

District English Learner Advisory Committee (DELAC) Bylaws
May 13, 2021

The primary mission of the DELAC is to promote collaborative outreach efforts that encourage the participation of parents of English Learners in discussions about educational issues and opportunities, and by so doing, help assure the academic achievement of English Learners.

ARTICLE I- PURPOSE

Pursuant to the California Education Code Section 52176, the primary purpose of the DELAC is to advise* the district on the tasks listed below.

- A timetable for, and development or revision of, the district's plans for educational programs and services for English Learners.
- A needs assessment on a school-by-school basis, as deemed necessary or informative.
- District goals and objectives for programs and services for English Learners.
- The district plan to ensure compliance with any applicable teacher requirements.
- The process and results of the annual language census.
- Review of, and comment on, the written notification to parents/guardians of initial language proficiency and program placement for newly enrolled students.
- Review of, and comment on, the parental election process.
- Review of, and comment on, district reclassification procedures.

ARTICLE II – MEMBERSHIP

- Each site English Learner Advisory Committee (ELAC) will elect one or two members to serve as the site's official DELAC representative(s).** The primary member (Representative #1) and secondary member (Representative #2) must be **elected** by a majority of ELAC members (**not** appointed by the principal).
- The first DELAC member from each site must be the parent or guardian of one or more students who are English Learners (EL). The second DELAC member from each site may be the parent or guardian of one or more students who are (a) English Learners (EL), (b) Reclassified Fluent English Proficient (RFEP), or (c) Initially Fluent English Proficient (IFEP). The student(s) must be enrolled in a district school at the time the parent or guardian is elected. DELAC members are allowed to finish the term to which they have been elected, even if they no longer are a parent of a currently enrolled EL, RFEP, or IFEP student.
- DELAC members shall be elected to a one-year term.
- DELAC members may be re-elected to serve unlimited additional term(s), as long as they are a parent or guardian of a district-enrolled EL, RFEP, or IFEP student at the time they are elected.

*The term "advise" is defined as: (1) to offer advice to, or (2) to recommend or suggest.

***If a properly formed ELAC votes to delegate its responsibilities to the School Site Council, the SSC has the **option** of electing an official DELAC representative(s).*

- Each DELAC Executive Board officer must be the parent or guardian of one or more EL, RFEP, or IFEP student(s) who are enrolled in a district school at the time the parent or guardian is elected. The parent need not be a DELAC member at the time of his or her election or re-election. DELAC Executive Board officers are allowed to finish the term to which they have been elected, even if they no longer are a parent of a currently enrolled EL, RFEP, or IFEP student.
- Sixty-percent or more of the DELAC Executive Board must be represented by current EL or RFEP parents or guardians.
- The chairperson will be considered an honorary member of the DELAC for one year immediately following the end of his/her final term of service as chairperson. If the chairperson is re-elected as chairperson or elected to a different officer position, he/she will be a regular officer of the DELAC.

Only ELAC elected members of the DELAC who are parents/guardians of an EL, RFEP, or IFEP student enrolled at the school for which they are voting at the time of the meeting and Executive Board officers have the opportunity to make motions, recommendations or vote on agenda items at General DELAC meetings.

District Staff: Office of Language Acquisition (OLA) staff will represent the district at each DELAC meeting, but they are not considered members of the DELAC.

Non-Members: Interested members of the public may attend DELAC meetings as non-voting guests. Guests may participate in general discussions related to the educational issues of ELs as long as the topic is an agenda item.

ARTICLE III – OFFICERS

The DELAC Executive Board consists of the following officer positions: (1) chairperson, (2) vice-chairperson, (3) secretary, (4 and 5) ELAC liaisons, (6) parliamentarian, and (7) student member. Each officer must be the parent or guardian of one or more students who are ELs, RFEPs, or IFEPs and enrolled in a district school at the time the parent or guardian is elected. The parent need not be a DELAC member at the time of his or her election or re-election. The student member must be an EL or RFEP student and be enrolled in a district senior high school (grades 9-12) at the time he/she is elected. A letter of recommendation from the student's English teacher or principal is also required for eligibility.

