



Election Process of DELAC

Section 1—Number of Officers

DELAC officers shall consist of President, Vice President, two Secretaries, and Parliamentarian.

Section 2—Election Process

1. Each School participating in the EL Program shall have its EL Advisory Committee (ELAC) established no later than the second month after school starts.
2. During the month of September all the Schools Advisory Committees will be informed of the District regulations, as well as the responsibilities of each DELAC member.
3. All the members in the school's committees will be notified in writing about the elections for District officers.
4. Nominations and election of DELAC officers will be held during the month of October. Any voting member may nominate a DELAC representative to serve as officer.
5. Only one school staff representative or alternative will have the right to vote. All elected parents (three per site) will have the right to vote.
6. Voting will be confidential.
7. The number of voters present shall be announced.
8. Voting will take place separately for each position.
9. A guest/non voting person will be asked to count the votes.
10. The new officers will be introduced.

Section 3—Duties of the Officers

The President:

- a) Shall preside at all the DELAC meetings.
- b) Sign all letters, reports and other communications of the committee (with previous approval from DELAC members)
- c) She/he verifies that each school has its ELAC committee functioning and integrated appropriately.

- d) Will keep an attendance record of the ELAC officers for the DELAC meetings
- e) Perform any other duty as required.

The Vice-president:

- a) Shall perform the duties of the president in his/her absence, resignation or inability to perform his duties.
- b) The president or the committee will assign the duties.
- c) Make sure that each one of the members from each school advisory committee is notified by mail, a week in advance, about the monthly meetings.

The Secretary:

- a) Shall take notes of the minutes and of any other meeting such as planning the agenda, and regular or special meetings.
- b) Shall keep an update record of the members of the school advisory committees.
- c) Shall read the minutes at the meetings.
- d) Any other duty as assigned.

The Parliamentarian:

- a) Make sure all members understand the rules of the meeting.
- b) Give warnings to members not following rules and procedures.
- c) Keep time of each agenda item.

The Alternates:

Shall represent those members who are absent.

Section 4—Vacancies

In case of vacancy in the committee, it shall be announced as soon as possible, and be filled following the election process. In case of the president, the vice president will assume the role of the president and elections will be held for vice president.

Section 5—Resignation

Any officer has the right to resign if that is his/her wish. The resignation shall be submitted in writing.

Article V

Meetings

Section 1—Meeting Calendar

The DELAC shall meet for a minimum of seven (7) meetings per year. The schedule for the meetings shall be established on the first meeting of the year. Special meetings may be called by the president or by the majority vote of the members present.

Section 2—Majority (Quorum)

A meeting will be called to order when a quorum is present. A quorum shall exist when 51% or more of the members in attendance are parents. An alternate shall be counted, if substituting for an officer who is absent (one who would normally be considered part of the majority or quorum).

Section 3—Place of Meetings

The DELAC shall hold its regular monthly meetings in a facility provided by the School District.

Section 4—Public Meetings

All regular and special meetings shall be open at all times to the public and school personnel.

Section 5—Roberts' Rules

All regular and special meetings shall be conducted in accordance with Roberts' Rules of Order or with an appropriate adaptation.

Section 6—School Alternates

The School and its committee representatives of the DELAC shall be responsible for sending an elected alternate in his/her absence.