



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Guidelines for the Required English Learner Advisory Committee and School Site Council

NUMBER: BUL- 6541.0

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Division of Instruction

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Parent, Community and Student Services

DATE: July 30, 2015

ROUTING

Local District Superintendents
Instructional Directors
Operations Administrators
Operations Coordinators
Parent and Community
Engagement Administrators
District Categorical Coordinators
Parent Educator Coaches
Principals
School Administrative Assistants
School Categorical Coordinators
School English Learner Designees
Parent Center Staff
Chairpersons of ELAC and SSC

POLICY: This Bulletin provides guidance to school, Local District and central office staff for the operation of the mandated English Learner Advisory Committee and School Site Council established by the Superintendent to advise on matters pertaining to the programs and use of funds for targeted student populations. The purpose, functions and operations of the committees and councils described in this Bulletin are aligned with the goals of the Los Angeles Unified School District's Parents as Equal Partners Board Resolution and meet all state and federal requirements for the operation of school committees and councils. Any changes to the District's allocation of state or federal categorical funds may result in additional policy modifications.

MAJOR CHANGES: This Bulletin replaces BUL-6332.0. It supersedes all prior LAUSD Bulletins, memoranda, bylaws, directives and policy guidelines related to the purpose, functions and operations of the English Learner Advisory Committee and School Site Council.

Further, this Bulletin:

- Requires any school with high school students to form a School Site Council with student representation.
- Requires the posting of a sign advising that recording is in progress at each SSC and ELAC meeting location.
- Eliminates the 24-hour Emergency Meeting option.
- Establishes a minimum attendance requirement for continued membership on



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the English Learner Advisory Committee and School Site Council.

- Eliminates the five (5) day posting requirement for member and officer elections.

GUIDELINES: The Chief Executive Officer of the Parent, Community and Student Services is responsible for assisting schools and Local Districts to welcome and engage parents as partners in their children's education and to implement all mandates regarding English Learner Advisory Committee and School Site Council.

This Bulletin affirms the role of the School Site Council as a decision-making council, subject to the approval process described in Section I below, and the advisory role of the English Learner Advisory Committee. Neither the School Site Council, nor the English Learner Advisory Committee, nor their individual members are authorized to expend public funds, enter into contracts, or otherwise place liability upon the District.

Local District Superintendents, Instructional Directors, Parent and Community Engagement Administrators and school principals have the responsibility to inform parents and all stakeholder groups of the provisions of this Bulletin and to monitor the appropriate operation of the English Learner Advisory Committee and the School Site Council.

SECTION I: SCHOOL SITE COUNCIL AND ENGLISH LEARNER ADVISORY COMMITTEE

A. School Site Council (SSC)

California Education Code 64001(a) requires districts receiving state, federal and other applicable funding through the Consolidated Application (ConApp) process ensure that participating schools prepare a Single Plan for Student Achievement (SPSA). The SPSA is a blueprint to improve the academic performance of all students to the level of the targeted performance goals of the School Quality Improvement System (SQIS) and the LAUSD District Scorecard.

Pursuant to California Education Code 52852 and 32281(2), every school shall establish a School Site Council (SSC) as the decision-making council for all programs funded through the ConApp. Further, the SSC is responsible for developing, revising and adopting the comprehensive school safety plan and the SPSA with its proposed expenditure of all categorical funds, as well as ensuring that a school meets all federal parental involvement mandates, specifically, the development and approval of the school level Title I Parent Involvement Policy, the Title I School-Parent Compact, and the Title I parental



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involvement budget.

Each school with a County District School (CDS) code assigned by the California Department of Education (CDE) will establish one SSC. For sites with multiple schools on one campus, a SSC will be formed based on the assignment of a CDS code from the CDE, not on the assignment of District-provided location codes.

By delegated authority to the Deputy Superintendent of Instruction, the Los Angeles Unified School District (LAUSD) Board of Education approves each school's SPSA as required by Education Code 64001(a) after review and recommendation for approval by the Local District Superintendents, the Federal and State Education Program (FSEP) staff, the Multilingual and Multicultural Education Department (MMED) staff, and other appropriate program staff.

