Cesar Chavez High School
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SUSD
Stockton Unified School District
Since 1852

ELAC Bylaws

Article I: The Purpose of ELAC

The purpose of ELAC is to provide all parents of English Learners a forum to become actively involved in their child's education. ELAC provides opportunities for parents to formulate and make recommendations:

- To develop the school's plan on programs and services for English Learners (makes recommendations but does not have approval authority)
- To assist in the development of the school's needs assessment
- To make parents aware of the importance of regular school attendance

Article II: ELAC Membership

The ELAC parent membership is open to all interested parents.

At least 51% of the voting members must be parents of English Learners at the school. Parents of R-FEP students are considered parents of English Learners for the four years that the R-FEP students are monitored.

It is not mandatory that school personnel be part of the ELAC; however, school personnel will most likely serve as the interpreter during the meetings.

Elections

All parents of English Learners have the opportunity to participate in the election of the ELAC officers.
The election must be a public meeting and nominations should also be made public.

Term of Office

Officers may serve for two (2) years. ELAC may decide the length of the term of office. Vacancies must be filled.

Article III: Officer Duties

President/Chairperson

- Presides over all English Language Parent Involvement Committee (ELAC) meetings
- Keeps informed of all matters pertaining to English Learners
- Appoints special committees
- Makes agendas in collaboration with the other officers
- Has direct contact with the site administration responsible for EL programs

Vice-President/Vice-Chairperson

- Performs duties of the President/Chairperson in his/her absence

- Coordinates subcommittee activities:
  - Review of School Plan
  - Volunteer Committees
  - Parent Workshop Planning Committee

Secretary

- Records minutes of each meeting and submits them to the school secretary
- Keeps all records including a membership list and calendar of meetings
- Sends thank you notes to quest speakers

Parliamentarian

- Advises the Chairperson and all others on parliamentarian procedures upon request
- Keeps current copies of ELAC bylaws and assures that all representatives have received copies of these important documents
- May act as the timekeeper in meetings, assuring that no person monopolizes the time. Timekeeping may also be assigned to any designated member.

District English Language Advisory Committee (DELAC) Representative

- Attends all district level meetings
- Gives a report to ELAC on the DELAC meetings attended and vice versa.

Article IV: Decision-Making Process

Decisions are made by consensus or by the discussion of ideas. Consensus means a decision that everyone can live with. Discussion occurs when there are different opinions presented and debated. The idea that receives the most votes prevails. Members who voted for a different opinion now accept the decision of the majority. Acceptance of the majority decision represents the spirit of democracy.

Article V: Communication Process/Notification

Once the agenda has been established, it must be posted 72 hours in advance of the ELAC meeting in an area accessible to parents (e.g., in front of the school).

Minutes from previous meetings must be posted in the same manner as the meeting agendas in all appropriate languages.

Agenda items and decisions are to be reported in detail in the:
  - School newsletter in the language/s of parents
  - Staff bulletin

Establish a regular schedule for meetings. Survey the parents for the best day, time, and location to hold meetings.

Article VI: Annual Parent Survey

Parents of English Learners must have an opportunity to respond to an annual needs assessment.

A subcommittee should design and tabulate the results of the survey.

The results should be posted in the school newsletter in the language/s of the parents.