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# **District English Learner Advisory Committee**

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DELAC

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**Office of Student, Family and  
Community Engagement**

Approved on:

## **DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)**

### **Bylaws**

#### **ARTICLE I: AUTHORITY**

California Education Code (62002.5, 5 CCR 11308, 52176) requires the establishment of a District English Learner Advisory Committee (DELAC) for districts with at least fifty or more English learner students. The DELAC advises the LAUSD Board of Education on matters pertinent to English learner programs.

These bylaws shall be used to guide DELAC. Bylaws may never conflict with District policy and applicable state or federal laws, regulations, and guidelines. Should any provision conflict with District policy or state or federal requirements, such provision will be deemed invalid and unenforceable.

**The DELAC does not have the authority to execute decisions, enter contracts, dispose of public funds, or represent LAUSD.**

DELAC is established to ensure the following:

**5 CCR 11308** (a) School district advisory committees on programs and services for English learners shall be established in each school district with more than 50 English learners in attendance. School advisory committees on education programs and services for English learners shall be established in each school with more than 20 English learners in attendance. Both school district and school advisory committees shall be established in accordance with Education Code section 62002.5.

(b) Parents or guardians of English learners shall elect the parent members of the school advisory committee (or subcommittee, if appropriate). Parents shall be provided the opportunity to vote in the election. Each school advisory committee shall have the opportunity to elect at least one member to the School District Advisory Committee, except that school districts with more than 30 school advisory committees may use a system of proportional or regional representation.

(c) School District Advisory Committees shall advise the school district governing board on at least the following tasks:

(1) Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.

- (2) Conduct a district-wide needs assessment on a school-by-school basis.
- (3) Establishment of district programs, goals, and services for English learner programs and services.
- (4) Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- (5) Annual administration of the language census (if the California Department of Education requires it)
- (6) Review and comment on the school district reclassification procedures.
- (7) Review and comment on the written notifications required to be sent to parents and guardians pursuant to this subchapter.
- (d) School districts shall provide all members of school district and school advisory committees with appropriate training materials and training which will assist them in carrying out their responsibilities pursuant to subsection (c). Training provided to advisory committee members in accordance with this subsection shall be planned in consultation with the members, and funds provided under this chapter may be used to meet the costs of providing the training to include the costs associated with the attendance of the members at training sessions.

**52176** (a) Each school district with more than 50 pupils of limited English proficiency shall establish a districtwide advisory committee on bilingual education. Parents or guardians, or both, of students with limited English proficiency who are not employed by the district shall constitute a majority of the committee, unless the district designates for this purpose an existing districtwide advisory committee on which parents or guardians, or both, of English Learner students have membership in at least the same percentage as their children and minors represent of the total number of students in the district, provided that a subcommittee on bilingual education on which parents or guardians, or both, of pupils of limited English proficiency constitute a majority is established. The district advisory committee and subcommittee, if applicable, shall be responsible for at least six specific tasks. These tasks shall be to advise the district governing board regarding all of the following:

- (1) Establishment of a timetable for development of a district master plan for bilingual education.
- (2) Districtwide needs assessment on a school-by-school basis.
- (3) Establishment of district program goals and objectives in bilingual education.
- (4) A plan to ensure district compliance with the provisions of Section 52178.
- (5) Annual administration of the language census
- (C) "Students with limited English proficiency" means students who do not have the clearly developed English language skills in the area of comprehension, speaking, reading, and writing necessary to receive instruction only in English at a level substantially equivalent to students of the same age or grade whose primary language is English. The term "English learner" shall have the

same meaning as provided for in subdivision (a) of Section 306 and as “students of limited English proficiency.

52062 (a)(2)

(a) Before the governing board of a school district considers the adoption of a local control and accountability plan or an annual update to the local control and accountability plan, all of the following shall occur:

(2) The superintendent of the school district shall present the local control and accountability plan or annual update to the local control and accountability plan to the English learner parent advisory committee established pursuant to Section 52063, if applicable, for review and comment. The superintendent of the school district shall respond, in writing, to comments received from the English learner parent advisory committee.

35147.

(a) Except as specified in this section, any meeting of the councils or committees specified in subdivision (b) is exempt from the provisions of this article, the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Division 3 of Title 2 of the Government Code), and the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

(b) The councils and advisory committees established pursuant to Sections 52063, 52069, and 52176, subdivision (b) of Section 54425, Sections 54444.2, 56190, 62002.5, and 65000, and the committees formed pursuant to Section 11503 are subject to this section.