1. Functions and Responsibilities of the SSC:

- a. Ensure that all federal parental involvement mandates are met, specifically:
 - the development and approval of the school-level Title I Parent Involvement Policy.
 - the development and approval of the Title I School-Parent Compact.
 - the development and approval of the Title I parental involvement budget.

NOTE: The SSC may create an ad hoc committee for the purpose of developing the items listed above. The ad hoc committee will bring its findings and recommendations to the SSC, which has the final decision-making authority. The ad hoc committee will be dissolved once its tasks are completed.

- b. Develop, review and adopt the SPSA in consultation with relevant stakeholders and, where applicable, with the English Learner Advisory Committee (ELAC).
- c. Respond in writing to written recommendations from ELAC within 30 calendar days or at the next School Site Council meeting (see Attachment A).
- d. Review the school's SPSA, data and proposed categorical budget



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expenditures at every meeting.

- e. Review and revise the SPSA annually to align all goals, strategies and categorical funds to the identified instructional needs of students and to the District's priorities.
- f. Develop the comprehensive school safety plan.

NOTE: The SSC may create a subcommittee for the purpose of developing the comprehensive school safety plan. According to California Education Code 32281(2), this school safety planning subcommittee must be comprised of the following stakeholders at a minimum: the principal or designee, a teacher, a parent whose child attends the identified school, and a classified employee. The subcommittee will bring its findings and recommendations to the SSC, which has the final decision-making authority. The subcommittee will be dissolved upon completion of its tasks.

- g. Examine the following data prior to the annual revision of the SPSA and all other decision-making:
 - Student performance data, including but not limited to, Smarter Balanced Assessment Consortium (SBAC) data, school-level academic data, School Quality Improvement Index data, the LAUSD School Report Card and the District Scorecard.
 - Parental involvement data, including but not limited to the school's Title I parent involvement budget, School Experience Survey results, evaluations from parent trainings, and participation rates at parent/teacher conferences.
- h. Convene at least six (6) times per year, and as necessary during budget development, at a time that does not interfere with student instructional time and is agreeable to members. These six meetings are in addition to the mandatory orientation and election meeting. In consultation with School Site Council officers, the school principal may call additional meetings as needed.
- i. Adhere to the California Open Meeting Law (Greene Act) as required by California Education Code 35147, District policy, council bylaws (see Attachment B1 and Section V), and selected Robert's Rules of Order (see Attachment M). The school principal must ensure that amendments made to the SSC bylaws are not in conflict with District, state or federal rules and regulations.



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- j. Maintain the following documents on file (electronic or paper copy) in a secure location on campus for five years and have available for review during District, state and federal compliance reviews: orientation and election meeting announcements, ballots, agendas, minutes, records of attendance for each stakeholder group and officer election. In addition, maintain the following: agendas, handouts, recommendations and actions from each meeting, official correspondences, bylaws, and all written documents with recommendations from the English Learner Advisory Committee. Once documents have been approved by the SSC, the documents become official and must not be altered.

2. Composition of the SSC:

Members of the SSC that are elected by the end of September of one school year continue to serve as members until new members are elected in fall of the subsequent year. SSC elections must occur at the start of the school year so that all parents and staff have an opportunity to participate. Elections taking place in the spring semester are not permitted and will be voided, unless required to fill vacancies for the current year.

On an annual basis, parent members may designate by vote whether to assign their parent member seats on the council to eligible community members (see Section II, Part D—Council/Committee Definition of Eligible Members). Once the number of community members to serve on the SSC is determined by vote, parents elect the community members to serve in their stead. Only parents may elect a community member to serve on the SSC.

a. Elementary Schools/Primary Centers: Elementary Model

- Councils will consist of no fewer than ten (10) members and be constituted to ensure parity. Half of the membership will be staff, including the principal, teachers and other school personnel (teachers must be the majority); and the other half will be parents or legal guardians (see Section II, Part A) and may be a community member, if the parents vote to assign their parent member seats to community members and subsequently elect the community members. This composition must be recorded in the bylaws.
- Councils that want to elect more than ten members to the SSC may choose from the configurations below (even numbers only). At the end of the year, members of the SSC may determine by vote which of the SSC composition configurations the council shall adopt, for



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the following year, as listed below. This composition must be recorded in the bylaws.

