Bylaws

of the

District English Learners Advisory Committee/District Bilingual Advisory Committee

San Francisco Unified School District
Preamble

We, the members of the District English Learners Advisory Committee/District Bilingual Advisory Committee (DELAC/DBAC), do hereby establish these by-laws to provide for uniform procedures in accordance with Federal and State regulations and Board policy.

Article 1 • Name of the Committee

This committee shall be known as the San Francisco Unified School District English Learners Advisory Committee/Bilingual Advisory Committee and shall be referred as the District English Learners Advisory Committee/District Bilingual Advisory Committee (DELAC/DBAC) in the following text. It is a separate committee from the District Advisory Committee (DAC). The San Francisco Unified School District will be referred to as the District. (See glossary of terms on last page)

Article 2 • Purpose

The purpose of the DELAC/DBAC is to provide guidance and advice to the Board of Education and the District staff on the needs of students who are learning English as a second language, including bilingual and second language instruction and services. Minimal goals for the DELAC/DBAC shall be to assure:

1. English proficiency in verbal and literacy skills for all English language learners,
2. Academic achievement, at least to grade level, for all English language learners,
3. Social and psychological health for all, including a respect for other individuals, languages, cultures, and nations in the world,
4. Second and world language learning for all students,
5. Increased family participation,
6. Increased community involvement.

Article 3 • Responsibilities and Duties

1. Assist with efforts in providing information about programs available.
2. Encourage families to actively participate in their children’s education.
   • Hear suggestions, concerns, and/or grievances regarding the programs.
   • Follow district-adopted procedures regarding registered grievances.
   • Inform district staff of suggestions, concerns and grievances received from families or by the DELAC/DBAC.
3. Be knowledgeable about the functions and responsibilities of the EIA/SCE-ELL (Bilingual Education/Language Academy Department) Centralized Services Office.
4. Provide input concerning family/community needs and data.
5. Ensure that English learners' needs are met by the District and School Site Plans and other services.
   • Recommend revisions to the plan and to the implementation process including a timeline, as needed (EC52176.a.1 & CAC4312.c.1)
6. Visit school sites and meet with the English Learners Advisory Committee/Bilingual Advisory Committee (ELAC/BAC), either voluntarily or by invitation, to observe and discuss the implementation of their programs and effective parent participation.
7. Advise in conducting a District-wide Bilingual and English Learner Education Needs Assessment with the support of the site ELAC/BAC (EC52176.a.2 and CAC4312).
8. Advise in the establishment of District bilingual and other English-learner education programs, goals, and objectives. (EC52176.a.3 and CAC4312).
9. Assist in the development of a plan to ensure compliance with teacher and paraprofessional requirements outlined in Education Code 52178/ (EC52176.a.4 & CAC4312)
10. Review of and comments on the initial enrollment and assessment process for English language learners and comments on any related waiver request.
11. Review and comments on the redesignation process and any other procedures that apply to English language learners or other students in bilingual programs.
12. Review and advise on the annual language census and requests to use alternative instruments and/or procedures. (EC52176.a.5 & CAC4312)
13. Advise on the training for families at school sites – topics, timelines, etc. – this training to include members of the DELAC/DBAC.
14. Advise on any other issues affecting the education of Bilingual/English language learners.

Article 4 • Membership

Formation: Each school’s ELAC/BAC shall have the opportunity to select one parent member to the DELAC/DBAC. The District elections shall take place in the fall of every odd numbered year and shall be conducted in accordance with Federal and State regulations and Board policies and in collaboration with the District Advisory Committee whenever possible. (The site ELAC/BAC elections take place in the fall of the even numbered year.)

Composition Requirements: Parents or guardians of ELL students not employed by the District must constitute a majority membership of the DELAC/DBAC. There can be up to 46 members and 23 alternates. The candidates are ranked according to votes. Those with the most votes will be members and those with fewer votes will be alternates.
   • All DELAC/DBAC members and officers, including Community, Staff Members, Language and Regional Area Representatives, must be duly elected members of a school site ELAC/BAC, in accordance with Board of Education Policy P. 1340 for a term of two years.
Voting Rights: Each DELAC/DBAC member shall be entitled to one vote including the language and regional area representatives and immediate past chairperson in all matters, except the chairperson who shall vote only to break a tie. The recording secretary's roster of members, as received by the Board, shall be reference in determining who has the right to vote.

- Membership in the DELAC/DBAC is not transferable. Proxy voting and absentee ballots shall not be permitted.
- In the absence of a DELAC/DBAC member, an alternate shall be seated, if present and may vote in his/her seat.

Vacancy: A vacancy in the DELAC/DBAC shall be deemed to exist when:
- A member fails to attend three consecutive meetings of which he/she is a member without notification of special circumstances as approved by a majority of the members,
- A member resigns from office by submitting his/her written letter of resignation to the chairperson and the Bilingual Education/Language Academy department director with cc to the DELAC/DBAC officers,
- A member is removed for cause by a 2/3 affirmative vote of all members present at a regular or specially called meeting whenever the best interest of the DELAC/DBAC would be served.

A vacancy in any office may be filled for the remaining portion of the term by the next available alternate or, when there are no alternates available, by an appointment by the chairperson from a list of site ELAC/BAC members and approved by 2/3 of the DELAC/DBAC members present at a meeting called for that purpose.

Term: DELAC/DBAC members serve for two years and may be duly elected for unlimited consecutive terms.

