



LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Student, Family and Community Engagement
District English Learner Advisory Committee

Duties and Responsibilities of the DELAC Officers

Chairperson shall:

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

Vice-Chairperson shall:

- Plan the agenda with SFACE and District staff before the meeting.
- Be fair and impartial with the membership and District staff at all times.
- Represent the Chairperson in his/her absence or in assigned duties as prescribed by SFACE.
- Assist the Secretary as needed.
- Assist with written motion forms.
- Be involved and engaged in all meetings.
- Interact with the members and District staff, modeling respect and promoting a welcoming environment for all.
- Agree to the chairperson's succession in the event of resignation.

Secretary shall:

- Plan the agenda with SFACE and District staff before the meeting.
- Support SFACE with monitoring attendance, termination and warning letter coordination.
- Be fair and impartial with the membership and District staff at all times.
- Write minutes for all DELAC meetings which include agenda planning meetings.
- Provide the original minutes to SFACE staff before the next regular meeting.
- Conduct roll call and establish quorum.
- Keep a current attendance roster.
- Be involved and engaged in all meetings.

- Interact with the members and District staff, modeling respect and promoting a welcoming environment for all.

Parliamentarian shall:

- Plan the agenda with SFACE and District staff before the meeting.
- Be fair and impartial with the membership and District staff at all times.
- Announce public comment.
- Assist the Chairperson in ensuring that all parliamentary rules and bylaws are followed.
- Be knowledgeable about the committee's bylaws, Robert's Rules of Order, parliamentary procedure as prescribed by SFACE and the Greene Act.
- Maintain a position of impartiality and therefore do not present motions, participate in debates, or vote on any motion, except in the case of a ballot vote (roll call).
- Direct, along with the Chairperson, the question procedures.
- Be involved and engaged in all meetings.
- Interact with the members and District staff, modeling respect and promoting a welcoming environment for all.

The Public Relations Officer shall:

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