(c) (1) Any meeting held by a council or committee specified in subdivision (b) shall be open to the public, and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee. Notice of the meeting shall be posted at the schoolsite, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The council or committee may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

(2) Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a council or committee violates the procedural meeting requirements of this section, upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.

(d) Any materials provided to a schoolsite council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code).

(Amended (as amended by Stats. 2021, Ch. 615, Sec. 67) by Stats. 2022, Ch. 301, Sec. 1. (SB 1057)  
Effective January 1, 2023.)

## ARTICLE II: PURPOSE

The DELAC's purpose is to advise on the development and implementation of educational programs and services for EL students at the District level.

## ARTICLE III: RESPONSIBILITIES

### Per 5 C.C.R. section 11308, the DELAC shall advise on the following duties:

1. Establishment of a timetable for development of a district master plan for bilingual education.
2. Districtwide needs assessment on a school-by-school basis.
3. Establishment of district program goals and objectives in bilingual education.
4. A plan to ensure district compliance with the provisions of Section 52178.
5. Administration of the annual language census.
6. Review and comment on the school district reclassification procedures.
7. Review and comment on the written notifications required to be sent to parents and guardians pursuant to this subchapter.

### In carrying out the above responsibilities, the DELAC may:

1. Participate in relevant training sessions that assist members in carrying out their responsibilities as specified in this section.
2. Review the Operating Norms and Code of Conduct and provide recommendations.
3. Review bylaws for DELAC and provide recommendations.
4. Review, understand and comprehend the acronyms used in regular committee meetings.

## ARTICLE IV: MEMBERSHIP

Members of the DELAC include representatives and alternates. Representatives are members who have been appointed to vote on issues. Alternates are members but are not representatives because they cannot vote unless seated.

### **A. Composition/Requirements:**

The DELAC will have seventy-two (72) English learner parent members; forty-two (42) representatives and thirty (30) alternates representing each of the four Regions and Virtual Academies. Parents and legal guardians of English learners, who are not employed by the District, constitute the entire DELAC membership.

Region and Virtual Academies	REPRESENTANTIVES	ALTERNATES	TOTAL
Region East	10 representatives	7 alternates	17
Region North	10 representatives	7 alternates	17
Region West	10 representatives	7 alternates	17
Region Sur	10 representatives	7 alternates	17
Virtual Academies	2 representatives	2 alternates	4
<b>Total:</b>			<b>72</b>

Membership starts when a member is elected and verified to serve as a parent of an English Learner student for a two-year term or to complete a term left vacant by another member. The DELAC member's term shall take effect after SFACE accepts the submission of the certification form from each of the four Regions and Virtual Academies, pending verification.

**B. Term of Membership:**

Members may serve for a two-school year term with half of the committee members' term expiring on the alternate years. The term of an elected member begins on the date of the first official DELAC meeting after elections of new members in all Regions and Virtual Academies have been held and ends at the elections of new members in the fall of the following school year. Membership begins on the date of the first official meeting after the election and ends on June 30 of the school year. Members may be re-elected at the Region and Virtual Academies English Learner Delegate Elections for another term if they are eligible under the California Education Code. A term ends when new members are elected at the Region and Virtual Academies EL Delegate Elections.

**C.** The SFACE and FACE administrators in each of the Regions and Virtual Academies will convene EL delegates from schools that established an ELAC to elect 10 representatives and 7 alternates (42 members / 30 alternates in total) to participate in the DELAC.

**D.** A parent member or alternate may not be elected to serve for two schools simultaneously; if this occurs, the second election is void.

**E. Rights and Norms:**

Voting: Each member is entitled to vote on those matters submitted to voting under subject matter jurisdiction of the Master Plan, Education code, the California State Code of Regulations, Greene Act, and Article III: Responsibilities:

- i For in-person elections, absentee ballots and voting by proxy will not be permitted.
- ii For virtual and hybrid elections, voting will be conducted by roll call, and voting by proxy will not be permitted.

