



Bylaws for the English Learner Advisory Committee (ELAC)

School: Granite Mountain Charter School

Year: 2021/2022

Article I: Name of Committee

The name of the committee shall be **Granite Mountain Charter School English Learner Advisory Committee** (ELAC)

Article II: Purpose and Responsibilities

The purpose of the committee shall be to:

- ✚ advise the School Board, executive director, and EL Designee, on issues pertaining to English Learners (ELs.)
- ✚ Advise the executive director and staff on development of a detailed plan for English Learner education for the individual school.
- ✚ Assist in the development of the school's needs assessment.
- ✚ Assist in the administration of the school's language census.
- ✚ Efforts to foster parent involvement and making parents aware of the importance of regular school attendance.

Article III. Membership

Section 1. Composition of committee and mode of selection:

ELAC members shall be composed of parents/guardians of English Learners, other parents/guardians from the school and staff members. Parents/guardians of English Learners elect the parent/guardian members of the ELAC. There is no requirement that parents of other students must serve on the committee, only that they be afforded the opportunity to serve, if elected by parents of English Learners.

The ELAC will be composed of 6 members. The percentage of parents/guardians of English Learners serving on the ELAC must be at least the same as the percentage of English Learners in the school.

- ✚ 4 - Parents/Guardians of English Learners in the school.

- ✚ 0 -Parents/Guardians of other students in the school, if elected by parents/guardians of English Learners in the school; and
- ✚ Executive Director or designee;
- ✚ Note: Other school staff members may be appointed to serve on the ELAC, if space is available.

Election of members for the ensuing school year shall take place prior to October 15th. Notice of the election shall be sent to all parents and shall be publicized in the community.

Section 2. Term of Membership:

All committee members shall serve for a two-year term.

At the end of each representative member's term, membership terminates. To continue to serve as an ELAC member, the member must be re-elected.

Section 3. Voting Rights:

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee.

Section 4. Termination of Membership:

A member shall no longer hold membership should he/she cease to reside or work in the school area or otherwise terminate his/her relationship with the group or organization to which he/she was selected to represent. Membership shall automatically terminate for a member who is absent from three consecutive regular meetings.

Section 5. Transfer of Membership:

Membership in the committee is not transferable or assignable.

Section 6. Alternates:

A committee member may send an approved alternate. An alternate shall have voting power for that meeting, when acting in place of the regular member, and the presence of an alternate shall not relieve a member from the effect of Section 4 of this Article.

Section 7. Resignation:

Any member may resign by submitting a written resignation.

Section 8. Vacancy:

Any vacancy on the committee shall be filled for the remainder of the un-expired term by majority vote of the council from the alternate list, if available, or from the general parent population.

Section 9. Election to Membership:

Election of teachers, parents, or students for the ensuing school year shall take place prior to October 15th. Notice of the meeting shall be sent to all parents and shall be publicized in the community.

Article IV. Officers

The officers of the committee shall consist of a president, vice-president, and secretary. The president shall be a parent representative. Officers shall be elected by the committee on an annual basis and shall be members of the committee.

Article V. Duties of Officers

- ✚ The **president** shall preside at all meetings of the committee and shall appoint special committees.
- ✚ The **vice-president** shall assist the president and shall perform the duties of the president in the absence of the president. Read for approval of minutes from previous meeting.
- ✚ The **secretary** handles the correspondence and attendance of the committee.

Article VI. Meetings

Section 1. A minimum of four regular meetings shall be held during the school year. The date, time, and place of the meetings shall be decided by the committee.

Section 2. Special meetings may be called by the committee chairperson or by most of the committee members.

Section 3. Notification of all regular and special meetings shall be duly publicized not less than five days prior to the meeting.

Section 4. All meetings shall be open to the public.

Section 5. A quorum shall consist of 51 percent of the elected committee members.