



CHULA VISTA ELEMENTARY SCHOOL DISTRICT
District Advisory Council/District English Learner Advisory Committee

BY-LAWS

Amended BY-LAWS: March 12, 2019		PROPOSED REVISIONS
ARTICLE 1	NAME	
	The name of this council shall be the Chula Vista Elementary School District Advisory Council (DAC)/District English Learner Advisory Committee (DELAC).	
ARTICLE 2	ROLES	
2A	ROLES OF DISTRICT ADVISORY COUNCIL (DAC) (EC 52063)	
	<p>The role of the Council shall be to facilitate open two-way communication between parents/community members and the District. The following list outlines responsibilities of the Council:</p> <ol style="list-style-type: none"> 1. Disseminate information relevant to specially funded programs. 2. Serve in an advisory capacity to the CVESD Administration and Board of Education. 3. Keep informed on the development and review of the current state (Local Control Funding Formula) and federal (Title I) funding (previously titled Categorical Funding) regulations, i.e. Consolidated Application and Reporting System (CARS), and make recommendations as appropriate on related action items. 4. Assist in implementing Districtwide school improvement programs such as School Site Council training, School Improvement Process, and State and Federal Program Monitoring. 5. Review the legal requirements of programs specially funded by the state through the Local Control Accountability Plan (LCAP) and federal monies, taking into account the Single School Plan for Student Achievement (SPSA), to include target groups such as socioeconomically disadvantaged, English Learners, and Foster Youth. 6. Promote communication and support for all School Site Councils, English Learner Advisory Committees, and other relevant school and CVESD committees and their members. 7. Report back the information learned at DAC/DELAC to site committees. 8. Enhance the development of leadership roles for parents by encouraging and advocating parent participation/engagement in local, regional, and state conferences that promote and support parents of all language/ethnic groups. 	<ol style="list-style-type: none"> 4. Research if School Improvement Process still in existence. 5. taking into account the Single School Plan for Student Achievement (SPSA) 7. Report back the information learned at DAC/DELAC to SSC, ELAC and all applicable committees.
2B	ROLE OF DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC) (EC 52176)	

<p>The major functions of the District English Learner Advisory Committee shall be to advise the District’s Governing Board (in writing, in person, by letter or report) on at least the following:</p> <ol style="list-style-type: none"> 1. Development of revision of a District Road Map of education programs and services for English Learners, taking into account the Single School Plan for Students Achievement. (5CCR 11308@[1]) 2. Participate in the development and review of the current state (Local Control Funding Formula) and federal (Title I and Title III) funding (previously titled Categorical Funding) regulations, i.e. Consolidated Application and Reporting System (CARS) and make recommendations on related action items. 3. Review the legal requirements of programs specially funded by state through the Local Control Accountability Plan (LCAP) and federal monies to include target groups such as low income, English Learners, and Foster Youth. 4. Conduct District-wide needs assessment on a school-by-school basis. (5CCR 11308@[2]) See By-Laws Article 9 5. Establish District programs, goals, and objectives to service English Learners. (5 CCR 11308[c][3]) 6. Ensure compliance with highly qualified teacher and instructional aide requirements. (5CCR 11308@[4]) 7. Review of the Annual Language Census. (5CCR 11308@[5]) 8. Review and comment on the District reclassification procedures established pursuant to Education Code Section 52164.6 (5CCR 11308@[6]) 9. Review and comment on the written initial and annual notifications required to be sent to parents and guardians on the initial registration, school events, and language acquisition instructional programs pursuant to Education Code Section 48985. (5CCR 11308@[7]) 10. Review the process for Parent Exception Waivers pertaining to programs and services for English Learners. 11. Report back the information learned at the DAC/DELAC to site committees. <p>In addition, the Chula Vista Elementary School District DELAC shall also advise on:</p> <ol style="list-style-type: none"> 12. English Learner programs and services, including Developmental Bilingual, Structured English Immersion (SEI), and Dual Language (DL) programs. 13. Development of District goals for English Learner education to promote English language acquisition, academic achievement, and programs of multiliteracy. 14. Support school sites in promoting and providing timely information and training to ELAC members and parents of English Learners on the importance of the EL Road Map components, to include: <ul style="list-style-type: none"> • Description of program placement options and goals for English language learners • Initial Enrollment (i.e. Home Language Survey, program options, parent information, and FAQ) • Home Language Survey • Review and comment on the District reclassification procedures established pursuant to Education Code Section 52164.6. 	<p>Remove #7 no longer applies</p> <p>Remove #10 no longer applies</p> <p>11.Report back the information learned at DAC/DELAC to SSC, ELAC and all applicable committees.</p>
<p>ARTICLE 3 MEMBERSHIP</p>	

