

**Huntington Beach City School District  
DISTRICT ADVISORY COMMITTEE (DAC) AND DISTRICT ENGLISH  
LEARNERS ADVISORY COMMITTEE (DELAC) BYLAWS**

**ARTICLE I  
NAME OF COMMITTEE**

The name of this committee shall be the District Advisory Committee (DAC) and District English Learners Advisory Committee (DELAC). It may be also referred to as the "DAC/DELAC" and the "Advisory Committee."

**ARTICLE II  
OBJECTIVES**

The purpose of the DAC/DELAC is to provide opportunities to parents and community members to advise and assist the school district in the operation of its English Learner program and programs for non-proficient students. In achieving this purpose, the DAC/DELAC shall provide advice and assistance in:

1. Development of a district master plan for educational programs and services for ELs that takes into consideration the Single Plan for Student Achievement. (5 CCR 11308[c][1])
2. Conducting of a district-wide needs assessment on a school-by-school basis. (5 CCR 11308[c][2])
3. Establishment of district program, goals, and objectives for programs and services for ELs (5 CCR 11308[c][3]) and non-proficient students.
4. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. (5 CCR 11308[c][4])
5. Administration of the annual Language Census Report. (5 CCR 11308[c][5])
6. Review and comment on the District's reclassification procedures. (5CCR 11308[c][6])
7. Review and comment on the written notifications required to be sent to parents and guardians. (5 CCR 11308[c][7])

This section of the bylaws shall in no way be construed as giving the DAC/DELAC any veto power over the District English Learner Program or programs for non-proficient students. The committee shall be an advising, coordinating, and evaluating group in order to further the purpose of education as specified in these bylaws. In the absence of his/her written consent, no committee member shall be required to provide any sum of money, property, or service, other than the services described herein.

## **ARTICLE III MEMBERS**

### **SECTION 1. COMPOSITION OF THE DAC/DELAC**

The needs and resources of the school district require that membership be obtained from a broad range of interested persons and that there be a maximum effort to involve parents of children who participate in the English Learner program and parents of non-proficient students. In order to satisfy this requirement, the composition of the DAC/DELAC as determined by the committee are as follows:

1. Every effort shall be made to ensure that the total membership of the DAC/DELAC consists of no less than 51% of parents of students served in English Language Learner programs or non-proficient program services. If the percentage requirement cannot be met, parents of any enrolled student in the district will included for membership.
2. The remaining membership of the DAC/DELAC shall include membership from parents and community members residing in the school district.

All DAC/DELAC members shall enjoy full rights and obligations of membership.

### **SECTION 2. SELECTION OF MEMBERS**

Members shall be officially elected at their respective school sites through the English Learner Advisory Committee (ELAC) or School Site Council (SSC) by the end of October of each school year. Elected members should demonstrate interest and concern for the education and welfare of the students being served by the English Learner program and non-proficient programs. Members shall be elected without any discrimination regarding their race, religion, sex, ethnicity, or political persuasion.

### **SECTION 3. TERM OF OFFICE**

All members of the DAC/DELAC shall serve during the calendar year for which they were elected and until a successor has been elected.

### **SECTION 4. VOTING RIGHTS**

Each elected member, or his/her alternate, shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DAC/DELAC.

### **SECTION 5. TERMINATION OF MEMBERSHIP**

A member shall no longer hold membership should the following instances occur: 1) he/she ceases to be a resident of the school attendance area to be served, 2) he/she no longer has approved inter-district attendance status for their student, or 3) otherwise terminate his/her relationship with the group or organization which he/she was selected to represent. Terminated members will be replaced from a list of alternates from each school site. Membership should automatically terminate for any member who is absent without justification from two regular and/or special meetings in succession.

## SECTION 6. TRANSFER OF MEMBERSHIP

Membership in the Advisory Committee is not transferable.

## SECTION 7. ALTERNATES

A committee member may send an alternate to a meeting. An alternate shall have voting power, and the presence of an alternate shall not relieve a member from the effect of Section 5 of this Article.

