

**Williams Unified School District**  
**District English Language Advisory Committee**  
By-Laws

**I. OVERVIEW AND MISSION**

The Williams Unified School District (WUSD) and District English Language Advisory Committee (DELAC) is charged with providing a forum for communication for the implementation of the English Language (EL) program and services. The DELAC will provide a forum for discussing the program and services to improve educational outcomes for English language by providing advice and input on the operations of the program and services development as required by the California Department of Education (CDE) compliance monitoring program plan.

The DELAC will encourage all district members to participate in discussions and attend meetings, provide input, and voice concerns to the DELAC Committee.

**II. PURPOSE**

The purpose of the DELAC is to provide leadership and guidance in fulfilling the policy and program goals articulated in the CDE compliance monitoring program plan.

The responsibilities and goals of the DELAC are to 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 language learners. The district master plan will take into consideration the school site master plans.

**Williams Unified School District  
District English Language Advisory Committee**

2. Conducting of a district wide needs assessment on a school-by-school basis.
3. Establishment of district program, goals, and objectives for programs and services for English language learners.
4. Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
5. Review and comment on the school / district reclassification procedures.
6. Review and comment on the written notifications required to be sent to parents and guardians.
7. If the DELAC acts as the English Language Parent Advisory Committee under California *Education Code* Sections 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

Additionally, the DELAC facilitates communication between / among DELAC and ELAC members and connects to relevant resources.

**III. FUNCTIONS AND TASKS**

DELAC members will commit to:

- A. Accomplish the DELAC responsibilities and goals.
- B. Represent the needs and concerns of the English language learners of the Williams Unified School District.

**Williams Unified School District  
District English Language Advisory Committee**

- C. Encourage and develop public understanding and education on English language learner issues in relationship to the English Language Proficiency Assessments for California (ELPAC).
- D. Vote on issues that arise at DELAC meetings.
- E. Be aware and informed of the programs and activities that contribute to the DELAC and ELPAC program plans.
- F. Assess effectiveness, quality, efficiency, access, and availability of English language learners in this school district.
- G. Facilitate and support the development of funds and resources for English language learner goals.

**IV. TERM OF MEMBERSHIP**

**A. In General**

Parents or guardians of English language learners shall constitute the majority membership (51 percent or more) of the committee.

Each school's English Learner Advisory Committee (ELAC) shall have the opportunity to elect at least one of its members to be a site representative DELAC member. If the district has 31 or more ELACs, it may use a system of proportional or regional representation.

**B. Alternate Representative**

Members may designate one alternate representative for their organization per fiscal year. The member must inform the DELAC President if they intend to have an alternate

**Williams Unified School District  
District English Language Advisory Committee**

Representative for their organization in writing (which includes name, phone, and email). The alternate representative must be identified before attending any Committee meeting.

Alternate representatives must meet Membership and Eligibility Criteria Section A and

C. Alternate representatives must stay current on DELAC meetings.

**C. Categories of Membership**

DELAC members will be as shown in the chart below. Each seat will have a term of two years with the option for renewal:

<b>School / District</b>	<b>Member</b>	<b>Officer / Category</b>	<b>Term</b>
Williams Elementary School	Elisa Garcia	President	2017-18 & 2018-19
Williams Elementary School	Clara Zamora	Representative	2017-18 & 2018-19
Williams Upper Elementary School	Alejandra Ramirez	Representative	2017-18 & 2018-19
Williams Upper Elementary School	Joanna Guevara	Vice President	2017-18 & 2018-19
Williams Jr. Sr. High School	Maria Solis	Representative	2017-18 & 2018-19
Williams Jr. Sr. High School	Jesus Botello	Representative	2018-19 & 2019-20
Williams Unified School District	Patricia Barba	District Liaison /Facilitator	
Williams Unified School District	Rosa Meza-Villaseñor	District English Language Learner Administrator	

**V. WHEN A SEATED MEMBER NO LONGER MEETS THE ELIGIBILITY CRITERIA:**

If a seated DELAC member no longer meets the residency requirements or other eligibility criteria, the DELAC:

**Williams Unified School District  
District English Language Advisory Committee**

- A. May request the DELAC member to submit a statement of resignation to the DELAC within 30 days of the change.
- B. May recommend to the DELAC the removal of the member and the subsequent appointment of an eligible nominee selected by the DELAC.
- C. May, where there is no apparent candidate to fill the seat, continue the seated member's participation, with or without limitation, until an eligible candidate is found.

**VI. DECISION MAKING PROCEDURES**

DELAC members have voting rights and decisions will be decided by a majority vote ruling of those members present. A quorum shall be necessary to transact business; 50% plus one member shall constitute a quorum. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal and nonbinding.

**A. Alternate representative**

An alternate representative may only cast a vote on behalf of his or her organization if requested in writing (which includes email) by the designated representative. He or she may serve as a voting member only in the absence of his/her regular member representative, including when the corresponding member has recused him/herself on

**Williams Unified School District  
District English Language Advisory Committee**

an item. He or she may only move or second action items only when his/her corresponding member is not present.