Council Size	Parents	Principal	Other Staff	Classroom Teachers	Quorum
12	6	1	1	4	7
14	7	1	1	5	8
14	7	1	2	4	8
16	8	1	1	6	9
16	8	1	2	5	9

b. Middle/High and Options Schools: Secondary Model

- Councils will consist of no fewer than twelve members. Half of the membership will be staff including the principal, teachers who must constitute the majority of the staff portion, and other school personnel; and the other half will be parents or legal guardians (see Section II, Part A) and/or community members elected by parents, and student members. There must be parity between parents and students on the parent/student portion of the council.
- Student members must be elected by the entire student body and may not be selected by school staff from any specific class, grade or pre-established group. All students under the age of 18 must have parent consent to participate on the SSC (see Attachment C).
- According to the California Education Code, section 33133(c), at middle schools, a SSC may, but is not required to, include student representation. At the high school level, a SSC must include student members.
- Secondary schools that elect more than twelve SSC members must choose from the configurations listed below. At the end of the school year, SSC members may determine, by vote, which of the SSC composition configurations the council shall adopt, for the following year. This composition must be recorded in the bylaws.

Council Size	Parents	Students	Principal	Other Staff	Classroom Teachers	Quorum
16	4	4	1	2	5	9
16	4	4	1	1	6	9
20	5	5	1	2	7	11
20	5	5	1	1	8	11
20	5	5	1	3	6	11



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c. Other types of schools

- Pilot Schools with CDS codes must adhere to CA State statutes (Education Code 52852 and 64001). A pilot school must have a School Site Council and may elect a Governing School Council whose composition mirrors that of the School Site Council. While the purview of the Governing School Council may be broader than the SSC, it must, at minimum, advise on the SPSA, categorical budget and other matters.
- Span Schools will form a council based on the District's classification of the school (elementary, middle, or high school). If the school has any high school students enrolled, it must form according to the secondary model with students.
- Special Education Schools and Centers will form a council based on the District's classification of the school (elementary, middle, or high school). Any school with high school students must follow the same composition requirements of a secondary model with students.
- Affiliated Charters are required to form School Site Councils and will form councils based on the District's classification of the schools (elementary, middle, or high school).
- Magnet Schools are required to form School Site Councils and will form councils based on the District's classification of the schools (elementary, middle, or high school). Magnet programs sharing the CDS codes of their traditional campuses form councils with the supporting school.

3. Membership and Duties:

a. School Site Council members agree to all of the following:

- Attend all meetings.
- Participate in trainings to carry out their duties effectively.
- Follow the Operating Norms and Code of Conduct (see Attachment J).
- Vote in person. (Voting by proxy or absentee voting is not allowed.)
- Be present to nominate others, to be nominated for membership or



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to be nominated for an officer position.

- Agree on the dates and times of meetings by vote at the first official business meeting. In consultation with School Site Council officers, the principal may call additional meetings as needed.
 - Resign from their position at any time, but must do so in writing, and must submit the signed letter of resignation to the principal or designee (see Attachment D).
 - Honor all decisions of the SSC.
- b. Parents and legal guardians are elected by their peers and have full voting rights. Parents and legal guardians who are employed at the school attended by their child may not participate as parent members on the SSC but may participate as staff.
- c. Students are elected by all of the students in a school and have full voting rights.
- d. The principal of any site with a CDS code is the only automatic voting member and is responsible for the proper functioning of the SSC. Principals have the right to observe the counting of votes of any council election and must:
- Administer the school's SPSA activities as approved by the SSC.
 - Upload the required SSC documentation, including the SSC Certification Form, onto the Principal's Portal at <https://principalportal.lausd.net>.
 - Ensure proper elections of staff, students and parents.
 - Ensure all SSC members receive appropriate training.
 - Secure interpretation services and translation of written materials.
 - Ensure the SSC adheres to the California Open Meeting Law (Greene Act), all relevant state and District policies, and approved bylaws.
 - Accept all decisions of the SSC, as the principal has no veto power.

