

NATOMAS UNIFIED SCHOOL DISTRICT

DELAC Bylaws

ARTICLE 1: NUSD DELAC

The Natomas Unified School District has established the Natomas District English Learner Advisory Committee. Hereinafter, this advisory committee may be referred to as the DELAC.

ARTICLE II: ROLE OF THE COMMITTEE

Under state law, the DELAC has responsibility to advise and assist the program administrator and Natomas Unified School District Board of Education on all of the following topics:

- The development or revision of our district's master plan and services for English Learners (EL), including the Local Educational Plan and each sites' Single Plan for Student Achievement;
- The content and procedures for conducting a district-wide needs assessment on a school-by-school basis;
- The district's program goals and objectives for programs and services for English learners;
- The development or revision of the district's plan to assure that all teachers and instructional assistants meet compliance with all state and federal requirements;
- The administration and summary of the annual language census (R-30 LC Report);
- The procedures used by the district to reclassify EL students;
- The contents of the district's written notifications (Title III and ELPAC results) sent to parents/guardians pursuant to Education Code Section 48985 and Title 5, CCR, Subchapter 4, Section 11316;
- The training opportunities (contents and materials) available to DELAC members to assist them to better understand and assume their roles and responsibilities; and
- The review of District and Site EL fund allocations, expenditures and their appropriate usage.

ARTICLE III: MEMBERS

Section 1: Size and Composition

- The DELAC shall be composed of parents/guardians of EL students from each school site with an active ELAC, other parents/guardians from within the district, and staff.
- Fifty-one percent (51%) of the members on the DELAC must be parents/guardians of EL students or Reclassified Fluent English Proficient (RFEP) students.
- Parent members may not be employees of Natomas Unified School District.

Section 2: Term of Office

- The DELAC committee is active year to year (through summer months) until a new vote takes place in the fall of each school year and replaces the Chairperson, Vice Chairperson, and Secretary. (For example, a committee member may serve from September - September of the following year until the new committee member is voted into place.)

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- At the end of each representative member's term, membership terminates.
- In order to continue to serve as a DELAC member, the member must be re-elected by their school's ELAC.

Section 3: Voting Rights

- Each member of the DELAC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DELAC.
- Absentee ballots shall be permitted.
- An alternate representative may not cast a vote in the absence of the selected member.
- Proxy votes are not accepted.
- The role of an alternate is for information collection only.

Section 4: Termination of Membership

- A parent/guardian member may no longer be a voting member on the DELAC should:
 - his/her child no longer attend the school from which he/she was elected; or
 - he/she becomes an employee of the district.
- Membership shall automatically terminate for any member who is absent from 3 consecutive regularly scheduled meetings.

Section 5: Transfer of Membership

- Membership on the DELAC may not be assigned or transferred.

Section 6: Resignation

- Any DELAC member may terminate his/her membership by submitting a written letter of resignation to the DELAC chairperson.

ARTICLE IV: OFFICERS

Section 1: Officers

- The officers of the DELAC shall include a chairperson, co-chairperson, secretary, and any other officers that the DELAC finds necessary.
- It is mandatory that parents of English learners serve as the DELAC chairperson and co-chairperson.
- A staff member may serve as secretary.

Section 2: Removal of Officers

- Any officer may be removed from their office if they miss 3 consecutive regularly scheduled meetings.

Section 3: Vacancy in an Officer Position

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- If an officer vacancy occurs, the DELAC will elect a new officer.

Section 4: Officer Duties

The chairperson may:

- Preside at all meetings of the DELAC;
- Represent the DELAC at all district parent meetings;
- Sign all letters, reports and other communications of the DELAC to the local Board of Education and California Department of Education;
- Assume other such duties as assigned; and
- Develop the agenda, in consultation, with the program administrator.

The co-chairperson may:

- Represent the chairperson or the DELAC in assigned duties; and
- Substitute and assume all responsibilities for the chairperson in his/her absence.

The secretary may:

- Review meeting minutes with district personnel before presentation to DELAC at subsequent meetings;
- Maintain an updated list of the address, phone number, and school of residence of each DELAC member in conjunction with district personnel;
- Maintain a list of the chairpersons of each ELAC or parent advisory committee, if appropriate; and
- Perform such duties that are assigned by the chairperson.

ARTICLE V: COMMITTEES

Section 1: Standing and Special Committees

- The DELAC may, from time to time, establish standing or special committees to perform various functions.
- All appointed individuals and committees serve at the request of the DELAC and are advisory to it.
- No standing or special committee may exercise the authority of the DELAC.
- A standing or special committee is dissolved when the DELAC accepts their report and/or recommendations.
- The purpose of these committees is to gather and analyze data and present a recommendation to the DELAC.

Section 2: Standing and Special Committee Membership

- Unless otherwise determined by the DELAC, the chairperson shall appoint members of the standing or special committees.
- A vacancy on a standing or special committee shall be filled by appointment of the

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chairperson.

ARTICLE VI: DELAC MEETINGS

Section 1: Meetings

- The DELAC shall hold regularly scheduled meetings at least four (4) times per year, once per quarter.
- Special DELAC meetings may be called by the chairperson or by a majority vote of the DELAC.

Section 2: Notice of Meetings

- Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the district office, each school site, and any other appropriate place that is accessible to the public.
- This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon.
- Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda.
- The DELAC shall not take any action on any item of business unless that item appeared on the posted agenda or unless the DELAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the DELAC after the posting of the agenda.
- Questions or brief statements made at a meeting by members of the DELAC or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.
- All required notices shall be delivered to DELAC members no less than 72 hours, and no later than 3 days in advance of the meeting, personally, by mail or by email.

Section 4: Quorum

- In order to constitute a quorum, at least 51% of the voting members must be parents/guardians.
- No decisions of the DELAC shall be valid unless a quorum of the membership is present.

Section 5: Conduct of Meetings

- DELAC meetings shall be conducted in accordance with the rules of order established by Education Code 35147 and the Robert's Rule of Order.
- If a DELAC violates any of the procedural meeting requirements found in Ed. Code Section 35147, and upon demand of any person, the DELAC shall reconsider the item at its next meeting, after allowing for public input.

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Section 6: Meetings Open to the Public

- All DELAC meetings shall be open to the public and any member of the public shall be able to address the DELAC during the meeting on any item within the subject matter jurisdiction of the DELAC.
- Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the DELAC on any item of interest to the public, before or during the DELAC's consideration of that item.
- The DELAC may not take any action on any item of business unless that item appeared on the posted agenda.
- Each meeting agenda will include a time for public comment.
- The DELAC will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the DELAC.
- The minutes of the DELAC meeting are public records and are available to the public on request.
- Any materials provided to a DELAC shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1).

Section 7: Communication with the Local Board of Education

- The DELAC will periodically provide written and/or communications to the local Board of Education regarding the needs of English Learners.
- This communication will include input into each of the required duties of the DELAC identified in Article II.

Section 8: Uniform Complaint Procedures

- Annually, the DELAC shall participate in training about the district's uniform complaint procedures.
- This training will review procedures for filing a complaint.
- If any DELAC member or member of the public believes that the district or the DELAC has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint with the district.
- The uniform complaint forms will be available upon request at any school site and the district office.

ARTICLE VII: BYLAW AMENDMENTS

- An amendment of these bylaws may be made at any regular meeting of the DELAC by a vote of two-thirds of the members present.
- Written notice of the proposed amendment must be posted as a part of the agenda as an action item and must be submitted to DELAC members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.