



Per BUL 6745.7, 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.

Step 1: Election Day, inform participants of the following:

1. The meeting will be recorded.
2. Elections shall be conducted according to election guidelines (Attachment G).
3. If a student of a parent elected under the category of an English Learner parent reclassifies after being elected to the ELAC, the parent can remain in the position for the remainder of the year.
4. All newly elected members, parents/legal guardians of ELs, and non-EL members will be seated provisionally pending verification:
 - a. Parents/legal guardians of EL students' language classification are verified in MiSiS.
 - b. A community member is an adult who meets all the following criteria: Resides or works within a specific school site attendance boundary of the Region, or in the case of magnet schools, attends a magnet school within the attendance boundaries of the Region.
5. The number and percentage of EL students at the school site and the number of parent/legal guardians of EL members required: **See chart below.**

Number of English Learner Students in a School	Total Minimum Required Number of Members	ELAC positions below must be occupied by an EL parent/legal guardian on the day of the election
21 to 75 ELs	3 Members	ELAC Chairperson ELAC Vice Chairperson EL Delegate
76 to 130 ELs	4 Members	
131 to 185 ELs	5 Members	
186 to 240 ELs	6 Members	
241 to 295 ELs	7 Members	
296 to 350 ELs	8 Members	
351 to 405 ELs	9 Members	
406 ELs and above	10 Members	

6. Parents/legal guardians of EL students from the school site must elect all the members of the ELAC, including non-EL members.
7. Parents/legal guardians from any of the following language classifications RFEP (Reclassified Fluent English Proficient), IFEP (Initial Fluent English Proficient), EO (English Only); LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from the community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/Booster Club members **may not** hold the position of Chairperson, Vice Chairperson, or EL Delegate.
8. All candidates must be present during the election.

□ **Step 2: ELAC Election of Members:**

Parents/legal guardians of EL students from the school site must elect all the members of the ELAC, including non-EL members. Each school site ELAC must elect one of its EL members to be the EL Delegate.

1. **Election of Parents/legal guardians of EL students**

- a) Visibly list the names of all eligible voting parents/legal guardians of EL students on the tally sheet in column 1 on the left-hand side (***Only those present, on Zoom, or on the phone***).
- b) Visibly list the names of the nominees: parents/legal guardians of ELs (self-nominations and candidates that were nominated and accepted the nomination) across the first row on the spreadsheet in the boxes.

Nominations for parents/legal guardians of EL students

- a) Declare all seats vacant.
- b) Inform participants that the floor is open for nominations and remind them that only parents/legal guardians of ELs can be candidates at this time.
- c) Only parents/legal guardians of ELs can nominate and self-nominate at this time.
- d) After asking the question three times, if no other parent/legal guardian of an EL is interested, entertain a motion to close and accept the nominees for membership for parents/legal guardians of ELs.
- e) Recognize a parent/legal guardian of an EL, and have them say the following: *"I, first and last name, make a motion to close and accept nominees for membership for parents/legal guardians of ELs."*
- f) (***Restate the motion to ensure clarity***)
- g) Recognize another parent/legal guardian of an EL to second the motion, and have them say the following: *"I, first and last name, second the motion to close and accept nominees for membership for parents/legal guardians of ELs."*
- h) Staff will conduct a roll call vote to close and accept the nominees for the membership of parents/legal guardians of ELs. ***Remember, only call on parents/legal guardians of ELs.***
- i) Tally the votes visibly, announce the results, and present the newly elected parents/legal guardians of ELs on the ELAC for the 2025-2026 school year.

Note: Duplicate the Excel sheet and title the tab, non-EL members

2. **Elect Non-EL members:** Parents/legal guardians of EL students from the school site must elect all the members of the ELAC, including non-EL members.

- a) On the duplicated Excel sheet, visibly list the names of all eligible voting parents/legal guardians of ELs in the room in the left-hand column.
- b) Skip a row and list the names of the parents/legal guardians from any of the following language classifications RFEP, IFEP, EO, LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/ Booster Club members in the room.

Nominations of non-EL members

- a) Declare all seats vacant.

- b) Inform participants that the floor is open for nominations for non-EL members.
- c) Only non-EL participants can be nominated and self-nominated at this time.
- d) After asking the question three times, if no other non-EL participant is interested in being an ELAC member, entertain a motion to close and accept the nominees for non-EL members.
- e) Recognize a parent/legal guardian of an EL, and have them say the following: *"I, first and last name, make a motion to close nominations for membership for non-EL members."* (**Restate the motion to ensure clarity**)
- f) Recognize another parent/legal guardian of an EL, and have them say: *"I, first and last name, second the motion to close and accept nominees for non-EL members."*
- g) State that the candidate with the highest votes will be elected as a member of the ELAC.
- h) Staff will conduct a roll call vote to close and accept the nominees for the membership of non-EL members.
- i) Tally the votes visibly, announce the results, and present the newly elected non-EL members on the ELAC for the 2025-2026 school year.