<p>DAC and DELAC parent/guardian representatives of school sites must have a child currently attending a CVESD school at the time of their election. DAC and DELAC parent/guardian representative and alternates, respectively, should be elected at each school site in time to attend the second DAC/DELAC meeting of the school year. DAC and DELAC representatives or alternates elected during the previous school year can serve as representatives if necessary during the first meeting of the current school year.</p>	<p>DAC and DELAC parent/guardian representatives and alternates of school sites</p>
<p>3A DAC</p>	
<p>Section 1: Voting of Council:</p> <ol style="list-style-type: none"> 1. Each school site shall annually elect one (1) parent representative and a parent alternate to vote if the representative is absent. Instead of a school-wide DAC representative election, conducted under the same rules as a site's SSC election, the SSC may elect a DAC representative and/or alternate from its members provided that all parents at the school site are so informed. In a school-wide election, a DAC representative may be elected who is not a member of the site's SSC: in that case, the DAC representative should serve as an ex-officio member of the SSC. 2. The DAC Executive Board parent members shall be voting members of DAC and shall not be site representatives. 3. A parent who is a District employee may serve on the DAC provided the parent is not an employee at the school site that is being represented. 	<p>Research Section 1</p>
<p>Section 2: Non-voting Members/Ex-Officio:</p> <ol style="list-style-type: none"> 1. Each principal and/or associate principal shall be an ex-officio (non-voting) member of DAC. 2. The CVESD Superintendent and senior CVESD Administration leaders shall also be ex-officio (non-voting) members of DAC. 	
<p>Section 3: DAC Election Results and Documentation:</p> <p>Each school shall annually submit to Language Development and Instruction Department: a copy of the parent notification flyer of DAC elections, DAC Election Guidelines Checklist (please see Attachment A), and sample ballot and/or minutes signed by the principal and the SSC Chairperson verifying DAC elections and results. The election documents shall be submitted to Language Development and Instruction Department and shared with the DAC/DELAC Executive Board within 14 days of the DAC elections.</p>	
<p>3B ELAC - MEMBERSHIP</p>	
<p>Section 1: Purpose: To provide a voice that represents the interests and educational needs of English Learners.</p>	
<p>Section 2: Steps to Address the Requirements:</p> <ol style="list-style-type: none"> 1. The site will determine the percentage of English Learners at the school. 2. Determine the preliminary size of the advisory committee. 3. Notify the Parent Community of ELAC Elections. The principal shall notify all parents that an election of ELAC members will occur and the nominations are open. This notification shall be sent home to parents. 4. Elections of Members to Serve on the ELAC: District Policy (BP6020 and AR6020) requires that only parents/guardians of English Learners elect the parent/guardian members of the ELAC. Parents of students who are reclassified Fluent English Proficient are no longer considered parents of English Learners, and therefore are not eligible to vote in the election of ELAC. 	