Article 5 • Officers

1. Executive Board. The officers, as stated below, shall make up the Executive Board.
   - Duties of the Executive Board include:
     - Set meeting dates and sites.
     - Plan agendas.
     - Make recommendations to the full body.
     - Review/revise the bylaws at the beginning of their term in office

2. The term of officers shall be two years. Officers may be re-elected to only two consecutive terms.

3. Officers shall serve until new officers are elected.

4. Nomination of officers shall be made as soon as possible after the district elections.

5. The officers of the DELAC/DBAC shall be elected by its members in a meeting called for that purpose. There shall be a chairperson, a first vice chairperson, a second vice chairperson, a secretary, eight language representatives (one for each of the major languages in the school district when possible) and four regional area representatives.

6. The election of officers shall be conducted by secret ballot.

7. A committee of three, appointed by the chairperson, shall count the ballots.
8. Positions/Duties:

- **Chairperson.** The chairperson shall preside at all DELAC/DBAC meetings, sign all letters, reports and other communications generated by or in the name of the DELAC/DBAC. Whenever possible, the Chairperson shall not make decisions without the consensus of the total body. In addition, the chairperson shall perform all duties relevant to the office of chairperson and other duties as may be prescribed by the DELAC/DBAC.

- **First Vice Chairperson.** The first vice chairperson shall represent the chairperson in assigned duties and substitute for the chairperson in his/her absence. He/she shall perform other duties as may be assigned by the chairperson or by the DELAC/DBAC.

- **Second Vice Chairperson.** The second vice chairperson shall represent the first vice chairperson in assigned duties and substitute for the first vice chairperson in his/her absence. He/she shall perform other duties as may be assigned by the chairperson or by the DELAC/DBAC.

- **Secretary.** The secretary shall take and record the minutes of DELAC/DBAC at all meetings and send them prior to the next meeting or present them at the next meeting (with the assistance of the program staff) to members and to other persons as the DELAC/DBAC may deem necessary. The recording secretary shall keep a register of the addresses with telephone numbers of all DELAC/DBAC members, a log of meeting attendance and shall inform the chairperson when a member has missed three consecutive meetings. He/she shall perform all duties relevant to the office of recording secretary and other duties as prescribed by the chairperson or DELAC/DBAC.

- **Language Representatives and Regional Area Representatives.** Eight language representatives and four regional representatives shall be nominated and elected by a majority of DELAC/DBAC members present at a meeting designated for this purpose. They shall serve as representatives of major language groups and the four regional areas. They shall perform duties such as recruiting and involving the different language groups, therefore ensuring their representation on the board. They shall perform other duties as may be assigned by the chairperson or by the DELAC/DBAC.

- **Immediate Past Chairperson.** The immediate past chairperson shall serve as a voting member of the DELAC/DBAC for one year after his/her term to provide mentorship for the incoming chairperson and continuity on the board.

9. **Succession in Office.** In the absence of the chairperson at any meeting, the first vice chairperson shall preside; in his/her absence, the second vice chairperson shall preside; in his/her absence, the recording secretary shall preside, in his/her absence, a Language or Regional Area Representative shall preside.

10. **Quorum.** The DELAC/DBAC Executive Board shall conduct official business only when a quorum is present. A quorum of the Executive Board will consist of 5 members.
Article 6 • Meetings

1. **General Meetings.** A minimum of five meetings per school year shall be held from September to May unless suspended by a majority of the Executive Board.
   - Time, dates, and places of meetings shall be established by the committee.
   - Each meeting shall be conducted in accordance with the Robert's Rules of Order.
   - Each meeting shall follow an agenda.
   - Whenever possible, cluster meetings shall be provided in Spanish and Chinese and interpreters shall be provided whenever possible for those members for whom English is not their primary language.
   - All General Meetings shall be open and all ELAC/BAC members shall be notified and encouraged to attend.

2. **Quorum.** The DELAC/DBAC shall conduct official business only when a quorum is present. A quorum at any meeting shall consist of one-half (50%) of members present.

3. **Special Meetings.** Special meetings may be called by the chairperson whenever necessary. The call to the meeting should include the agenda. Discussion at the meeting is limited to the items on the agenda. No voting can take place on items not on the agenda.

4. **Notice.** All meetings, whether regular or special, shall be publicly announced in writing, except as below:
   - Meeting notices shall be in writing, shall state the day, time and location. It shall be delivered by mail to each member directly or to each school site not less than five days nor more than three weeks prior to the date of such meeting. Whenever possible, the notice and agenda of meetings shall be in the following languages: English, Spanish and Chinese.
   - Any change in the established date, time or location of a regular or special meeting shall be given by special notice in the manner specified above.
   - All special meetings (including agendas) shall be announced in the manner specified above whenever possible. In addition, special meetings may be announced by telephone if sufficient written notice cannot be given.
   - All agendas must be available at least 72 hours in advance.

Article 7 • Amendments

1. Amendments to the bylaws must be in accordance with Federal and State regulations and Board policy.
2. Amendments must be approved by a 2/3 vote of those members present.
3. Revisions must be approved by a 2/3 vote of the DELAC/DBAC.

Article 8 • Annual Report

The DELAC/DBAC will issue an annual report to the Board of Education on the state of Bilingual Education in the District.
Glossary of Acronyms:

BAC – Bilingual Advisory Committee
EC – Education Code
CAC – California
DAC – District Advisory Committee
DBAC – District Bilingual Advisory Committee
DELAC – District English Learners Advisory Committee (same as DBAC but changed by the California Department of Education post proposition 227)
EIA/SCE – Economic Impact Aid / State Compensatory Education
ELAC – English Learners Advisory Committee
ELL – English Language Learners