3. Election of EL Delegate:

- a) The ELAC must elect an EL Delegate who must attend the Region ELAC Delegate Convening in the fall. The elected EL Delegate must be a parent of a current EL student and represent the school's ELAC to elect members to the District English Learner Advisory Committee (DELAC).
- b) ***The Chairperson and Vice-Chairperson may hold the position of EL Delegate.***

Nomination for EL Delegate

- a) Inform the members that the floor is open for nominations for the EL Delegate.
- b) Only parents/legal guardians of ELs can self-nominate or nominate other parents/legal guardians of ELs.
- c) After asking the question three times, if there is no other parent/legal guardian of an EL interested in being the EL Delegate, entertain a motion to close and accept a motion to close nominations for EL Delegate.
- d) Recognize a parent/legal guardian of an EL, and have them say: *"I, first and last name, make a motion to close nominations for the EL Delegate"* (**Restate the motion to ensure clarity**).
- e) Recognize another parent/legal guardian of an EL, and have them say: *"I, first and last name, second the motion to close and accept nominations for EL Delegate."*
- f) State that the candidate with the highest votes will be elected as the EL Delegate.
- g) Staff will conduct a roll call vote by asking parents/legal guardians of ELs to state their full names and their child's name and verbally announce one candidate selection. ***If a participant does not reveal their name, their vote will not be accepted.***
- h) Tally the votes visibly, announce the results, and present the newly elected EL Delegate on the ELAC for the 2025-2026 school year.

□ Step 3: ELAC Election of ELAC Officers: (Only ELAC members can vote for ELAC Officers)

- 1. Once the membership has been established, review ELAC officer roles: Chairperson, Vice-Chairperson, Secretary, and Parliamentarian.
- 2. Declare all officer seats vacant.

3. Remind ELAC members that only parents/legal guardians of ELs can hold the following positions: ***Chairperson and *Vice-Chairperson.**
4. The following ELAC members: parents/legal guardians from any of the following language classifications RFEP, IFEP, EO, LAUSD employees from the school site, secondary students (grades 6-12), community members, representatives from community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/ Booster Club members can hold the following positions: ***Secretary and *Parliamentarian.**
5. The election Tally sheet is available in [Tools for Schools](#) under the ELAC tab.
6. Visibly show the tally sheet with the names of ELAC members listed in the left-hand column. List the names of the interested candidates across the first row in the spreadsheet in the boxes.
7. Elect the officer positions one at a time, starting with the Chairperson.
8. Conduct a roll call vote, ask each member to identify themselves and state whom they want to vote for by casting their (1) vote.
9. After asking the question three times, and no one else is interested in being (state the position), close and accept the nominations for **(state the position).**
10. Recognize a parent/legal guardian of an EL: *"I, first and last name, make a motion to close nominations for the EL Delegate **(Restate the motion to ensure clarity).**"*
11. Recognize a parent/legal guardian of an EL: *"I, first and last name, second the motion to close and accept nominations for the **(state the position).**"*
12. Each candidate will be provided with 1 minute to speak and share why they would like to be the **(state the position).**
13. Inform participants that the candidate with the highest votes will be elected as the **(state the position) (repeat the process for all other officer positions).**
14. Once elections have been concluded, state that all officers are seated provisionally pending verification and thank everyone for participating in today's election.

□ **Step 4: ELAC Verification Form:**

(The following information is needed to complete the verification form)

1. Total school enrollment.
2. Number of EL students.
3. Percentage of EL students enrolled.
4. Total number of ELAC members.
5. The percentage of ELAC membership is composed of EL parents.
6. Name and classifications of elected ELAC members, including the grade and student identification number.
7. Date of Orientation and Election of Members.
8. Contact information for ELAC Officers and EL Delegate.
9. Name of the person who conducted the election.
10. Name and contact of school site EL Designee.
11. ELAC verification form is available in the Principal's Portal.
<https://principalportal.lausd.net/> under the Office of Student, Family and Community Engagement.
12. Click on ELAC Verification.
13. Input and upload all documents requested by the **deadline, Friday, September 26, 2025. Avoid uploading the verification form and documents on the last day; you may experience technical difficulties, as many uploads may occur that day.**

Resources

Job aids, templates, and PowerPoints are available in [Tools for Schools](#) under the ELAC tab. Contact your Region Family and Community Engagement Unit (FACE)

Region	FACE Administrator	Email
East	Megan Guerrero Amaris Medina	mguerr3@lausd.net amaris.medina@lausd.net
North	Dr. Jeremiah González Laura Fuentes	jjg2443@lausd.net lxfl109@lausd.net
South	Ursela Martin	umartin@lausd.net
West	Crystal Dukes	crystal.duke@lausd.net
Virtual Academy	Marie Sa Michinard	mls0363@lausd.net

“Family members should be promoted as leaders, influencing the educational experiences and capacity of students, schools, and communities.”