

**Steele Canyon High School, A California Charter School**  
**English Learner Advisory Council By-Laws**  
**(ELAC)**

**ARTICLE I - Name**

The name of this committee shall be the Steele Canyon High School, English Learners Advisory Committee (ELAC).

**ARTICLE II - Purpose**

The purposes of this committee shall be to provide opportunities for parents to give advice and assist the school in the decision-making process concerning programs for Limited English Proficient (LEP), also known as English Language Learner (ELL) students. The work of the ELAC is to:

- A. communicate with parents regarding programs for, and services to, English Learners.
- B. advise the School Site Council (Cougar Council) on the development of the Single Plan for Student Achievement.
- C. help make parents aware of the importance of regular school attendance.
- D. equip parents with information that will help them support their students in school.

**ARTICLE III – Membership**

**Section 1: Composition of Committee**

The ELAC shall be comprised of three (3) English Language Learner parents with a child in attendance at Steele Canyon High School. The principal/CEO or his/her designee automatically serves as an ELAC member. Other members will include the EL Coordinator, the EL Team, a teacher serving ELL students, and, if the parents agree, a community representative elected by the parents of ELL students. The ELAC may delegate its responsibilities to the Cougar Council via the EL Coordinator for up to two years.

**Section 2: Terms of Membership**

All committee officers shall serve a one-year term.

**Section 3: Advisory Rights**

Each committee member shall be entitled to one vote. A motion will pass with a simple majority (51%) of English Learner parents present at the meeting.

**Section 4: Termination of Membership**

An ELAC member shall no longer hold membership should he or she cease to meet the membership requirements under which he/she was eligible. A member's absence from three consecutive regular meetings may be grounds for removal from ELAC by affirmative vote of a simple majority vote.

**Section 5: Resignation**

Any officer may resign by submitting a written resignation to the president. The president may resign to the Principal/CEO or the Administrator overseeing the EL Program and/or the EL Coordinator.

**Section 6: Vacancy**

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

**ARTICLE IV – Officers**

**Section 1: Composition**

The officers of the ELAC shall consist of President, Vice-president, and Secretary. Officers shall be elected by the committee on an annual basis.

**Section 2: Duties**

The president shall preside at all meetings of the committee. The president will set the meeting agendas in consultation with the EL Coordinator and/or Principal/CEO or designee. The president must be an English Language Learner parent with a child in attendance at Steele Canyon High School.

The vice-president shall assist the president and shall perform the duties of the president in his/her absence.

The secretary shall keep a current record of all committee meetings, membership lists, and calendar of meetings.

#### **ARTICLE V – Meetings**

Two to four regular meetings shall be held during the school year. The date, time, and place shall be decided by the committee. Notification of all regular and special meetings shall be duly publicized not less than 72 hours prior to the meeting. All meetings shall be open to the public.

#### **ARTICLE VI – Meeting Procedures**

ELAC meetings shall be conducted in a manner that allows everyone to be heard and make decisions without confusion.

#### **ARTICLE VII – Amendments of Bylaws**

These bylaws may be amended at any regular meeting of the committee by a simple majority of the English Language Learner parents present.

#### **ARTICLE VII – Ratification of the Bylaws**

The bylaws shall be in effect when adopted by a simple majority of the members present. The membership of the committee: The ELAC must include parents of English learners.

Original Bylaws Ratified in October 2004 by the following members of ELAC:

Mr. Tinoco, President

Mr. Martinez, Vice President

Dr. Craig Rocha, Assistant Principal

Kimberly Dickinson, EL Coordinator

Bylaws ratified to update names and titles of ELAC Officers and add “A California Charter School” in September 2009 by the following members of ELAC:

Dr. Craig Rocha, Principal/CEO

Mrs. Benitez, President

Kimberly Dickinson, EL Coordinator and Mrs. Benitez; President

Bylaws have been converted to .docx and html as of December 30, 2011, for posting on the site ELAC webpage and will be ratified at the ELAC meeting during Curriculum Night in January, 2012.