**B. By-Laws**

By-Law amendment requires an affirmative vote of a quorum of the DELAC for passage of the amendment. An amendment takes affect only upon approval by the DELAC.

**C. Agenda Setting**

DELAC meeting agendas will be set by DELAC President and District Facilitator two weeks prior to the meeting date. DELAC members may recommend agenda items during regular meetings and by contacting the Facilitator. In accordance with the Brown Act, agendas will be posted 72 hours in advance on the Williams USD Website [www.williamsusd.net](http://www.williamsusd.net) and local community board.

**VII. MEETINGS AND ATTENDANCE**

The DELAC will set a monthly meeting schedule on a calendar year basis.

1. The DELAC shall receive the agenda and packet prior to the meeting. And shall adjourn from time as in their judgment may deem proper, provided that whenever any such day of meeting shall fall on a legal holiday; the regular meeting shall not be held on that day.
2. Special meetings of the DELAC may be called by the President or the DELAC members as set forth in the Brown Act.
3. DELAC meetings shall be held at the Williams USD Parent Center or at a location designated by the DELAC Facilitator.

**Williams Unified School District  
District English Language Advisory Committee**

**A. Alternate representative**

An alternate representative may only attend two out of four meetings in a fiscal year. If the alternate representative attends more than two meetings the member's continuance on the DELAC must be placed on the agenda for the next DELAC meeting.

Continuation of the member's membership requires a two-thirds vote of the quorum.

Two absences from the regularly scheduled DELAC meeting in a rolling 12-month period will warrant inquiry from the DELAC as to the ability and interest of the individual in continuing as a member. Three absences within rolling 12-month period from time of appointment will result in the question of that person's continuance on the DELAC must be placed on the agenda for the next DELAC meeting. Continuation of that person's membership requires a two-thirds vote of the quorum.

Any DELAC member unable to attend a meeting should notify the DELAC Facilitator of Williams USD at 530-473-0003 or via email [pbarba@williams.k12.ca.us](mailto:pbarba@williams.k12.ca.us).

The DELAC Facilitator will maintain attendance records and inform any member by letter when he/she has two absences.

**VIII. CONFLICT OF INTEREST**

The purpose of this clause is to protect the integrity of the DELAC decision-making process, to enable our constituents to have confidence in our integrity, and to protect the integrity and reputations of our members. This policy is meant to supplement good judgment, and all members will respect its spirit as well as its wording. Conflicts of interest include, but are not limited to, situations and decisions where members stand to

**Williams Unified School District  
District English Language Advisory Committee**

benefit personally, or professionally from the decisions where members stand to benefit personally, financially, or professionally from the decision result.

Full disclosure of real or potential conflicts of interest is required as a condition of membership. Members with conflicts of interest are still eligible for Membership. In the course of meetings or activities, members will publicly disclose any interests in a transaction or decision (including business or other nonprofit affiliations) where members, family, and/or significant others, employers, or close associates will receive a benefit or gain. Members are expected to disclose any potential conflicts of asked to recuse themselves from DELAC discussion-making on decisions where members have conflicts including but not limited to those described above.

**IX. OFFICERS**

- A. The DELAC shall elect one President, one Vice-President, and one Secretary to provide the operation and conduct of business. Terms for Officers shall be two years.
- B. Officers may recommend and implement policies governing the business and operation of the DELAC.
- C. The President of the DELAC shall provide oversight for the operation of the DELAC. The President shall preside over meetings of the DELAC. The President may call for special meetings of the DELAC or its committees.
- D. The Vice-President shall provide oversight for the operations of all DELAC if the President is absent, or the office is vacant, the Vice-President shall assume responsibility for the operation of the DELAC.



**Williams Unified School District  
District English Language Advisory Committee**

**X. OPERATIONS PROCEDURES**

- A. All meetings shall be conducted under the “Roberts Rules of Order”.
- B. The DELAC will review the By-Laws at least annually. Amendments to these By-Laws may be initiated at any DELAC meeting with prior notification to members.  
The revises By-Laws will be presented to the full membership for approval.

C. Order of Business

The order of business which shall not be departed from, except as directed by the President, shall be as follows:

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. Approval and/or Correction of Minutes
- 5. Representative Updates
- 6. Unfinished / Old Business
- 7. New Business
- 8. Information or Presentation
- 9. Suggested Topics for Next Meeting’s Agenda
- 10. Announcements
- 11. Next Meeting date and time
- 12. Adjournment

**Williams Unified School District  
District English Language Advisory Committee**

**SIGNATURE PAGE**

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Williams Elementary School Representative

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Williams Elementary School Alternative Representative

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Williams Upper Elementary School Representative

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Williams Upper Elementary School Alternative Representative

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Williams Junior Senior High School Representative

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Williams Junior Senior High School Alternative Representative

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Williams Unified School District - Facilitator

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Williams Unified School District - EL Coordinator