<ol style="list-style-type: none"> 5. The percentage of parents of English Learners on the committee must be at least the same as that of English Learners at the school. 6. Parents of non-English Learners and staff may also be part of the committee, as long as they are elected by the parents/guardians of English Learners. 7. The elected parent members form the ELAC committee. 8. The elected ELAC committee members shall elect a DELAC representative and an alternate. For additional reference on the election process, please refer to Attachment B. 	
<p>Additional Recommended Steps:</p> <ol style="list-style-type: none"> 9. While ELAC By-Laws are not required, they are highly recommended. 10. For schools with less than fifty percent English Learners, it is recommended that at least fifty-one percent of the committee be comprised of EL parents; this can be achieved through a site ELAC By-Law adoption/amendment. 11. It is recommended that nominations for the site ELAC committee members and ELAC elections be completed by the end of the first quarter. 12. Once a school site ELAC committee is elected, they may elect ELAC officers. 	
<p>Section 3: Requirements:</p> <p>I-EL 2. A school site with 21 or more English Learners has a functioning English Learner Advisory Committee (ELAC) that meets the following requirements.</p> <ol style="list-style-type: none"> a) Parent members are elected by parents or guardians of English Learners (5 CCR 11308[b];EC 62002.5) b) Parents of English Learners constitute at least the same percentage of the committee membership as their children represent of the student body. (EC 62002.5, 52176[b]) c) The ELAC has advised the school site council (SSC) on the development of the Single School Plan for Student Achievement. (EC 64001[a]) d) The ELAC has advised the principal and staff on the school’s program for English Learners. (EC 52176[c], 62002.5) e) The ELAC has assisted in the development of the school’s: <ul style="list-style-type: none"> • Needs Assessment • Language Census • Efforts to make parents aware of the importance of regular school attendance (EC 62002.5, 52176[c]) f) The ELAC has received training materials and training, planned in full consultation with committee members, to assist members in carrying out their responsibilities. (EC 35147[c]; 5 CCR 11308[d]) g) The ELAC has the opportunity to elect at least one member to the DELAC or has participated in a proportionate regional representation scheme when there are 31 or more English Learner parent advisory committees in the District (5 CCR 11308[b]) (EC 62002.5, 52176[b], 35147; 20 USC 6312[g][4]). 	
<p>3C ELAC/DELAC ELECTION RESULTS AND DOCUMENTATION:</p>	
<p>Each school shall annually submit to Language Development and Instruction Department: a copy of the parent notification flyer of ELAC elections, ELAC/DELAC Election Guidelines Checklist (please see attachment B), and</p>	

<p>sample Ballot and/or minutes signed by the principal and the ELAC Chairperson verifying ELAC and DELAC elections and results. The election documents shall be submitted to Language Development and Instruction Department and shared with the DAC/DELAC Executive Board within 14 days of the DELAC elections.</p>	
<p>3D DELAC</p>	
<p>Section 1: Voting Members</p> <ol style="list-style-type: none"> 1. All DELAC members shall be elected by site ELAC committees. 2. Each English Learners Advisory Committee shall annually elect one (1) parent representative and an alternate, to vote if the representative is absent. 3. Parent or guardians of English Learners not employed by the District must constitute a majority membership (51 percent of more) of the committee. Up to 49% of the DELAC membership may be comprised from the following: <ul style="list-style-type: none"> • A parent who is a District employee, not employed at their child’s school site • Parent or legal guardian of non-English Learners. 4. The DELAC Executive Board parent members shall be voting members of DELAC and shall not be site representatives. 	
<p>Section 2: Non-voting Members (Ex-officio):</p> <ol style="list-style-type: none"> 1. Each principal and/or associate principal shall be an ex-officio (non-voting) member of DELAC. 2. The CVESD Superintendent and senior CVESD Administration leaders shall also be ex-officio (non-voting) members of DELAC. 	
<p>3E TERMINATIONS/VACANCIES/RESIGNATIONS OF DAC/DELAC MEMBERSHIP</p>	
<p>Section 1: Termination of DAC/DELAC Membership:</p> <p>A parent representative shall no longer hold membership if:</p> <ol style="list-style-type: none"> 1. The representative is absent from three (3) meetings a year. 2. The representative becomes an employee of the District at that school site. 3. The DAC by a majority vote of all voting representatives present removes the representative. 4. The DELAC by a majority vote of all voting representatives present removes the representative. 	
<p>Section 2: Vacancy of DAC/DELAC:</p> <p>Any DAC/DELAC vacancies shall be filled by the site’s alternate for the remainder of the school year. If there is no alternate, an election shall be conducted within 20 school calendar days to fill the vacancy.</p>	
<p>Section 3: Resignation of DAC/DELAC Representative:</p> <p>Any representative may resign by submitting a written resignation to the site principal, and the principal will subsequently notify Language Development and Instruction Department. Language Development and Instruction Department will provide this information to the DAC/DELAC Executive Board.</p>	
<p>ARTICLE 4 EXECUTIVE BOARD OFFICERS FOR DAC/DELAC:</p>	
<p>Section 1: Composition:</p> <p>The officers of each council/committee for DAC/DELAC shall consist of the following:</p> <ul style="list-style-type: none"> • Chairperson 	