Terms of Office

All DELAC officers will be elected for a two-year term. An officer may be re-elected for the same position for additional years in that same position. An officer may then be elected and re-elected into one or more different officer positions, as long as he or she is a parent or guardian of one or more students who are ELs, RFEPs, or IFEPs and enrolled in a district school at the time the parent or guardian is elected. Terms follow the state and district fiscal year – July 1 through June 30. Therefore, a newly elected officer begins his or her term on July 1 of a given year and ends his or her term on June 30 two years later.

Nomination/Election Timeline:

Based on meetings scheduled in October, November, December, February, March, and May, for a total of twelve meetings per year.

Nomination Window Opens	During Morning Meeting	Four meetings prior to the last meeting of the year (ie - November)
Nomination Window Closes	End of Evening Meeting	Three meetings prior to the last meeting of the year (ie - December)
Candidate Speeches	During both Morning & Evening Meetings	Two meetings prior to the last meeting of the year (ie - February)
Elections with Written Ballots	During both Morning & Evening Meetings	One meeting prior to the last meeting of the year (ie - March)
Results Announced / Run-off, if necessary	During both Morning & Evening Meetings	Last meeting of the year (ie - May)

Nominations

DELAC members who are EL, RFEP, or IFEP parents or guardians and DELAC officers may nominate candidates to serve as DELAC officers through a written nomination form during a nomination “window” that opens during the morning meeting scheduled four meetings prior to the last DELAC general meeting of the year (ie - At the November morning meeting if remaining meetings are scheduled for December, February, March, and May). Nomination forms will be made available at this meeting. The nomination window will close at the end of the following evening meeting (ie - At the December evening meeting). DELAC members or officers may nominate themselves. Candidate speeches will be made at the following meetings (ie- At the February morning and evening meetings, if the remaining meetings are scheduled for March and May).

Elections

DELAC officers will be elected through a written ballot during a regularly scheduled meeting that has been previously noticed as a meeting at which an election will be held. Secondary representatives (Representative #2) will be properly certified as voting members in the absence of the school's primary representative (Representative #1). Only one vote is allowed per school and voting by proxy is not permitted. Each candidate must receive at least a majority of votes of the members present in order to be elected. If more than two persons are nominated for a given officer position, and no person receives a majority of the votes cast on the first ballot, then a "run-off" shall be held between the two persons receiving the most and second most votes on the first ballot until one receives the majority of the votes. If a vote results in a tie, OLA will cast the tie-breaking vote and explain their rationale for the vote.

Mid-Term Vacancies

- a. If the Chairperson position becomes vacant, the Vice Chairperson shall become the Chairperson.
- b. If the Vice Chairperson is unable, a special election shall be held immediately.
- c. In the event of a mid-term vacancy, the Executive Board, at its regularly scheduled Executive Board meeting, will determine when and how an election will be held to fill the vacancy. The Board may decide to leave the position vacant until the next, regularly scheduled election is held.

Removal of Officers

The Executive Board, during a regularly scheduled Executive Board meeting, may vote to remove an officer for the following reasons:

- Three absences of regularly scheduled meetings (General or Executive Board), and/or
- Failure to carry out duties and responsibilities as assigned
- Unethical or unprofessional conduct.

