



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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Attachment C2

San Fernando Middle

## **ELAC BYLAWS**

These bylaws are provided by the Office of Parent and Community Services (PCS) for use by the ELAC. A school principal, on behalf of the ELAC, may request permission to amend the bylaws in writing. Permission to do so is granted by the Local District Administrator of Parent and Community Engagement, who also approves the proposed amendments (see Section IV). A school does not need permission to modify the bylaws by completing the bolded and/or blank areas indicated below. Once the identified blank areas of these bylaws are modified, which do not constitute an “amendment”, a school should keep these final versions on file and review them with stakeholders. Bylaws may never conflict with District, state, or federal rules and regulations.

The ELAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the LAUSD without proper authority.

### ARTICLE I: DUTIES AND FUNCTIONS

Per California Education Code, sections 52176 and 64001(c), the San Fernando Middle ELAC shall carry out the following duties:

- Provide written recommendations to the SSC regarding programs and services for EL students (see Attachment H). Recommendations should be based on student performance and parent and family engagement data, such as: English Language Proficiency Assessments for California (ELPAC) results, Dynamic Indicators of Basic Early Literacy Skills (DIBELS) results, Scholastic Reading Inventory (SRI) results, reclassification rates, Long Term English Learner (LTEL) data, CAASPP results, the California School Dashboard and the LAUSD LCAP goals and targets, program placement data, parent surveys, School Experience Survey results, and evaluations from parent education classes regarding EL programs and EL reclassification.
- Advise the principal in the development of a site plan for ELs and submit the plan to the SSC for inclusion in the SPSA, as required in CA Education Code, section 64001(c).
- Assist with ways to make parents aware of the importance of regular school attendance; and review the school’s student attendance data and the District’s student attendance policy.
- Include information related to the review of the school’s SPSA and the District’s *2018 Master Plan for English Learners and Standard English Learners* on the regular meeting agendas.

Assist in the development of the school-wide needs assessment that will identify and address the linguistic, attendance and academic needs of EL students.



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## ARTICLE II: MEMBERSHIP

### A. Composition

The ELAC shall be formed as follows:

1. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC. When the percentage of EL students is more than 51% of the total number of pupils, parents and legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as EL students in the school.
2. A parent may continue to participate in the ELAC as part of the EL parent membership portion of the committee for up to four years after his/her child has been reclassified from an EL to a Reclassified Fluent-English Proficient (RFEP) student.
3. Other members may be from any of the following groups:
  - Parents and legal guardians of non-EL students, not employed by the District
  - Parents and legal guardians of Standard English Learner students, not employed by the District
  - Certificated and classified staff
  - LAUSD secondary school students
  - Community members - all community members must be verified by the principal
  - Community-based organizations that support the school
  - PTA/PTSA/PTO/Booster Club members

### B. Term of Membership

ELAC members shall be elected for a ( <sup>2</sup> ) -year term (**maximum of two years**). At the first regular meeting, each member's current term of membership must be recorded in the meeting minutes.

### C. Voting Rights

Each member is entitled to vote on any matter submitted to voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in order to vote and participate as candidates for office.

### D. Termination of Membership

1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.



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2. Parent members/officers will be automatically terminated from the ELAC when their children no longer attend the school at which the parents were elected to represent.
3. Any members/officers may also be terminated from the ELAC by the Local District Administrator of Parent and Community Engagement and/or the Administrator of the Parent and Community Services when they do not adhere to any one of the following:
  - a. The LAUSD Operating Norms and Code of Conduct for committee members
  - b. District policies regarding the purpose and operation of councils and committees
  - c. Bylaws regarding absences at meetings
  - d. Membership eligibility guidelines and requirements
4. Upon termination for reasons listed under item 3 above, the member is not eligible for re- election to the ELAC for a period of one school year, not including the year in which the membership was terminated.
5. Members/officers will be automatically terminated from the ELAC when they are absent from **(three or four)** meetings in one school year.
6. The ELAC may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

## E. Transfer of Membership

Membership on the ELAC may not be assigned or transferred.

## F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the ELAC must conduct an election to fill the vacancy before the next regularly scheduled meeting. Public notification must be provided, and an election must be listed on the posted agenda as an action item.
2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying ELAC members (parents of EL students) are eligible to fill the vacancy. For a vacancy in the Chairperson position, the Vice Chairperson (**may/may not**) automatically assume the seat of Chairperson. When an election will be held, public notice must be provided and the item listed on the agenda as an action item.

