Laws shall be submitted in writing. A majority vote shall be required for passage.
2. Fislser Staff Member would serve as the ELAC's recording secretary for the purpose of taking minutes.

### **Article IX Adoption**

1. These By-Laws shall be adopted by majority vote of the ELAC and shall govern the ELAC from the date of adoption. Copies shall be given to all ELAC members and to the parents of participating children, administration personnel, the District office, Educational Services Department, and any other interested persons.

Adopted this 6<sup>th</sup> day of September, 2017.