<ul style="list-style-type: none"> • Vice-Chairperson • Past Chairperson • Board Member <p>The DAC/DELAC Executive Board officers shall consist of the officers above and three (3) District representatives (one for DAC, one for DELAC, and the District Parent Engagement Liaison). District representatives will serve as ex-officio (non-voting) members of the Executive Board.</p>	
<p>Section 2: Qualifications:</p> <p>The DAC/DELAC Executive Board officers shall be DAC/DELAC elected representatives from school sites or Executive Board members at the time they were elected, with the exception of charter schools.</p> <p>Executive Board Officers may not be District Employees, nor may they serve more than four consecutive years on the Board.</p> <p>Executive Board officers of DELAC must be parents or guardians of English Learners or Reclassified fluent English proficient students.</p>	
<p>Section 3: Nomination Process:</p> <p>Nominations for Vice-Chairs and Board Members will be called for at both the February and March DAC/DELAC meetings.</p> <p>All candidates who have accepted the nomination will have an opportunity to introduce themselves and make a statement of their qualifications at the April meeting before the vote.</p> <p>The DAC/DELAC ballot will have space for write-in candidates for each position.</p>	
<p>Section 4: Election and Term of Office:</p> <p>The Vice-Chairperson and Board Member of the DAC/DELAC shall be elected and trained annually. Elections will take place at the April DAC/DELAC meeting.</p> <p>The Vice-Chairperson: The Vice-Chairperson shall serve for a total of three years in the following roles: the first year serving as Vice-Chairperson, the second year serving as Chairperson, and the third year as Past Chairperson. At the conclusion of the last scheduled DAC/DELAC meeting for the school year, the Vice-Chairperson shall assume the position of chair.</p> <p>The Board Member shall serve a one-year term.</p>	
<p>Section 5: Termination of DAC/DELAC Officers:</p> <p>An Officer shall no longer hold office if:</p>	

<p>The Officer is absent from two (2) monthly District regular meetings and/or Executive Board meetings in a school year without a valid excuse:</p> <ol style="list-style-type: none"> a. A valid excuse is considered a medical, professional development, or family emergency as approved by a majority of the Executive Board. b. The Officer will notify the Language Development and Instruction Department of the reason for the absence, who will inform the Board. c. After missing two excused monthly District regular meetings, the Executive Board will meet with the Officer to determine next steps; or <p>The Officer becomes a District Employee; or</p> <p>A majority of the Council (DAC) or Committee (DELAC) of all voting representatives, in which the officer serves, vote to remove him/her;</p> <p>Should any of the above occur, the Executive Board will be notified of the termination and a Certified Letter of Termination will be sent to the Officer within five days by the Language Development and Instruction Department.</p>	
<p>Section 6: Vacancy: Chairperson Vacancy</p> <p>If a vacancy of the Chairperson occurs within the first two quarters of the school year, the Board will select a Past Chairperson to serve as Chairperson for a period of four months. Upon completion of the four months, the Vice-Chairperson will serve as the Chairperson.</p> <p>If a vacancy of the Chairperson occurs within the third or fourth quarter of the school year, the Vice-Chairperson will automatically assume the Chairperson’s role. The following school year they will also serve as Chairperson.</p>	
<p>Vice-Chairperson Vacancy</p> <p>If a vacancy of the Vice-Chairperson occurs within the first two quarters of the school year, special elections shall be held at one of the next two DAC/DELAC meetings. The new Vice-Chairperson will serve as Vice-Chairperson for the remainder of that school year.</p> <p>If the vacancy of the Vice-Chairperson occurs during the third quarter of the school year, special elections shall be held and the new Vice-Chairperson will serve as the Chairperson for the following school year.</p> <p>If the vacancy of the Vice-Chairperson occurs during the fourth quarter of the school year, the position will remain vacant for the remainder of the school year.</p>	
<p>Past-Chairperson Vacancy</p>	