NOTE: It is strongly recommended that the principal not serve as the



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Chairperson of the School Site Council.

Per California Education Code 52852.5, principals must inform all stakeholder groups of the function and purpose of the School Site Council.

- e. Teachers are elected by their peers and are members with full voting rights (see Section II, Part B).
- f. "Other school personnel" are elected by other school personnel. All "other school personnel" must vote at the same time for the candidates in this category. All staff in this category is invited to participate in one election meeting held at a time most convenient for the majority of the members in this group.
- g. A community member may serve on the SSC only when elected by parents after parents vote to assign seats on the SSC to community members.
- h. All members must participate in training regarding their roles and responsibilities, including training on the following:
 - Single Plan for Student Achievement, including the SPSA Evaluation, School Title I Parent Involvement Policy, and the School-Parent Compact.
 - Budget Development
 - Analysis of student performance data, including, but not limited to the School Report Card and SQIS data.
- i. The SSC shall conduct the election of its officers according to District election guidelines (Attachment E). An individual member is permitted to hold only one officer position on the SSC. An individual may serve only as SSC Chairperson at one school per school year. Any second designation is null and void.

B. English Learner Advisory Committee (ELAC)

In accordance with Education Code 52176(b), all schools with twenty-one or more English learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC). All parents with students attending the school in which the ELAC is established are eligible and should be encouraged to



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participate in the ELAC. The principal must ensure that ELAC members receive appropriate training.

1. Functions and responsibilities of the ELAC:

- a. Provide written recommendations to the SSC regarding programs and services for EL students (see Attachment G). Recommendations should be based on student performance and parental involvement data, such as:
 - California English Language Development Test (CELDT) results, reclassification rates, Long Term English Learner (LTEL) data, SQIS data, Smarter Balanced Assessment Consortium (SBAC) assessments, the LAUSD School Report Card, and the Superintendent's District Scorecard.
 - Parental involvement data regarding parent surveys, School Experience Survey results, and evaluations from parent education classes regarding programs and EL reclassification.
- b. Advise on the development of the SPSA in relation to the English Learner Master Plan.
- c. Assist in the development of the school's language census, the assessment of achievement gaps of the EL student population, and the development and evaluation of the school's program for EL students.
- d. Advise on efforts to make parents aware of the importance of regular school attendance, and review the school's student attendance data and the District's student attendance policy.
- e. Include on the agenda information related to the District's Master Plan for English Learners.
- f. Use the Comprehensive School Needs Assessment to identify and address the linguistic and academic needs of ELs and to develop training and support for parents.
- g. Convene six (6) times per year at a time that is agreeable to members. These six (6) meetings do not include a mandatory orientation and election.
- h. Adhere to the California Open Meeting Law (Greene Act) as required by California Education Code, section 35147, provided bylaws (see



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Attachment B2 and Section V) and selected Robert's Rules of Order (see Attachment M).

- i. Maintain the following documents on file (electronic or hard copy) in a secure location for five years and be available for review during District, state and federal compliance reviews: orientation and election meeting announcements, ballots, minutes, agendas, records of attendance for all stakeholder elections; agendas, handouts, ELAC recommendations to the SSC and actions from each meeting; official correspondences; and bylaws.

2. Composition of the ELAC:

- a. The minimum number of ELAC members will depend on the number of English learner students in a school. The required number of ELAC members will be as follows:

Number of English Learners in a School	Minimum Number of ELAC Members Required
21 to 75 ELs	A minimum of 3 total members required
76 to 150 ELs	A minimum of 5 total members required
151 to 225 ELs	A minimum of 7 total members required
226 ELs and above	A minimum of 9 total members required

- b. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the total membership on the ELAC.
- c. When the percentage of EL students in a school constitutes more than 51% of the total number of pupils, parents and legal guardians of EL students shall constitute membership on the ELAC in at least the same percentage as English learner students in the school.
- d. Parents may continue to participate on the ELAC as part of the English learner parent membership portion of the committee for up to two years after their children have been reclassified to Reclassified Fluent English Proficient (RFEP).
- e. Other members may be from any of the following groups:
 - Parents of non-EL students
 - Certificated and classified employees



