

2025–2026

English Learner Advisory Committee Orientation and Election Logistics

Per BUL 6745.6, the English Learner Advisory Committee (ELAC) orientation and election for the 2025–2026 school year will be held in a Hybrid setting. The ELAC orientation and election meetings should be recorded. Chat and usage reports must be downloaded and saved in addition to the original paper sign-ins and minutes. Maintain ELAC documents in a secure location and a digital folder on campus for five years. ELAC documents must be available during federal, state, and District compliance reviews.

To support the planning of the ELAC orientation and election meetings, use the following checklist below:

- ❑ **Step 1: Create Zoom links** for the orientation and election meetings. Enable language interpretation, waiting room, and features for participants joining by phone. Restrict the Chat feature so participants can only communicate with the host/co-host.
- ❑ **Step 2: Establish timelines to communicate** the ELAC orientation and elections by setting dates and times for (a) distribution of flyers and messaging in English and Spanish, (b) distribution of the Nomination Form (create this form on a Google Form) link, and hard copy, (c) posting of ELAC orientation and election agendas on-site and online 72 hours prior to the meeting in English and Spanish.
- ❑ **Step 3: Create a Nomination Form**, which can be a Google Form or use the template available in the [Tools for Schools](#) tab. Provide the Google Form link and/or paper copy seven (7) days before the ELAC election. (b) The school's main office should have hard copies of the Nomination Form for parents and community members.
- ❑ **Step 4: Announce the Orientation and Election information to all parents**, including the meeting Zoom link, date, and time. See table below.

7 days prior to the meeting	3 days prior to meeting	Day of meeting
US mail	Posting online	Blackboard ConnectEd
Blackboard ConnectEd	Blackboard ConnectEd	Text
Email	Email	Email

- ❑ **Step 5: Post the agenda** 72 hours prior to the meeting in a visible area in front of the school and take a picture of the posted agenda. Post the Zoom link, landline-calling information, date, and time on the top of the agenda. Add staff contact information at the bottom of the agenda to support families accessing the orientation and election meeting. Inform participants that materials will be available in the main office. Include the online and on-site posting date of the agenda. Take a screenshot of the posting online and a picture of the on-site posting and save it in your digital file.
(Note: Ensure the orientation is scheduled prior to the election on a separate agenda)
- ❑ **Step 6: Orientation Meeting Logistics:** Open the Zoom meeting 30 minutes before starting the official meeting to resolve any connectivity issues, review staff roles, test the interpretation feature, and restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host. (a) 5 to 10 minutes before the official meeting start time, have one person allow participants in and ask participants to identify themselves in the Chat. (b) Send the Nomination Form link through the Chat feature, share the election meeting information, and encourage them to submit the Nomination Form.
- ❑ **Step 7: Election Meeting Logistics:** Open the meeting 30 minutes before starting the official meeting to resolve any connectivity issues, review staff roles, test the translation feature, and restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host. (a) 5 to 10 minutes before the official meeting start time, have one person allow participants in and ask participants to identify themselves in the Chat.
 1. The election Tally Sheet must be ready to display. Available in [Tools for Schools](#) under the English Learner Advisory Committee tab.