<p>If a vacancy of the Past Chairperson occurs, the Executive Board will seek one of the previous past members of the Executive Board to fill the vacancy. If there is more than one interested candidate, the Executive Board will vote to appoint the new Past Chairperson.</p>	
<p>Board Member Vacancy If a vacancy of the Board Member occurs, a special election shall be held at one of the next two DAC/DELAC meetings, and the new Board Member will serve for the remainder of the school year.</p>	
<p>ARTICLE 5 DUTIES OF OFFICERS</p>	
<p>Section 1: DAC/DELAC Chairpersons: It shall be the duty of the DAC/DELAC Chairperson to:</p> <ul style="list-style-type: none"> a) Act on behalf of the DAC/DELAC and its members, in accordance with these By-Laws and DAC/DELAC decisions. b) Preside over all meetings in a timely manner, in accordance with these By-Laws and the principles of Robert’s Rules of Order (see Attachment C). c) In consultation with CVESD staff, prepare, coordinate and sign agendas; and review minutes, reports, and other communications. d) Report semi-annually to the Board of Education on matters pertaining to DAC/DELAC. e) Sign documents and applications related to the DAC/DELAC and state and federal programs. f) Facilitate and oversee the selections of subcommittee or special committee members. g) Provide time for, and preside over, oral communications during meetings. At a subsequent meeting, provide follow-up information as appropriate on items brought to the attention of the committee. h) Announce the results of any action items (i.e. votes) i) Meet with project staff and other constituents, involved persons, groups, and/or organizations as a representative of DAC/DELAC. j) Delegate specific tasks to DAC/DELAC members as requested or as needed. k) Advise as appropriate on personnel matters involving state and federal programs directly related to the roles and responsibilities of DAC/DELAC. l) Attend and/or appoint representatives to attend conferences and trainings as needed. m) Perform all duties incidental to the office of Chairperson and other such duties as prescribed by the Council or Committee. Both Chairpersons will alternate in chairing DAC/DELAC meetings. n) Serve in an advocacy role on issues related to site councils, state and federal programs, English Learner programs, and other CVESD programs. o) Support SSCs and ELACs to strengthen parent engagement. 	
<p>Section 2: Vice-Chairpersons: It shall be the duty of the DAC/DELAC Vice-Chairperson to:</p> <ul style="list-style-type: none"> a) Preside at meetings and perform all duties of the Chairperson in his/her absence. b) Commit to learning the roles and responsibilities of the Chairperson. 	

<ul style="list-style-type: none"> c) Attend meetings and appropriate leadership training in preparation for assuming the Chairperson role of the following school year. d) Support SSCs and ELACs to strengthen parent engagement. e) Serve as a member of, or attend, DAC/DELAC committees or other CVESD committees, as appropriate. f) Initiate and undertake any other duties, including on behalf of the Chairperson, as agreed by the Executive Board. 	
<p>Section 3: Past-Chairpersons:</p> <p>It shall be the duty of the DAC/DELAC Past-Chairperson to:</p> <ul style="list-style-type: none"> a) Provide mentoring support for all Executive Board members. b) Preside over meetings and perform all duties of the Chairperson in the absence of both the Chairperson and Vice-Chairperson. c) Support SSCs and ELACs to strengthen parent engagement. d) Attend conferences and trainings as needed. e) Serve as a member of, or attend, DAC/DELAC committees or other CVESD committees, as appropriate. f) Initiate and undertake any other duties, including on behalf of the Chairperson, as agreed by the Executive Board. 	
<p>Section 4: Board Members:</p> <p>It shall be the duty of the DAC/DELAC Board Member to:</p> <ul style="list-style-type: none"> a) Advise on parliamentary procedures in accordance with these By-Laws and the principles of Robert’s Rules or Order (see Attachment C). The Board Members shall provide mentoring and training in these areas. b) Preside over meetings and perform all duties of the Chairperson in the absence of the Chairperson, Vice-Chairperson, and Past-Chairperson. c) Keep a current copy of DAC/DELAC By-Laws. d) Serve as a time keeper during DAC/DELAC meetings. e) Attend appropriate trainings as needed. f) Support SSCs and ELACs to strengthen parent engagement. g) Initiate and undertake any other duties, including on behalf of the Chairperson, as agreed by the Executive Board. 	
<p>Section 5: Ex Officio Members:</p> <p>It shall be the duty of the DAC/DELAC Ex-Officio Members to increase parent engagement, and to provide training and support site DAC/DELAC parent representatives. This will enhance the parent leaders’ ability to perform their roles and responsibilities at district- and site-level committees.</p> <p>District Office Administrators will:</p> <ul style="list-style-type: none"> a) Communicate with the DAC/DELAC members, making use of the technology available to the District, which may include US Mail, email, SchoolMessenger telephone system, and the District website, regarding meetings, trainings and other relevant information. b) Gather information from site needs assessments and report to the DAC/DELAC Executive Board. c) Inform site administrators of the importance of attending the general monthly DAC/DELAC meetings. 	

