

## ELAC OFFICERS' ROLES AND RESPONSIBILITIES

### **CHAIRPERSON**

- Preside at all meetings
- Sign all letters, reports and other communications of the committee
- Perform all duties relevant to the office of the Chairperson
- Participate in planning of the agenda
- Have other such duties as are prescribed by the committee
- Only the ELAC Chairperson will serve as the school's representative to the Local District ELAC Delegate Convening (*no alternate officer, including the Vice Chairperson, will be allowed to participate in the Delegate Convening for DELAC election*).

### **VICE-CHAIRPERSON**

- Represent the Chairperson in assigned duties
- Substitute for the Chairperson in his or her absence, except at a Delegate Convening
- Participate in planning of the agenda

### **SECRETARY**

- Conduct roll call to establish quorum
- Keep minutes of all regular and additional meetings of the committee
- Provide the signed and dated original meeting minutes to the principal or designee
- Assist in keeping the records of the committee
- Maintain a current roster of the committee members
- Perform other such duties as are assigned by the Chairperson
- Participate in the planning of the agenda

### **PARLIAMENTARIAN**

- Assist the Chairperson in ensuring all rules and bylaws are followed
- Vote on any matter submitted for a vote
- Be knowledgeable about the California Open Meeting Law (Greene Act), District policies, bylaws of the committee, selected parliamentary procedures
- Participate in planning of the agenda