

ELAC BY-LAWS TEMPLATE

The following must minimally be stated in the by-laws:

1. The name of the committee: English Learners Advisory Committee
2. The purpose of the council/committee: The purpose of the ELAC is to advise the principal and school staff on programs and services for English learners - ELs.
3. The composition of the membership of the committee: The ELAC must include parents of English learners. The percentage of parents of English learners is to be at least the same as that of English learners at the school.
4. Election dates: ELAC members to be elected by October on even numbered years. (The committee can decide on term limits.)
5. Election of members: Only parents of English learners may vote for ELAC members.
6. Election of officers. This is usually decided by the committee.
7. Duties of members: The committee advises (reviews and comments) on at least the following:
 - a. The school's program for English learners
 - b. The development of the schools plan
(Balanced Score Card /Single Plan for Student Achievement)
 - c. The school's needs assessment;
 - d. The school's language census
 - e. Ways to make parents aware of the importance of regular school attendance
8. Duties of officers (For example: President facilitates meetings and signs documents, the vice-president helps the president and takes his/her place when absent, the secretary takes notes and keeps the binder of minutes, etc.)
9. Process for amending the by-laws.
10. Quorum: the number of members that must be present to be able to conduct meeting.
11. How the meeting will be run...(for example, Robert's Rules of Order)
12. How decision will be made...(for example, by simple majority vote or consensus)
13. The current members should sign and date the by-laws.
14. Optional: decide on a process for replacing members who do not show up for meetings or resign and how the new members will be chosen. Other tasks may also be added.