<p>d) Keep track of DAC/DELAC membership attendance and inform the Executive Board of each school’s status at the next planning meeting.</p> <p>e) Coordinate and facilitate:</p> <ol style="list-style-type: none"> i. DAC/DELAC compliance with State and Federal requirements. ii. DAC/DELAC meeting agendas and minutes. iii. Parent trainings and workshops. iv. Planning meetings for the Executive Board. v. Report to the Executive Board the site election results for DAC/DELAC representatives. vi. Gather and report information from site needs assessments to the Executive Board. vii. Provide information to the Executive Board regarding updates to State and Federal programs. viii. Provide information regarding other District committees relevant to DAC/DELAC. <p>Site Administrators will:</p> <ol style="list-style-type: none"> a) Attend all DAC/DELAC meetings. b) Ensure parent representatives are properly elected and facilitate their attendance at meetings. c) Assist parent representatives in disseminating DAC/DELAC information at the site level. <p>Provide, whenever possible, assistance to parents regarding information that requires parent input.</p>	
<p>ARTICLE 6 COMMITTEES</p>	
<p>Section 1: Functions:</p> <p>No standing or special committee may usurp the authority of the DAC/DELAC. Special committees shall be created by the Executive Board, as needs arise. Membership on any committee will be on a voluntary basis and voted by the DAC/DELAC. Committee recommendations will be reported to the DAC/DELAC, with the Executive Board calling for votes on recommendations as needed.</p>	
<p>Section 2: By-Laws Committee:</p> <p>A By-Laws Committee made up of DAC/DELAC representatives will review these By-Laws on at least an annual basis. The Executive Board will identify members of this committee no later than the second meeting of the school year, and the committee will hold a meeting no later than 60 days after committee members are identified.</p>	
<p>Section 3: Other Committees or DAC/DELAC Executive Board Activities</p> <p>At the beginning of the school year, the Executive Board may identify representatives for District Committees in accordance with each committee’s requirements. The committees may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Budget Advisory Committee • English Learner Road Map Committee • Special Education Advisory Committee • GATE Committee 	
<p>ARTICLE 7 MEETINGS</p>	

