

**Sunset Lane Elementary School
English Learner Advisory Committee
By-Laws**

Article I Name

The name of this committee shall be the English Learner Advisory Committee for Sunset Lane Elementary School, herein referred to as the ELAC.

Article II The purpose of the ELAC shall be:

1. To promote the coordination and cooperation of parents in planning and implementing the school level English Language Learner Program.
2. To advise the principal and staff on the development of the school needs assessment and use of the language census R-30.
3. To provide training opportunities for parents and must be planned in full consultation with members.
4. To disseminate appropriate information to parents regarding school and district activities.
5. To provide required information about program implementation.

Article III Membership

1. All members of the ELAC shall serve for a one (1) year term, commencing in September of the school year.
2. Each member shall be entitled to one vote on all matters.
3. Membership in the ELAC shall be terminated when a member is absent from regular meetings without a legitimate reason for a period of two (2) consecutive meetings.
4. Resignation from the ELAC will be accepted only upon written notice to the chairperson.
5. In the event of a vacancy, the chairperson will appoint a designee to fulfill the remainder of the term.

Article IV Officers

1. Elected officers shall be: Chairperson, Vice-Chairperson, Recording Secretary, and any other officer the ELAC may deem desirable.
2. Officers shall be elected annually and shall serve for one (1) year. Persons nominated shall be active members of the ELAC and give written consent to have their names submitted for nominations.
3. The Chairperson shall represent the site ELAC at the District English Learner Advisory Committee (DELAC) meetings in September, November, January, March, and May of each year. The DELAC site representative must be an identified parent of an EL student.

Article V Duties of Officers

With help from school administration and school personnel:

1. The chairperson of the ELAC shall preside at all meetings, call special or emergency meetings, sign all communications of the ELAC, and represent the site at DELAC meetings.
2. The Vice-Chairperson of the ELAC shall represent the chairperson in assigned duties and shall substitute for the chairperson during his/her absence.
3. The Recording Secretary shall:
 - i. Record the minutes of all ELAC meetings
 - ii. Disseminate copies to all ELAC members
 - iii. Prepare and update a membership roster
 - iv. Keep the “attendance” for all meetings.

Article VI Meetings

1. The ELAC shall meet at least four (4) times during the school year at Sunset Lane Elementary School on a date and time mutually agreed upon by the members. (Cancellation of a meeting may be made by majority of officers.)
2. All agendas shall be posted 72 hours in advance of a regular scheduled ELAC meeting.
3. A majority of the membership must be present for any meeting to be official.

4. Special or emergency meetings may be called by the chairperson or by majority vote of the ELAC. Members shall be notified at least twenty-four hours in advance of any emergency meeting.

5. All regular and special meetings of the ELAC shall be open to all interested persons.

Article VII Amendments

1. Proposed amendments to these By-Laws shall be submitted in writing. A majority vote shall be required for passage.

Article VIII Adoption

1. These By-Laws shall be adopted by majority vote of the ELAC and shall govern the ELAC from the date of adoption. Copies shall be given to all ELAC members and to the parents of participating children, administration personnel, the District office, Educational Services Department, and any other interested persons. These By-Laws and any Amendments shall be typed in English and Korean.

Adopted this first day of November, 2016.