- iii Individuals must be present in order to vote and be elected as a representative or alternate in the Region and /or Virtual Academies.
- iv Elections for officers may be conducted virtually or in a hybris format.
- v Persuading a person to vote in a certain way is not allowed.
- vi The actions of members must comply with DELAC bylaws and the LAUSD Operating Norms and Code of Conduct. A signature on the Operating Norms and Code of Conduct is not required because all members must comply with the specifications of the Code of Conduct.
- vii Failure to comply with the Code of Conduct will result in suspension or expulsion from DELAC. Members may be offered restorative mediation, although they will be suspended if they fail to comply with the Code of Conduct and LAUSD Operating Procedures.
- viii Any member who fails to comply with the Operating Norms and Code of Conduct will be penalized progressively in the following order: (1) written warning, (2) followed by a written suspension of membership if behavior persists.
- ix Individual DELAC members may not claim to advocate on behalf of the DELAC without authorization. No individual member may commit the DELAC to any action or recommendation without approval from the Office of Student, Family and Community Engagement.

**F. Reimbursement:**

Reimbursement will be provided to DELAC members (representatives and alternates) in accordance with the guidelines of the District Policy and/or the reimbursement requirements of the Office for Student, Family, and Community Engagement. Representatives and alternates must be present at meetings for at least two hours to receive mileage and childcare reimbursement. A member requesting reimbursement for childcare must provide documentation that includes a copy of the birth certificate or other birth documentation; a current copy of the court order that shows legal custody or custody over the educational rights of a child who is younger than 5 within a month after the meeting.

**G. Alternates:**

1. Alternates may serve for a one school year term.
2. Alternates will serve as the official representative member if the member has not arrived thirty (30) minutes from the scheduled start time of the meeting.
3. In this case, the alternate continues to serve as the voting member for the duration of the meeting, regardless of whether the representative arrives to the meeting late.
4. Alternates shall have the opportunity to ask questions about the items on the agenda, even if they are not serving as an official member.

218 **H. Attendance:**

- 219 a. Members must be present ~~for~~ during a minimum of two (2) hours from the scheduled
- 220 ~~start~~ time to be counted as present.
- 221 b. Any member arriving 60 minutes after the scheduled start time of the meeting will not
- 222 be seated officially; they may participate but may not vote.
- 223 c. Representatives may not be absent from more than four (4) regular meetings and
- 224 trainings related to the proper operation of the committee, not counting meetings that
- 225 were added after the official schedule at the beginning of the school year.
- 226 d. Members will receive a warning letter after missing the third meeting.
- 227 e. After missing the fourth meeting, the member's membership will be terminated.
- 228

229 **I. Member Vacancy:**

- 230 a. Only elected DELAC alternates are eligible to fill member vacancies that occur in their
- 231 Region or Virtual Academy during the year.
- 232 b. If no alternate is available to fill the member vacancy from the same Region or Virtual
- 233 Academy, an election shall be held in the Region or Virtual Academy to elect an
- 234 alternate.
- 235 c. DELAC members may resign their position at any time but may do so orally during a
- 236 meeting or by submitting a signed letter of resignation addressed to the Office of
- 237 Student, Family and Community Engagement Administrator or other administrative
- 238 designee.
- 239 **J.** All members' information is strictly confidential and no verbal, written, or electronic
- 240 information may be used for personal matters.

241 **Officer Vacancies:**

- 242 a. An officer vacancy that occurs during the year shall be filled by an election for the
- 243 remainder of the term of office at the next official meeting, with the exception of the
- 244 chairperson, which shall be filled by succession to the office, and will be filled by vice
- 245 chairperson.
- 246 b. Membership may not be assigned or transferred to another person.
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- 248 **K.** DELAC officers can resign their position at any time but may do so orally during a meeting or by
- 249 submitting a signed letter of resignation addressed to the Office of Student, Family, and
- 250 Community Engagement Administrator or other administrative designee.
- 251 **L.** All officers' information is strictly confidential and no verbal, written, or electronic information
- 252 may be used for personal matters.
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254 **ARTICLE V: TERMINATION**

