

Bylaws for Berkeley Unified School District  
District English Learners Advisory Council

Article 1

Role of the District English Learners Advisory Council

The District English Learners Advisory Council shall carry out all duties and responsibilities assigned to it by policies and guidelines set forth by the California Department of Education. These duties include:

1. Development of the District Multilingual Learner Master Plan regarding English learners programs.
2. Conducting the District's 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 of the school district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. Review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

Article II

Membership

1. Parents or guardians of English learners shall constitute the majority membership (51 percent or more) of the committee.
2. DELAC members shall consist of the following voting members:
  - One representative from Early Childhood Education program
  - One representative from each elementary, middle, and high schoolTo initially represent a school site or program, a member must have a child begin the school year at that site.

3. The term of office of DELAC membership is two (2) years, with no representative serving more than three consecutive terms. Each term shall begin on October 1 and end on June 30.

4. Membership Resignations, Removal, and Vacancies

- A DELAC member may resign prior to the end of a term by providing written notification to the Superintendent or designee, with a copy to the Principal.
- A disruptive or habitually absent member of the DELAC may be removed by the Superintendent or by a 2/3 vote of the DELAC. A habitually absent member is defined as any member who misses two consecutive meetings.

### Article III Elections

1. Each school's English Learner Advisory Committee (ELAC) shall have the opportunity to elect at least one of its members to be a site representative DELAC member.

### Article IV Quorum

1. A quorum for DELAC shall be 10 members, unless there are vacancies, in which case the quorum is reduced to 50% + 1 of the number of active members.

### Article V Officers

1. The DELAC shall have two Co-Chairs.
2. At the last meeting of the school year, DELAC membership shall elect its officers of any open positions for the following school year.
3. If there is not a quorum at the final meeting, the Superintendent or designee shall appoint the officers to serve temporarily until the first

meeting in the following school year in which a quorum exists to permanently elect officers for that school year.

4. It is the responsibility of the DELAC Chairs to run each DELAC meeting with support from District Staff and to work with District staff in setting meeting agendas as well as calling, rescheduling, or canceling meetings.

## Article VII Meetings

1. DELAC shall hold regular monthly meetings between November and May.

2. Additional meetings may be called or existing meetings rescheduled with the approval of the DELAC chairs and District staff.

3. District staff may, in consultation with the DELAC chairs, cancel or reschedule a meeting, as long as Greene Act notices are followed.

4. DELAC may jointly hold meetings with any other district committee.

5. All DELAC meetings shall be noticed and operated in accordance with the Greene Act.