## ARTICLE III: OFFICERS AND DUTIES

### A. Officers and Terms of Office



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1. All ELAC officers must be parents of EL students or of RFEP students who have reclassified within the last four years, who are not employed by LAUSD. ELAC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the ELAC shall be the following:
  - Chairperson
  - Vice-Chairperson
  - Secretary
  - Parliamentarian

## B. Officer Duties

1. The Chairperson shall:
  - Preside at all meetings of the ELAC, ensuring all rules and bylaws are followed.
  - Sign all letters, reports and other communications of the ELAC.
  - Serve as the school's delegate to the Local District ELAC Delegate Convening.
  - Perform all duties relevant to the office of the Chairperson.
  - Participate in planning of meeting agendas.
  - Have other such duties as are prescribed by the ELAC.
2. The Vice-Chairperson shall:
  - Represent the Chairperson in assigned duties.
  - Serve as the Chairperson in his or her absence from a meeting.
  - Participate in planning of meeting agendas.
3. The Secretary shall:
  - Keep minutes of all meetings of the ELAC.
  - Transmit true and correct copies of the minutes of such meetings to members of the ELAC and to the **following persons:** Leticia Flores (secretary)
  - Assist in the maintenance of ELAC records.
  - Maintain a current roster of ELAC members.
  - Participate in planning of the agenda.
  - Perform other such duties as are assigned by the Chairperson of the ELAC.
4. The Parliamentarian shall:
  - Assist the Chairperson in ensuring all rules and bylaws are followed.
  - Vote on any matter submitted for a vote.



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- Be knowledgeable about bylaws of the committee, parliamentary procedure, prescribed Robert's Rules of Order and the California Open Meeting Law (Greene Act).
- Participate in planning of the agenda.

## ARTICLE IV: COMMITTEES

### A. Other Standing and Special Committees

The ELAC may establish and abolish standing or special committees, such as ad hoc committees, to perform duties prescribed by the ELAC. A beginning and end date must be determined by the ELAC through a motion and documented in the meeting minutes. No such committee may exercise the authority of the ELAC.

### B. Membership

Unless otherwise determined by the ELAC, the ELAC shall determine the members of the aforementioned committees by vote.

### C. Terms of Membership

The ELAC shall determine the terms of membership for members of a committee.

### D. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the ELAC or policies of the LAUSD Board of Education.

## ARTICLE V: MEETINGS OF THE ELAC

### A. Schedule

The ELAC shall meet on the following dates: Last Friday of  
the month and times: after school. Six meetings must be held each school year at a time that is agreeable to members. These six meetings do not include the mandatory orientation and election. Additional meetings of the ELAC may be called by the principal in consultation with the ELAC officers or by a majority vote of the committee.

### B. Quorum

A quorum shall be the majority of the membership total determined when the committee formed. Any meeting may continue without a quorum for purposes of presentations or discussions. However, action or voting may not take place without a quorum.



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## C. Location of Meetings

The ELAC shall hold its regular meetings at ( <sup>San Fernando Middle</sup> ), unless the facility is not accessible to parents or the public, including handicapped persons. Alternative meeting places may be recommended by a majority of the committee but must be approved by the school administrator.

## D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside of the school building and at the meeting location.

## E. Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by the California Education Code, section 35147(c) and with prescribed Robert's Rules of Order or an adaptation thereof approved by the ELAC.

## F. Meetings Open to the Public

All meetings of the ELAC shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

## ARTICLE VI: BYLAWS

### A. Standard Bylaws

These bylaws must be used by the ELAC, except when amended bylaws have been approved by the Local District Administrator of Parent and Community Engagement.

### B. Modifying Bylaws

Sections of these bylaws **in bolded text** indicate where members may modify the item by informing members at least three (3) days prior to the meeting of the intent to modify the item(s).



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## C. Amending Bylaws

If a school desires to operate under amended bylaws, the principal must inform the Local District Administrator of Parent and Community Engagement. The amended bylaws must be presented to the entire ELAC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed amended bylaws, agenda, minutes and attendance roster should then be submitted to the Local District Administrator of Parent and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules and regulations.



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**(School Name)  
ELAC Bylaws**

- We, the members, intend to amend District bylaws pursuant to the procedures outlined herein. Once the amended bylaws are approved by the ELAC and principal, the bylaws will be submitted to the Local District Administrator for Parent and Community Engagement for final approval. In the interim, we will continue to use the District bylaws.

Committee members' signatures indicate intention to amend the provided bylaws.

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**ELAC Chairperson's Signature**

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**School Principal's Signature**

\_\_\_\_\_  
**Date**

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For use by Local District Parent and Community Engagement (PACE) Administrator

Approved by the PACE Administrator: \_\_\_\_\_  
Print Name Signature Date

A copy of this approved form will be returned to the school principal within two weeks of receipt.