



**Bylaws for the Stockton Unified School District English Learner (Parent) Advisory  
Committee (DELAC)**  
(October 2021)

**ARTICLE I: COMMITTEE NAME**

The name of this organization shall be Stockton Unified School District English Learner (Parent) Advisory Committee (DELAC).

**ARTICLE II: PURPOSE**

The purpose of this Committee will be to inform the district parents on matters related to the English Language Learners (EL) program. Also, the goal of this committee is to involve more parents of English language learners and teach them about the programs / curriculum / services that the district has to offer English language learners. This Committee also exists to guide and empower parents to help their students be successful in school. This Committee should not be used as a forum for political agendas or personal business networks. In addition, this Committee will have the opportunity to address the governing board on the following matters:

**SECTION I: TASKS**

1. Development of a district master plan for educational programs and services for English learners that takes into consideration the Individual Plan for Student Achievement (*Education Code section 52176 and 5 CCR 11308 {C} {c} {1}*)
2. Conduct a district-wide needs assessment on a school-by-school basis (*Education Code section 52176 and 5 CCR 11308 [c] [12]*)
3. Establishment of the district's program, goals, and objectives for programs and services for English learners (*Education Code section 52176 and 5 CCR 11308 [c] [3]*)
4. Development of a plan to ensure compliance with any requirements applicable to teachers and instructional aides (*Education Code section 52176 and 5 CCR 11308 [c] [4]*)
5. Review and comment on the school district reclassification procedures (*Education Code section 52116 and 5 CCR 11308 [c] [6]*)
6. Review and comment on the required written notifications to be sent to parents and guardians (*Education Code section 52176 and 5 CCR 11308 [c] [7]*)
7. Provide advice and input on the Local Control and Accountability Plan (LCAP). (*Section 52062 [a] of the Education Code and 52068 [a]*).

**SECTION 2: TRAINING**

Members will be provided appropriate materials and training, provided in full consultation with Committee members, to assist members in carrying out their legal advisory responsibilities (5 CCR 11308 [d]) (EC 62002.5, 52176 [a], 35147, 5CCR 11308 [d], USC6312 [g] [4])

### ARTICLE III MEMBERSHIP RIGHTS

#### SECTION I: MEMBERSHIP

An LEA (local educational agency or school district) with 51 or more English language learners must have a functional DELAC or subcommittee of an existing district committee in which at least 51 percent of the members are parents or guardians of English Language Learners not employed by the District. These parents or guardians must constitute a majority membership of the Committee. Any interested person from the Stockton community and / or SUSD may also become a member, as long as the parents or guardians of non-district-employed English Language Learners constitute the majority of the membership.

#### SECTION 2: DELAC REPRESENTATIVES

Each ELAC committee at each school is responsible for electing a DELAC representative and an alternative representative.

#### SECTION 3: TERMS OF THE OFFICERS

All officers of the Committee shall serve for a term of two (2) consecutive years and may only serve for two (2) consecutive terms. If no one is nominated for the positions, former officers may be appointed to a different position than the position they just served. If for any reason in the meeting of the voting month the quorum required to carry out the voting is not met, the officers, if they wish to do so, will continue in their positions for that year.

#### SECTION 4: SUBCOMMITTEES

A subcommittee will be created when necessary to carry out tasks / projects or business related to DELAC. The purpose of a subcommittee is to save time and prepare a summary for the entire DELAC. The members of the subcommittees will be appointed in the same session, when the subcommittee was established. The members of the subcommittee will be selected on a voluntary basis and / or as elected by the executive board. Once appointed, the members of the subcommittee will be announced at the same session or the next session. Subcommittee meetings will only be open to those appointed to the subcommittee. The number of subcommittee members will depend on the task or project they have been assigned to complete. The executive board will make recommendations.

The subcommittee will exist until the task or project has been completed. Once the task or project has been completed, the subcommittee will be dissolved.

The subcommittee will report to the President / members of DELAC on a regular basis to report on their progress in completing the task or project and / or to solicit assistance from members as the subcommittee continues their work. DELAC members will give final approval to the completed task or project.

