

**Nicolas Jr. High School
English Learner Advisory Committee
By-Laws**

Article I Name

The name of this committee shall be the English Learner Advisory Committee for Nicolas Jr. High 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 advise principal on training opportunities for parents.
4. To disseminate appropriate information to parents regarding school and district activities.
5. To provide required information about program implementation.

Article III Membership

1. Membership of the ELAC includes all parents of students who are language learners.
2. All members of the ELAC shall commence in August of the school year and ending in May for a two year term, or until a student reclassifies.

Article IV Officers

1. Elected officers shall be: 2 Chairpersons, Vice-Chairperson, Recording Secretary, and any other officer the ELAC may deem necessary.
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 2 Chairpersons shall represent the site ELAC at the District English Learner Advisory Committee (DELAC) meetings at least 5 times each year. At least one of the DELAC site representatives must be an identified parent of an EL student.

Article V Duties of Officers

1. The chairpersons of the ELAC shall remain active during all ELAC 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 VII Meetings

1. The ELAC shall meet at least five (5) times during the school year at Nicolas Jr. High School.
2. All agendas shall be posted 24 hours in advance of a regular scheduled ELAC meeting.
3. Special or emergency meetings may be called by the chairpersons or by majority vote of the ELAC. Members shall be notified at least twenty-four hours in advance of any emergency meeting.
4. All regular and special meetings of the ELAC shall be open to all interested persons.

Article VIII Amendments

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

Article IX 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 Spanish.

Adopted this _____ day of _____, 20_____.