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- Secondary students
 - Community members (see Section II, Part D)
 - Community-based organizations that actively support the school
 - PTA/PTSA/Booster Club members
- f. The ELAC shall conduct elections of its officers according to election guidelines provided by the Parent, Community and Student Services (see Election Guidelines—Attachment E). All ELAC officers must be parents of EL students or of RFEP students who have reclassified within the last two years, who are not employed by LAUSD. A member shall hold only one officer position at a time. An individual may only serve as ELAC Chairperson at one school per school year. Any second designation is null and void.
- The ELAC Chairperson will automatically serve as the school's representative to the Local District ELAC Delegate Convening held in each region. No alternate officers, including the Vice Chairperson, will be allowed to participate in the Delegate Convening.
 - Where an ELAC has delegated its authority to SSC (see below), the SSC must elect an EL parent member from the SSC to participate in the Local District ELAC Delegate Convening.
3. Delegation of authority by the ELAC:
- a. The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the advisory committee for English learners (Education Code 52176) when the following occurs:
- The percentage of EL students in the school does not exceed 50% in elementary schools and 25% in secondary schools.
 - The School Site Council has a pre-existing EL subcommittee comprised of SSC members that meets the same composition requirements listed below.
 - The percentage of EL parents participating in the parent portion of the SSC reflects at least the same percentage as EL students enrolled in the school (see example below).



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# of SSC members	# of parents on SSC	# of EL parents	% of EL parents on the parent portion of SSC	% of EL students in the school	ELAC is eligible to delegate authority to SSC? (Y/N)
16	8	2	25%	25%	Yes
16	8	2	25%	40%	No

- b. The ELAC may delegate authority to an established SSC (Education Code 52870) provided that the ELAC has first been duly constituted with identifiable members, duly informed of the option, and has decided, by a unanimous vote, to waive its rights and to delegate its authority to the SSC.
- c. Such a delegation cannot exceed two years.
- d. In order to delegate the authority of the ELAC to the SSC, the ELAC must first:
- Inform all members during a regular (non-election) meeting of the ELAC's responsibilities prior to a vote to delegate authority.
 - Discuss and vote, during a subsequent meeting at which quorum has been established, to delegate the ELAC responsibilities to the SSC. A unanimous vote of the full membership present is required to approve the delegation of authority to the SSC. This decision must be recorded in the ELAC minutes.
- e. In order to complete the delegation of authority process, SSC members must:
- Accept the responsibilities of the ELAC by unanimous vote, with quorum, of the members present and record the decision to do so in the meeting minutes. The meeting agendas, handouts, minutes, numbered ballots, and records of attendance must be maintained in a secure location for five years.
 - Submit a Delegation of Authority Form (see Attachment F) signed by the SSC Chairperson and principal to the Local District Administrator of Parent and Community Engagement for final approval and confirmation.
 - Participate in training to address all ELAC responsibilities.
 - Have a pre-existing EL subcommittee comprised of SSC members. When the SSC has a pre-existing EL subcommittee (meaning an



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EL subcommittee is in existence prior to a delegation of authority), the SSC may accept the ELAC's delegation of authority and assign the subcommittee the assumed ELAC responsibilities. It may not create a subcommittee after the delegation of authority has occurred.

- If the EL subcommittee assumes this responsibility, it must provide written advice/recommendations on programs and services for English learners to the SSC (see Attachment G).

SECTION II: COUNCIL/COMMITTEE DEFINITION OF ELIGIBLE MEMBERS

A. Parent Members

1. A parent is an individual who is the mother, father or legal guardian of the child attending the particular school. If not listed in paper or electronic school records, the custodial parent or legal guardian must provide a court document identifying legal guardianship. Certified letters or affidavits may not be used in place of a court document. The principal must verify evidence of legal guardianship in order for such persons to be eligible for a parent position (see Attachment H).

B. Teachers

1. A teacher is defined as an employee of the school whose duties require him/her to provide direct instruction to the pupils for the full-time during which he/she is employed (UTLA Bargaining Agreement, Article IX). Teacher librarians, when employed full-time as a teacher librarian or serving full-time, partly as a teacher librarian and partly as a teacher, shall rank as a teacher, according to California Education Code section 44869.