## SECTION 8. RESIGNATION

Any member may resign by filing a written resignation with the school principal, which will notify the Educational Services department and the DAC/DELAC at its earliest meeting.

# **ARTICLE IV OFFICERS**

## SECTION 1. OFFICERS

The officers of the DAC/DELAC shall be two chairpersons for the separate functions of the DAC and DELAC. Any site elected member may be nominated for office.

## SECTION 2. ELECTION AND TERM OF OFFICE

The officers of the DAC/DELAC shall be elected at the first annual meeting, and shall serve during the calendar year in which elected and until each successor has been elected and qualified. Any officer may be re-elected provided he/she continues to be a member.

## SECTION 3. VACANCY

If a vacancy occurs with an officer, a letter will be sent to the school principal involved, requesting that a new person be nominated for membership to fill the unexpired term. If a vacancy occurs with a member from the community, the member will be removed from the rolls and no further action taken. A vacancy in any office may be filled by the committee for the unexpired portion of the term by using the established election process.

## SECTION 4. CHAIRPERSONS

Chairpersons will be identified separately for both the DAC and DELAC functions of the committee at the November meeting. The chairpersons may preside at all meetings of the DAC/DELAC and may sign all letters, reports, and other communications to the committee and other entities. In addition, he/she shall perform all duties appropriate to the office of chairperson and any other duties prescribed by the committee from time to time.

Under no conditions may the chairperson be an employee of the school district. In the absence of one or both of the DAC/DELAC chairpersons, the duties of the absent chairperson(s) shall be transferred to the attending chairperson(s) or other member during his/her absence.

## **ARTICLE V MEETING OF THE DAC/DELAC**

### **SECTION 1. REGULAR MEETING**

The DAC/DELAC shall meet the first or second Thursday of November, February, and May. Meetings shall be from 9:30a.m. to 11:00, and are set by the Educational Services Department.

### **SECTION 2. PLACE OF MEETINGS**

The DAC/DELAC shall hold its regular and special meetings in a facility provided by the school district.

### **SECTION 3. NOTICE OF MEETINGS**

All meetings shall be noticed in writing and shall state the day, hour, and location. The notice shall be sent by District mail as well as by email to each school site. Official agenda will be posted 72 hours prior to each meeting at each school site and at the District Office location.

The time requirement of notification may be suspended in an emergency by a chairperson or a majority of the committee members.

### **SECTION 4. LIMITATIONS**

The following time limitations shall be observed at each DAC/DELAC meeting except when exceptions are granted by the chairperson or by an approved motion:

1. No person shall speak for more than 5 minutes at a time on the same item of discussion.
2. Reports shall be limited to 15 minutes unless a longer period of time is indicated in writing on the meeting notice agenda.

### **SECTION 5. DECISIONS OF ADVISORY COMMITTEE**

All decisions of the DAC/DELAC shall be made only after an affirmative vote of a simple majority of the members present.

### **SECTION 6. QUORUM**

A minimum number of 2 members are required to be present to constitute a quorum for the valid activities and actions of the DAC/DELAC.

### **SECTION 7. CONDUCT OF MEETING**

All regular and special meetings of the DAC/DELAC shall be conducted in accordance with the DAC/DELAC bylaws. Every effort will be made to provide translation services for those present who do not speak the language being used to conduct the meeting.

SECTION 8. REPORTS TO THE BOARD OF TRUSTEES

The chairperson of the DAC/DELAC and/or the District personnel responsible for English Learner Programs and services for non-proficient students will make oral and/or written reports to the Board of Trustees periodically or by request of the Board.

**ARTICLE VI  
AMENDMENTS**

The bylaws may be amended at any time by an affirmative vote of a simple majority of the members present at any meeting where such action is proposed by a proper motion, with an explanation as to why such an amendment is being proposed.

**ARTICLE VII  
DECORUM**

All persons present at the DAC/DELAC meeting will conduct themselves in a proper manner at all times. Any person(s) using profanity, making libelous or slanderous statements, or attempts to berate another person in public will be promptly called out of order and asked to leave if such conduct does not cease immediately.