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- 256 A. DELAC membership will be terminated immediately when a member's child no longer attends  
257 the school for which the parent was elected to represent unless the student attends another  
258 school within the same Region or Virtual Academy.
- 259 B. DELAC membership will be terminated when the student of a member is reclassified, the parent  
260 may to continue until the end of the current school year.
- 261 C. After four absences to any meeting, the representative will be immediately notified of  
262 termination in writing. Member will not be eligible for re-election to the DELAC for a period of  
263 one school year, not including the year in which the membership was terminated.
- 264 D. In the case of the graduation of a child or the loss of association with the school, the member will  
265 lose membership, and the alternate member will become the voting member, or in the absence  
266 of an available alternate, a reelection will be held in their Region or Virtual Academy to fill the  
267 DELAC vacancy.
- 268 E. A DELAC member who becomes a Los Angeles Unified School District employee will no longer  
269 be eligible to continue their membership on the committee as of their first day of work.
- 270 F. A member may also be terminated from the DELAC by the Administrator of the Office of Student,  
271 Family, and Community Engagement when the member does not adhere to one or more of the  
272 following:
- 273 1. These Bylaws, Board Resolution to enforce respectful treatment for all persons and  
274 LAUSD's Operating Norms and Code of Conduct.
  - 275 2. District policies regarding the use of District property.
  - 276 3. Reports inaccurate residence, guardianship, and childcare reimbursement information  
277 or other qualification for membership.
  - 278 4. Speaks/acts on behalf of LAUSD and/or DELAC without written authorization from  
279 SFACE.

## 280 281 **ARTICLE VI: OFFICERS** 282

- 283 A. DELAC officers will serve within a term of one school year from the day they are elected until June  
284 30<sup>th</sup>.
- 285 B. All representatives are eligible to serve as officers. Alternates cannot serve as officers.
- 286 C. Officers will be duly and democratically elected by a majority vote of the DELAC membership.
- 287 D. A run-off election will be held among the two candidates with the most votes when no one receives  
288 the majority of the votes.
- 289 E. Officers will assume their positions following the conclusion of officer elections.
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- 291 F. DELAC Officers:
- 292 1. Chairperson
  - 293 2. Vice-chairperson

3. Secretary
4. Parliamentarian
5. Public Relations Officer

**G. Officers' Responsibilities:**

The DELAC officers will become familiar with the content of these bylaws, the 2025 Multilingual Multicultural Master Plan and all federal, state, and District policies pertaining to the DELAC, and programs and services for English learners and the process to develop the Local Control and Accountability Plan (LCAP).

1. Plan the agenda with District staff prior to the regularly scheduled meetings. The required training items will be defined during the agenda planning meeting.
2. Provide recommendations regarding the DELAC's responsibilities.
3. Review and comment on the annual update of the Local Control and Accountability Plan (LCAP).
4. Recommend the formation of ad hoc committees focused on the responsibilities assigned to DELAC according to the California Education Code. Temporary committees will be established for a limited time and to approach specific English learner topics.

**H. Officers' Duties:**

1. The Chairperson shall:
  - a. Plan the agenda with SFACE and District staff prior to the meeting.
  - b. Be fair and impartial at all times with the membership and District staff.
  - c. Preside over all DELAC meetings
  - d. Finalize items and recommendations for the DELAC agenda and submit to SFACE for approval
  - e. Sign letters, reports, and other communications as requested by the committee.
  - f. Perform additional duties appropriate to the Chairperson position
  - g. Provide a written or oral report.
  - h. Represent the DELAC in all meetings or Board of Education subcommittees, where DELAC has been required or requested to participate.
  - i. Be involved and engaged in all meetings.
  - j. Interact with the members and District staff, modeling respect and promoting a welcoming environment for all.
  - k. Direct question procedures with parliamentarian to ensure there is a balance of voice.