C. Other School Personnel

1. "Other school personnel" include all District employees who do not provide direct instruction to pupils for the full time during which they are employed. Administrators at schools/learning communities without a CDS code may serve in this category. Principals of schools with CDS codes are not considered "other school personnel" for SSC or ELAC purposes.
2. A non-classroom teacher is defined as a full-time employee whose classroom teaching assignment is fewer than three periods per day in a secondary setting or less than half-time in an elementary setting (UTLA



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Bargaining Agreement, Article IX 3.4).

3. District-paid Community Representatives are LAUSD employees and are only eligible to be elected to the SSC or ELAC in the role of a staff person at the schools at which they are employed.

D. Community Members

1. A community member is an adult who meets all of the following criteria:
 - a. Is neither a regular day-school student, nor a parent, nor employed by the District at the school with which the SSC or ELAC is affiliated
 - b. Resides and/or works within a specific school attendance boundary, or in the case of magnet schools, within the specific attendance boundary of the Local District
2. Acceptable proof of residence within the attendance boundaries of the school, or in the case of magnet schools, within the attendance boundaries of the Local District, includes at least one of the following:
 - Current California driver's license or CA identification card
 - Property tax, rent payments, or utility payments receipts
 - Official identification documentation from consular office
3. Acceptable documentation for community members working in the attendance boundaries of the school, or in the case of magnet schools, within the boundaries of the Local District, includes one of the following:
 - Signed affidavit from employer on letterhead with the address of the business
 - Pay stub including the business address
 - Self-employed community members must provide evidence that the majority of their business day is spent in the attendance boundaries of the school. Documentation for self-employed community members will include one of the following:
 - i. property tax receipts for business
 - ii. rent payment receipts for business
 - iii. utility payment receipts for business



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E. Principal (SSC only)

1. The school principal is the only automatic member on the SSC.

F. Secondary Student Members

1. A student is an individual who is verifiably enrolled at the LAUSD school in which an ELAC or SSC is established. Students under 18 must have parent consent to participate (see Attachment C).

SECTION III: OPERATING GUIDELINES FOR ALL COUNCILS AND ADVISORY COMMITTEES

A. Meeting Procedures

The ELAC and SSC operate under the California Open Meeting Law provisions of the Greene Act.

B. Meeting Schedule

The ELAC and SSC will meet for up to one hour but may extend the meeting, as needed, if members vote to choose an extension. Meetings may not be extended beyond a total of one (1) additional hour.

SECTION IV: BYLAWS AND PARLIAMENTARY PROCEDURES

To ensure compliance with all rules and regulations governing public meetings, standard bylaws are provided and must be used by the SSC and ELAC (see Attachments B1 and B2). A school principal may request, in writing, permission on behalf of an SSC or ELAC to develop modified bylaws or additions to the provided bylaws. Such permission is granted by the Local District Parent and Community Engagement Administrator who must approve the proposed modifications or additions to the provided bylaws. Bylaws may never conflict with District, state, or federal rules and regulations.

SECTION V: PUBLIC MEETINGS, RECORDING AND NOTICE PROCEDURES

A. Public Meetings

1. All ELAC and SSC meetings are open to the public. During the public comment section on the agenda, any member of the public may address the body on any item within the jurisdiction of the council or committee in accordance with California Open Meeting Law provision of the Greene



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Act.

2. All ELAC and SSC bylaws must include a standing rule regarding public comment procedures, including the number of speakers and the length and frequency of public comment. Public speakers may be limited to speak for 1 to 3 minutes. It is advised to inform the public of such a rule at the start of every meeting. Such rule should be applied evenly to all speakers. A timer or clock should be displayed to monitor the length of time allotted to each public speaker.

B. Recording

Any individual is allowed to audio and video record any proceeding at a public meeting as long as it does not interrupt the meeting. Any person who does not want to be recorded has the option to leave the meeting. Schools must post a notice at each meeting informing all present of the possibility that the meeting will be recorded (see Attachment N).