A vote is defined as a simple majority (e.g., 3 to 2)

ARTICLE IV – OFFICER DUTIES

Chairperson

- Presides over all DELAC meetings
- Acts on behalf of the DELAC and keeps informed of EL matters
- Reviews federal, state and/or district documents that require a DELAC signature
- Meets with parents, staff, and community to learn of items of interest or concern that should be brought to the attention of Office of Language Acquisition (OLA) staff
- In collaboration with other officers, designates special meetings, committees and subcommittees, and assigns tasks to members, as necessary
- Presents an annual report to DELAC members
- Meets with other board officers and Office of Language Acquisition (OLA) staff to set agendas for meetings
- Performs additional responsibilities as necessary

Vice Chairperson

- Shares in the responsibilities of the chairperson
- Presides at meetings and performs duties of the chairperson in his/her absence
- Coordinates committee and subcommittee activities as designated by the chairperson
- Meets with other board officers and Office of Language Acquisition (OLA) staff to set agendas for meetings
- Performs additional responsibilities as necessary

Secretary

- Ensures minutes of each general DELAC meeting are recorded
- Keeps the membership list and calendar of meetings
- Ensures “thank-you” notes are sent to guest speakers
- Meets with other board officers and Office of Language Acquisition (OLA) staff to set agendas for meetings
- After each Executive Board meeting, the secretary submits a draft of the minutes to OLA staff.
- Performs additional responsibilities as necessary

ELAC Liaison

- Is provided a copy of the most recent “ELAC Status Report” on a quarterly basis. (Applies to all officers.)
- Works in collaboration with Office of Language Acquisition (OLA) staff to develop an annual report for the general membership.
- Presents the annual report described above at a general DELAC meeting each year
- Assists sites in creating and maintaining their ELACs by giving motivational and encouraging presentations. All official site visits are arranged through the Office of Language Acquisition (OLA), and will be accepted by ELAC Liaison if his/her schedule permits.
- Meets with other board officers and Office of Language Acquisition (OLA) staff to set agendas for meetings
- Performs additional responsibilities as necessary

Parliamentarian

- Becomes informed on parliamentary procedures and applies them at all meetings
- Helps maintain order at meetings
- Keeps current copy of DELAC bylaws
- Serves as timekeeper during meetings
- Reviews information and/or attends trainings on effective meetings
- Meets with other board officers and Office of Language Acquisition (OLA) staff to set agendas for meetings
- Performs additional responsibilities as necessary

Student Member

- Attends DELAC General and Executive Board meetings
- Learns how committees conduct business
- Offers a student perspective to discussions
- Serves as an “advisory-only” member

- Performs additional responsibilities as necessary

ARTICLE V – EXECUTIVE BOARD MEETINGS

The DELAC Board officers and Office of Language Acquisition (OLA) staff will meet at least two weeks prior to each general meeting to collaboratively determine the schedule, agenda, speakers, and activities for each general meeting. A schedule will be set for Executive Board meetings for the school year. Executive Board officers or Office of Language Acquisition (OLA) staff may request an additional meeting at any time, if necessary.

At each meeting

The DELAC Executive Board will conduct the meeting in accordance with these bylaws.

- 2 Executive Board officers in attendance will constitute a quorum of the board.
- There must be a quorum of the board to conduct official business at an Executive Board meeting.
- Only officers may vote, make motions, or make recommendations at an Executive Board meeting.

Notification

- The agenda will be posted on the district website at least 72 hours prior to each Executive Board Meeting. In addition, Office of Language Acquisition (OLA) staff will send a hard copy of the agenda via U.S. Mail to each Executive Board officer.

Sign-in/Minutes

- Office of Language Acquisition (OLA) staff will provide sign-in sheets, agendas, and supplies.
- The secretary (or person acting on his/her behalf) will submit a draft of the minutes to Office of Language Acquisition (OLA) staff on the evening of each DELAC Executive Board meeting.
- Office of Language Acquisition (OLA) staff will facilitate finalization and formatting of the minutes and translation of the minutes into Spanish.

ARTICLE VI – GENERAL DELAC MEETINGS

General DELAC meetings will be offered at two different times during the day, a morning session and an evening session. The meetings will follow the same agenda and meeting procedures. There will be at least seven general membership meetings held between October and June of each year, at a location provided by the district, with no meetings held during July, August, or September. Meetings will be conducted in English with Spanish interpretation provided or vice versa. Interpretation in languages other than Spanish are available through the district Translation Unit and will be provided if three or more parents request interpretation in that language at least 15 days prior to the general meeting.

