

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT**  
**DISTRICT ENGLISH LEARNERS ADVISORY COMMITTEE BYLAWS**

**ARTICLE I**  
**NAME OF COMMITTEE**

The name of this group will be the District English Learners Advisory Committee (DELAC).

**ARTICLE II**  
**RESPONSABILITES**

The committee is responsible for specific objectives. These objectives are to advise the school district in some cases and to be responsible as parent of English Learner students with respect to the following:

1. Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
2. Conducting of a district wide needs assessment on a school-by-school basis.
3. Establishment of district program, goals, and objectives for programs and services for English learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the school district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. If the DELAC acts as the English learner parent advisory committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).\*

**ARTICLE III**  
**MEMBERSHIP**

**Section 1.**

Parents or guardians of English learners shall constitute the majority membership (51 percent or more) of the committee. Each California public school district with 51 or more English learners must form a District English Learner Advisory Committee (DELAC) unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.

**Section 2. Training for New Members**

The school district will provide DELAC members with appropriate training materials and training which will assist them in carrying out their required advisory responsibilities. Training shall be planned in full consultation with committee members, and funds from appropriate resources may be used to meet the costs of providing the training to include the costs associated with the attendance of the members at training sessions.

**Section 3. Right to Vote**

Every member present has the right to only one vote.

**Section 4. Termination**

A member cannot continue to represent the committee if [1] his daughter/son stops attending the school he represents, or [2] he ends the relationship with the group or organization that elected him as a representative, or [3] does not have justified reasons for missing two consecutive meetings.

### **Section 5. Transfer of Membership**

The membership of the District English Learners' Advisory Committee is not transferable and cannot be reassigned.

## **ARTICLE IV OFFICERS**

The officers of the District English Learners Advisory Committee (DELAC) will be a president, vice-president, and secretary. They must be elected by the DELAC members.

### **Section 1. Elections and Officer Terms**

All of the officers will be elected for a term of two years.

### **Section 2. Vacancies**

An officer vacancy which results for any reason, can be filled by the committee for the remainder of the term.

### **Section 3. President**

The president will preside over all of the meetings of the DELAC and will be able to sign the letters, reports or other communications of the committee. The agendas will be prepared by the director and other officers if possible.

### **Section 4. Vice-President**

The duties of a vice-president are to represent the president in his/her responsibilities when the president is absent.

### **Section 5. Secretary**

The secretary will be in charge of reading the meeting minutes during the regular and special meetings of the DELAC.

### **Section 6. Resignation**

A member can resign by providing a verbal resignation or if they miss two consecutive meetings without justified reasons.

## **ARTICLE V COMMITTEE MEETINGS**

### **Section 1. Regular Meetings**

The District English Learners Advisory Committee (DELAC) will meet 6 times during the school year.

### **Section 2. Special Meetings**

Special meetings may be called by the president, the director or by majority vote of the members of the DELAC.

### **Section 3. Meeting Location**

The DELAC will have monthly meetings in a location provided by the district (in person or virtual).

### **Section 4. Meeting Notices**

Regular meetings will be announced. Any change in place or time will be announced in a special notice. All special meetings will be announced. Notice may be by telephone or written and include the day, time and place of the meeting, and should be distributed at least three days prior to the regular meeting.

**Section 5. Decisions of the Committee**

All the decisions of the DELAC will be made by the majority vote of the members present, with at least three members present. This can easily be accomplished by (a) making a motion (b) seconding the motion (c) discussing and clarify the topic (d) voting.

**Section 6.Procedures of the Meetings**

All the regular and special meetings of the DELAC should be arranged in accordance with the procedures that are indicated in section 5.

**Section 7. Open Meetings**

All the regular and special meetings will be open to the public, (Brown Act/Green Act), but only the members will be able to vote.

**Section 8. Duration of the Meetings**

The meetings should not last more than an hour and a half.

**ARTICLE VI**

The bylaws of the committee can be revised at anytime with a majority vote of the members present (50% plus one), provided the revision made supports the goals of the committee.

**Revised/Approved: September 22, 2021**