C. Agenda of Meetings and Elections

1. An agenda with date, time and location of a meeting must be publicly and continuously posted outside of the school building in a plainly visible location, and at the meeting location, if different than the school site, at least seventy-two hours before the scheduled meeting. Schools may post the agenda on the website and marquee when available.
2. The agenda must specify the date, time, and location of the meeting, the items to be addressed, and whether the items will require action to be taken (see Section VI, Agenda Procedures).
3. Orientation and election agendas must be posted at least seventy-two hours prior to the scheduled orientation and election of members and officers. Orientations and elections may be held on the same day, but a short break must be placed on the agenda between the two sessions.

SECTION VI: AGENDA PROCEDURES

A council or committee, generally, may only act on or consider an item when it has been properly included on the agenda at the time of posting. If action is taken on an item that was not listed as an action item on the agenda, the action taken is invalidated. Only under certain unusual circumstances and by a unanimous vote may the council or committee allow an item not on the agenda to be considered and/or acted upon. When considering whether or not to allow a non-agenda item, the council or committee must determine if the item presents an urgent need for



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action, and the item/issue was unknown at the time the agenda was posted. In all cases, agenda items must have relevance to the purpose and goals of the council or committee.

Each agenda (see Attachment I) shall contain an opportunity for the public to comment on any item within the subject matter of the council or committee, whether agendized or non-agendized, during public comment.

All documents should be provided in a language the parents can understand, as feasible. However, if 15% or more of the pupils in a school speak a single primary language other than English, all notices, reports, statements, or records sent to the parent or guardian, in addition to being written in English, must be written in the primary language (California Education Code, Section 48985).

SECTION VII: OPERATING NORMS AND CODE OF CONDUCT AND ADMINISTRATIVE RESPONSIBILITY

The Operating Norms and Code of Conduct (Attachment J) promote a democratic environment where respect for each member's point of view, including agreement and disagreement on an issue, is expressed in a productive manner to promote the goals of the council or committee.

- A. It is the responsibility of the designated administrator and the Chairperson, when applicable, to ensure the SSC or ELAC operates under the Operating Norms and Code of Conduct in meetings and affiliated activities, regardless of location and whether a member has signed the form.
- B. Any member who violates the Operating Norms and Code of Conduct may be immediately suspended by administrative staff. The suspension will be reviewed by the Local District Administrator of Parent and Community Engagement and may be appealed to the Chief Executive Officer of the Parent, Community and Student Services, whose decision will be final.

SECTION VIII: TERMINATION OF MEMBERSHIP

- A. A member will be terminated from the SSC or ELAC when his/her child no longer attends the school.
- B. A member may be terminated from the SSC or ELAC by the Local District Administrator of Parent and Community Engagement and/or the Chief Executive Officer of Parent, Community and Student Services when the member does not adhere to any one of the following:
 - 1. The District's Operating Norms and Code of Conduct for council and



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

committee members (see section above).

2. District policies regarding the purpose and operation of all school councils or committees.
 3. Requirements for attendance stipulated in the bylaws.
- C. Upon termination for reasons listed under Section B above, the member is not eligible for re-election to the SSC or ELAC for a period of one year, not including the year of termination.

AUTHORITY: This is a policy of the Parent, Community and Student Services of the Los Angeles Unified School District.

RELATED

RESOURCES: None

ASSISTANCE: For further information, contact the Parent, Community and Student Services Administrator at (213) 481-3350.

For assistance concerning school councils or committees, please contact your Local District's Parent and Community Engagement's office as listed below.

Local District Northwest:	(818) 654-3600
Local District Northeast:	(818) 252-5400
Local District South:	(310) 354-3400
Local District East:	(323) 224-3100
Local District West:	(310) 914-2100
Local District Central:	(213) 241-0100



ATTACHMENT HANDBOOK

Guidelines for the English Learner
Advisory Committee and the School Site
Council



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment A

SCHOOL SITE COUNCIL RESPONSE TO ENGLISH LEARNER ADVISORY COMMITTEE RECOMMENDATIONS

School Name: _____ **Meeting Date:** _____

To: English Learner Advisory Committee (ELAC)

From: School Site Council (SSC)