At each meeting

The DELAC Executive Board will conduct the meeting in accordance with these bylaws.

- 1 Executive Board officer in attendance will constitute a quorum of the board.
- 10 members (including Executive Board officers, if they are the official Representatives for their schools) in attendance will constitute a quorum of members.

- There must be both a quorum of the board and a quorum of the members in order to conduct official business at a general meeting, provided that once a quorum is established, business may continue to be conducted even though members may leave that meeting prior to its adjournment.
- No action or discussion will be undertaken on any item not appearing on the posted agenda unless discussion is authorized by a majority of the board as an item of new business.
- Only members who are the parent/guardian of an EL, RFEP, or IFEP student enrolled at the school for which they are voting when the vote takes place and officers may vote, make motions, or make recommendations at general meetings.

Notification

- The Office of Language Acquisition (OLA) will notify non-members at each school site prior to each general meeting by sending an announcement via email to the EL coordinator. In addition, Office of Language Acquisition (OLA) staff will send meeting announcements to each DELAC member and officer via U.S. mail.

Sign-in/Minutes

- Office of Language Acquisition (OLA) staff will provide sign-in materials and oversee sign-in procedures at each meeting.
- The secretary (or person acting on his/her behalf) will submit a draft of the minutes to Office of Language Acquisition (OLA) staff on the evening of each general DELAC meeting.
- Office of Language Acquisition (OLA) staff will facilitate finalization and formatting of the minutes, translation of the minutes into Spanish and distribution at the next general meeting.

ARTICLE VII – DELAC AND OFFICE OF LANGUAGE ACQUISITION (OLA) RELATIONSHIP

- The DELAC and Office of Language Acquisition (OLA) staff will work collaboratively in the interest of academic success for ELs.
- Formal communication that is written on behalf of the DELAC shall be reviewed and discussed by board officers with department staff prior to its distribution to the general public.
- The DELAC Executive Board will have the opportunity to provide advice and/or recommendations to district staff and school board members during each regularly scheduled Executive Board meeting.
- OLA will provide Executive Board officers with DELAC-related conference/workshops/forums/symposiums information and dates at Executive Board meetings.

ARTICLE VIII – AMENDMENT PROCESS

- DELAC officers and/or Family Engagement (or equivalent) staff and/or Office of Language Acquisition (OLA) staff, may present a written petition to amend or change the bylaws at least two weeks prior to the November or April Executive Board meetings. If there are no Executive Board meetings in November or April, the written petition to amend or change the bylaws may be submitted at least two weeks prior to

the September or March Executive Board meetings. Changes in the bylaws must be approved by a majority vote of the Executive Board officers in attendance.

- At the November or April Executive Board meetings, DELAC Executive Board officers and Office of Language Acquisition (OLA) staff will review any written petitions for changes to the bylaws that were submitted within the timeline. The Board will vote on them for approval or denial. A majority vote of the Executive Board officers in attendance for changes to the bylaws constitutes approval of any written petition for a change to the bylaws.
- Once a written petition is approved by majority vote, the bylaw changes set forth in the petition will go into effect immediately.

CERTIFICATION BY DELAC CHAIRPERSON

The undersigned does hereby certify that:

1. I am the duly elected and acting San Diego Unified District English Learner Advisory Committee (DELAC) Chairperson; and
2. The foregoing bylaws, comprising 8 pages, constitute the bylaws of the DELAC as adopted by the DELAC Executive Board by action dated May 13, 2021.

IN WITNESS WHEREOF, I have hereunto subscribed my name as of _____.

Lallia Allali, DELAC Chairperson 2016-2022

_____ Date 08 / 18 / 2021