#### SECTION 5: RIGHT TO VOTE

Each school shall have one vote and may vote on each matter put to a vote even if that school does not have an official ELAC. Only the official DELAC representative can vote; however, in the absence of the official DELAC representative, the alternate elected will vote. Voting for officers will be by secret ballot. Votes will be counted by the following witnesses: a Language Development Office employee, a board member (who is not nominated), and an official DELAC representative. Proxy voting or absentee ballots are not allowed. Members of the SUSD or Stockton communities cannot vote. SUSD employees cannot vote.

If an official representative represents 2 schools, one vote per school will be counted. In special circumstances where it is not possible to be physically in the meetings, the virtual process will be activated.

#### SECTION 6: TERMINATION OF MEMBERSHIP

An individual is no longer a DELAC member, if he / she ceases to be a member of their school's ELAC. Any representative and / or alternate member may resign by submitting their resignation in writing to their school.

#### SECTION 7: ATTENDANCE AND REPORTING

It is the duty of each DELAC representative and / or alternate to attend meetings regularly and inform their schools of the topics discussed at each of those meetings.

#### SECTION 8: VACANCY

In the event of a vacant position on the DELAC committee executive board (committee officers) a special election will be held within 30-60 days to replace the remaining term of the position. The vacant position will be open to any DELAC member who faithfully follows their responsibilities. The replacement is eligible to be reappointed to the position. The forms will be sent to the DELAC representatives. DELAC representatives, Directors and EL Program Coordinators will be notified.

#### SECTION 9: ELECTING MEMBERS

The election of parents as DELAC representatives for the school year will be held at the first general open ELAC meeting. Notice of meetings will be the responsibility of ELAC representatives and schools, they are also in charge of publishing them to the community.

#### ARTICLE IV: OFFICERS

The executive board of the DELAC committee (committee officers) will be composed of a President, Vice President, Secretary, a Sergeant at Arms and a Parliamentarian. Officers will be elected by the committee every two (2) years. All positions must be filled by parents / guardians of students in the Stockton Unified School District. A certified SUSD employee can only serve as Parliamentarian.

#### ARTICLE V: DUTIES OF OFFICERS

The President will direct all meetings of the committee and will fulfill all obligations pertaining to the office.

The Vice President will assist the President and perform the functions of the President in his absence.

The Secretary shall keep correct records of all committee meetings and shall perform such duties as delegated. If the Secretary is absent or unable to take minutes due to a language barrier, he may be assisted by a certified or classified district employee.

The Sergeant at Arms will welcome members and guests and enforce rules to maintain order at all meetings.

The Parliamentarian will ensure that all meetings are conducted according to *Robert's Rules of Order*.

#### ARTICLE VI: DECORUM (BEHAVIOR)

All persons present at the DELAC meeting will conduct themselves in an appropriate manner at all times. Anyone causing an interruption will be called out of order by the President or Vice President. If the person continues to cause disruption, he / she will be asked to leave the meeting.

#### ARTICLE VII: MEETINGS

A minimum of four (4) general meetings will be held during the school year. The date, time and place will be decided by the Language Development Office or their designee in full consultation with the committee members. Notification of all general meetings will be posted through schools / ELACs (5) five days prior to the meeting or a minimum of 72 hours in accordance with the Green Act, EC section 35147 (c).

#### SECTION 1: SPECIAL MEETINGS

Special meetings may be called by the DELAC President, a majority of the DELAC, the Language Development Office, or their designee. Notification of all special meetings shall be published within 72 hours prior to the meeting.

## SECTION 2: MEETINGS WILL BE OPEN TO THE PUBLIC

All general and special meetings of the DELAC, which is a standing or special committee, will be open to school representatives and the public.

## SECTION 3: QUORUM

A quorum is considered when 50 percent plus 1 of the officers are present and at least 20 elected representative members or in the absence of the official representative, the alternative DELAC member is in attendance.

## SECTION 4: CONDUCT OF MEETINGS

All regular DELAC meetings will be conducted according to *Robert's Rules of Order* or as appropriately adapted from this.

## ARTICLE VIII: AMENDMENTS

Every two (2) years these bylaws will be reviewed by a Subcommittee. Amendments to these bylaws will be reviewed and recommended by the Subcommittee. The final draft of the bylaws will be taken to the Committee for voting. The bylaws may be modified at any ordinary Committee meeting by the approval of a vote of two thirds (2/3) of the members present.

## ARTICLE IX: RATIFICATION

The bylaws will be effective immediately when approved by a two-thirds (2/3) vote of the members present.