2. The Vice-chairperson shall:

- 332 a. Plan the agenda with SFACE and District staff before the meeting.
- 333 b. Be fair and impartial with the membership and District staff at all times
- 334 c. Represent the Chairperson in his/her absence or in assigned duties as prescribed by
- 335 SFACE
- 336 d. Assist the Secretary as needed.
- 337 e. Assist with written motion forms.
- 338 f. Be involved and engaged in all meetings.
- 339 g. Interact with the members and District staff, modeling respect and promoting a
- 340 welcoming environment for all.
- 341 h. Agree to the chairperson's succession in the event of resignation.
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- 343 3. The Secretary shall:
- 344 a. Plan the agenda with SFACE and District staff before the meeting.
- 345 b. Support SFACE with monitoring attendance, termination and warning letter coordination.
- 346 c. Be fair and impartial with the membership and District staff at all times.
- 347 d. Write minutes for all DELAC meetings which include agenda planning meetings.
- 348 e. Provide the original minutes to SFACE staff before the next regular meeting.
- 349 f. Conduct roll call and establish quorum
- 350 g. Keep a current attendance roster.
- 351 h. Be involved and engaged in all meetings.
- 352 i. Interact with the members and District staff, modeling respect and promoting a
- 353 welcoming environment for all.
- 354
- 355 4. The Parliamentarian shall:
- 356 a. Plan the agenda with SFACE and District staff before the meeting.
- 357 b. Be fair and impartial with the membership and District staff at all times
- 358 c. Announce public comment.
- 359 d. Assist the Chairperson in ensuring that all parliamentary rules and bylaws are followed.
- 360 e. Be knowledgeable about the committee's bylaws, Robert's Rules of Order
- 361 parliamentary procedures as prescribed by SFACE and the Greene Act.
- 362 f. Maintain a position of impartiality and therefore not present motions, participate in
- 363 debates, or vote on any motion, except in the case of a ballot vote (roll call).
- 364 g. Direct, along with the Chairperson, the question procedures.
- 365 h. Be involved and engaged in all meetings.
- 366 i. Interact with the members and District staff, modeling respect and promoting a
- 367 welcoming environment for all.
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- 369 5. The Public Relations Officer shall:

- a. Plan the agenda with SFACE and District staff before the meeting.
- b. Be fair and impartial with the membership and District staff at all times.
- c. Promote the actions and purpose of the DELAC to the public.
- d. Represent the opinions of the DELAC when authorized by the District.
- e. Assist committee members and guests.
- f. Be involved and engaged in all meetings.
- g. Interact with the members and District staff, modeling respect and promoting a welcoming environment for all.

## ARTICLE VII: MEETINGS

### A. Schedule:

SFACE will hold regular DELAC meetings focusing on required topics for English learners and will also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP). SFACE may call for training, elections, orientations, or subcommittee meetings, as necessary.

### B. Provisions:

DELAC operates under the Greene Act, Education Code section 35147.

### C. Quorum:

1. The quorum shall be established with the presence of a simple majority (50% + 1) of the total membership, including any alternate seated in the absence of any elected representative.
2. The quorum shall be established no later than 30 minutes after the scheduled meeting start time.
3. Meetings at which a quorum is not established may proceed for informational purposes only.

### D. Meeting Location:

Subject to SFACE approval, DELAC shall hold its regular meetings at the Office of SFACE located at 1360 W. Temple St. Los Angeles, Zoom, hybrid, or at a school or community facility with accessibility to the public, including persons with disabilities.

### E. Meeting Agendas:

1. Meeting notices in the form of the agenda with date, time and location of a meeting must be publicly and continuously posted outside of the SFACE building in a plainly visible location, at least seventy-two (72) hours before the scheduled meeting.
2. If, at the end of the scheduled meeting time, there are still items on the agenda to be discussed, the meeting will automatically be extended for an additional period of up to 30 minutes without the need for a motion or approval.
3. SFACE will have the final authority to make modifications to the agenda as needed.

**F. Meetings Open to the Public:**

1. Members of the public, not to exceed five, will be allotted two minutes per person at the beginning of the meeting, prior to any action taken by the committee, to speak on matters within the jurisdiction of the DELAC and the meeting agenda.
2. Members of the public may register for Public Comments, beginning 30 minutes before the meeting start time, by email, text message, or by calling SFACE. The public may sign-up to speak until the item is concluded by the presiding officer.

**G. Recording:**

Any individual is allowed to audio and video record any public meeting as long as they do not disrupt the meeting. SFACE will record meetings, and those recordings will be made available on the SFACE website. Any individual who does not want to be recorded has the option to withdraw from the meeting.

ARTICLE VIII: BYLAWS

**A. Severability:** If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable or in conflict with District policies, state and/or federal guidelines, or state and federal law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

These bylaws are effective upon approval by the SFACE Administrator.

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Antonio Plascencia, Sr. Director of Engagement  
Office of Student, Family and Community Engagement

May XX, 2025  
Date

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The officers and members of the District English Learner Advisory Committee approved the bylaws on the XX day of May, 2025.

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