<p>Section 1: Monthly DAC/DELAC Regular Meetings: The DAC/DELAC shall meet on a regular basis a minimum of eight times each school year. Special meetings may be scheduled at the request of the Executive Board or by majority vote of the DAC/DELAC.</p> <p>The District shall propose a calendar of meetings and times at the last agenda planning meeting of each school year. The calendar shall be adopted by majority vote of the Executive Board at the same meeting.</p>	
<p>Section 2: Place of Meetings: The DAC/DELAC shall hold its regular, two-hour monthly meetings and its special meetings in a facility provided by the District and readily accessible by all members of the public, including persons with disabilities.</p>	
<p>Section 3: Notice of Meetings and Agendas: In accordance with the Brown Act (see attachment E), public notice of regular meetings and agendas shall be given at least 72 hours in advance of the meeting using various forms of communication, such as SchoolMessenger, email and/or texting.</p> <p>Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized in accordance with the Brown Act. Any required notice shall be in writing; shall state the day, hour, and location of the meeting(s); and shall be delivered either personally or by mail to each member. Each agenda must include a section for "Oral Communications". Minutes shall be distributed in a timely manner after each meeting.</p>	
<p>Section 4: Quorum: The presence of 47 voting members shall be required to constitute a quorum necessary for the transaction of the business of the DAC/DELAC. For action items pertaining only to either DAC or DELAC, a quorum of 23 DAC and 23 DELAC members will be required. The quorum will be verified by the attendance sign-in sheet.</p>	
<p>Section 5: Conduct of Meetings: All meetings of the DAC/DELAC shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.</p> <p>The meeting will be presided over by the Chairperson. In the absence of the Chairperson, the meeting will be presided over by the Vice-Chairperson. In the absence of the Vice-Chairperson, the meeting will be presided over by the Past-Chairperson. In the absence of the Past-Chairperson, the meeting will be presided over by the Board Member. In the absence of all officers, the meeting will be cancelled.</p> <p>The Board Members are responsible for ensuring the meeting follow these rules. Any procedural questions from the membership shall be directed to the Board Members for clarification and resolution.</p>	
<p>Section 6: Meetings Open to the Public:</p>	

<p>All meeting of the DAC/DELAC and of its standing or special committees shall be open at all times to the public. Any member of the public may address the DAC/DELAC and its committees during Oral Communications, using procedures established by the Executive Board.</p>	
<p>Section 7: Distribution of Minutes: A hard copy and an electronic copy of the DAC/DELAC meeting minutes will be distributed to DAC/DELAC Officers and school sites at least 72 hours prior to the meeting. Minutes will also be posted on the DAC/DELAC webpage, and sent by email to those representatives that provide their email.</p>	
<p>Section 8: Parent Input: When parent input is required, information should be provided to parent representatives and school sites for their review at least 72 hours prior to the meeting. Principals should communicate with their parent representatives prior to the meeting to review the topic where parent input will be required.</p>	
<p>Section 9: DAC/DELAC Board Agenda Planning Meetings: Members of the DAC/DELAC Executive Board and District Representatives will attend monthly agenda planning meetings.</p>	
<p>ARTICLE 8 AMENDMENTS</p>	
<p>These By-Laws may be amended through the following procedure:</p> <ol style="list-style-type: none"> 1. Amendments may be requested at any meeting for the By-Laws Committee to consider for action. 2. Once the By-Laws Committee reaches a consensus on the proposed amendment(s), it/they will be presented to the membership for consideration. If the Committee Chair finds that a consensus cannot be reached, the By-Laws Committee by a two-third (2/3) vote of the members present may present the amendment(s) to the membership. 3. A vote will be taken at the following DAC/DELAC monthly meeting. Adoption of any amendments shall require approval by a two-third (2/3) vote of the voting members present. <p>Amendments will be effective upon adoption.</p>	
<p>ARTICLE 9 SCHOOL BY SCHOOL ENGLISH LEARNER (EL) DISTRICT-WIDE NEEDS ASSESSMENT</p>	
<p>As required by law, an annual EL needs assessment will be conducted by each school. The annual needs assessment shall be completed by the end of the first quarter. A template will be provided to schools for assessing the needs of English Learners. Information from each school will be compiled to determine district-wide needs. The information will be provided to the DELAC Executive Board members to identify patterns and trends. This data will be presented at a DELAC meeting to members to prioritize and address needs. The DELAC Chairperson will present this information to the Board of Education.</p>	
<p>ARTICLE 10 SITE BY-LAWS</p>	
<p>SSCs and ELACs should develop By-Laws for their individual use, drawing on these By-Laws and others as needed.</p>	
<p>Attachment A - District Advisory Council (DAC) Election Guidelines Checklist</p>	
<p>Attachment B - English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC)</p>	

Election Guidelines Checklist	
Attachment C - Robert's Rules of Order and simplified Parliamentary Procedures	
Attachment D - School Needs Assessment Survey	
Attachment E - A Pocket guide to Open Meeting Laws in California: The Brown Act	
Amended: March 12, 2019	