

# **KOLB MIDDLE SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE**

## **ARTICLE I NAME**

Rialto Unified School District has established the Kolb Middle School English Learner Advisory Committee. Hereinafter, this English Learner Advisory Committee may be referred to as the ELAC.

## **ARTICLE II ROLES**

# **KOLB MIDDLE SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE**

NOTE: Other school staff members may be appointed to serve on the ELAC, if space is available.

## **SECTION 2: TERM OF OFFICE**

All members of the ELAC shall serve for a term of one year.

Membership of parents/guardians will be elected each year.

Membership terminates. In order to continue to serve as an ELAC member, the member must be re-elected.

## **SECTION 3: SELECTION/ELECTION OF MEMBERS**

Elections of ELAC members shall be held each year before the first meeting.

Annually, ELAC members will assist the principal in recruiting members to serve on the ELAC and assist with the election of parent/guardian members to the committee.

## **SECTION 4: VOTING RIGHTS**

Each member of the ELAC shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the ELAC. Absentee ballots shall not be permitted.

## **SECTION 5: TERMINATION OF MEMBERSHIP**

A parent/guardian member may no longer serve on the ELAC should:

- His/her child no longer attends the school
- He/she becomes an employee of the district

Membership shall automatically terminate for any member who is absent from all regular meetings for a period of 3 consecutive meetings.

The ELAC, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

## **SECTION 6: TRANSFER OF MEMBERSHIP**

Membership on the ELAC may not be assigned or transferred.

## **SECTION 7: RESIGNATION**

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

## **SECTION 7: VACANCY**

Any parent vacancy on the ELAC that occurs during the school year shall be filled by:

- An election of a new parent/guardian member, elected by parents/guardians of English learners; or
- Appointment of a new parent/guardian member to fill the remainder of the term (selected by the parents/guardian of English learners).

# **KOLB MIDDLE SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE**

## **ARTICLE IV OFFICERS**

### **SECTION 1: OFFICERS**

The officers of the ELAC shall include a chairperson, DELAC representative, DELAC alternate and any other officers that the ELAC finds necessary.

### **SECTION 2: ELECTION OF OFFICERS AND TERMS OF OFFICE**

The ELAC officers shall be elected annually and shall serve a term of one year or until a successor has been elected.

Any member of the ELAC, including the principal, may serve in any officer capacity.

### **SECTION 3: REMOVAL OF OFFICERS**

Any officer may be removed from their office by a two-thirds vote of all ELAC members.

### **SECTION 4: VACANCY IN AN OFFICER POSITION**

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

### **SECTION 5: OFFICER DUTIES**

The chairperson shall:

Preside at all meetings of the ELAC.

Sign all letters, reports and other communications of the ELAC.

Assume other such duties as assigned.

The DELAC representative shall:

Be a parent/guardian of an English learner who is not employed by the school or district.

Attend all DELAC meetings.

Receive input from the ELAC and share the information with the DELAC.

Provide the ELAC with information from the DELAC meetings.

## **ARTICLE V COMMITTEES**

### **SECTION 1: STANDING AND SPECIAL COMMITTEES**

The ELAC may from time to time establish standing or special committees to perform various functions. All such committees will include representation from the various representative groups. All appointed individuals and

# **KOLB MIDDLE SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE**

or special committees may exercise the authority of the ELAC. A standing or special committee may be abolished by a vote of the ELAC.

The purpose of these committees is to:

- Gather and analyze data.
- Examine materials, staffing or funding possibilities.
- Propose to the ELAC strategies for improving the instructional practices for English learners.

## **SECTION 2: STANDING AND SPECIAL COMMITTEE MEMBERSHIP**

Unless otherwise determined by the ELAC, 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 chairperson.

## **SECTION 3: STANDING AND SPECIAL COMMITTEE TERM OF OFFICE**

The ELAC shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.

## **SECTION 4: STANDING AND SPECIAL COMMITTEE RULES**

Each standing and special committee will establish procedural rules that are  
co

# **ARTICLE VI ELAC MEETINGS**

## **SECTION 1: MEETINGS**

The ELAC shall hold 4 regular meetings at 9:00 AM on the dates indicated on the SSC/ELAC meeting dates schedule at Kolb Middle School or on Google Meet.

Special ELAC meetings may be called by the chairperson or by a majority vote of the ELAC.

## **SECTION 2: PLACE OF MEETINGS**

The ELAC shall hold its regular meetings online using Google Meet while pandemic restrictions are in place. Otherwise, meetings will be at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. The school principal and ELAC chairperson shall determine alternative meeting sites jointly.

## **SECTION 3: NOTICE OF MEETINGS**

Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school or any other appropriate place that is accessible to the public. This written notice shall specify the date, time and location of the



# **KOLB MIDDLE SCHOOL ENGLISH LEARNER ADVISORY COMMITTEE**

## **SECTION 8: UNIFORM COMPLAINT PROCEDURES**

Annually, the ELAC shall part  
Complaint Procedures. This training will review procedures for filing a  
complaint. If any ELAC member or member of the public believes that the  
school or ELAC has taken an action that is in violation of their legal authority,  
the individual or group may file a uniform complaint with the district.

## **ARTICLE VII BYLAW AMENDMENTS**

An amendment of these bylaws may be made at any regular meeting of the ELAC 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 and must be submitted to committee members at  
least 10 days prior to the meeting at which the amendment is to be considered for  
adoption.