Re: Response to Committee Recommendations

The School Site Council received recommendations dated (date) from the English Learner Advisory Committee and discussed them at the meeting held on (date). Below are responses of the SSC regarding the ELAC recommendations*:

1. _____

2. _____

3. _____

If you have any questions or comments, please contact me at _____.
(phone number or e-mail address)

Sincerely,

Chairperson's Name

Signature

Date submitted to the ELAC

***Attach *ELAC Recommendations to SSC* form for reference and respond in writing to written recommendations from ELAC within 30 calendar days or at the next official SSC meeting.**

c: School Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

(School Name)

SCHOOL SITE COUNCIL BYLAWS

These bylaws are provided by the Parent, Community and Student Services (PCSS) for use by the School Site Council. A school principal, on behalf of the SSC, may request, in writing, permission to modify bylaws. Permission to do so is granted by the Local District Administrator of Parent and Community Engagement who also approves the proposed modifications. Bylaws may never conflict with District, state, or federal rules and regulations. For additional clarification about these bylaws and related matters, refer to Section IV of Bulletin 6541.0.

ARTICLE I: DUTIES AND FUNCTIONS

The School Site Council of **(name of school)** School, hereinafter referred to as the School Site Council, shall carry out the following duties:

- Review recommendations for improvement of the *Single Plan for Student Achievement* (SPSA) from the English Learner Advisory Committee.
- Develop and approve the SPSA and related expenditures in accordance with all District, state and federal laws and regulations.
- Recommend the plan and expenditures to the LAUSD Board of Education for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, school staff members and other stakeholders.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan to LAUSD Board of Education for approval whenever a material change is made in planned activities or related expenditures.
- Annually, and at each semester or trimester, by assessing data, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Develop the comprehensive safe school plan.
- Carry out all other duties assigned by the LAUSD Board of Education and by state law.

ARTICLE II: MEMBERSHIP

A. Composition

The School Site Council shall be composed of ___ **members**, elected by their peers, as follows:

1. ___ Classroom teachers (must be the majority on the staff side)
2. ___ Other school staff members
3. ___ Parents or community members, who must be elected by parents after parents vote to give a number of their seats to community members. Parents voted to give ___ **seats** to community members.
4. ___ Students (required for all schools with high school students)
5. ___ The school principal is an automatic member of the School Site Council.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

The election of alternates for the council or committee seats is optional. If alternates are chosen for one stakeholder group, then they should be elected for all stakeholder groups, except for the principal, who cannot delegate authority to another administrator or select an alternate for the principal seat. Alternates are not members until seated to replace current members upon a termination or resignation of membership. They do not have voting privileges and are not counted for the establishment of quorum. At the first regular meeting succeeding current member resignations, the alternates may become seated voting members. The alternate receiving the most votes during the initial election meeting is to be seated first. Once seated, alternates will complete the terms of the resigned members they are replacing.

B. Term of Office

School Site Council members shall be elected for a **(number of years; maximum 2)**-year term(s). If established on two-year terms, half, or the nearest approximation thereof, of each representative group shall be elected during odd years; and the remaining number shall be elected during even years. At the School Site Council's first meeting of each new school year, each member's current term of office shall be recorded in the meeting minutes. An alternate taking the place of a member due to resignation or termination will complete the term for which the member was elected.

C. Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the School Site Council. Absentee ballots are not be permitted.

D. Termination of Membership/Officers

1. Members/officers may resign their position at any time; but they must do so in writing and submit the signed letter of resignation to the principal or designee.
2. Members/officers will be automatically terminated from the School Site Council when their affiliation with the school or position for which they are representing ends.
3. Members/officers may also be terminated from LAUSD councils or committees by the Local District Administrator of Parent and Community Engagement and/or the Chief Executive Officer of the Parent, Community and Student Services when they do not adhere to any one of the following:
 - a. The District's Operating Norms and Code of Conduct for council members
 - b. District policies regarding the purpose and operation of all local or central committees
 - c. Bylaws regarding absences at meetings
 - d. Statutes and policies regarding the use of public property, funds, and bullying



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

e. Reimbursement and membership eligibility guidelines and requirements

4. Upon termination for reasons listed under item 3 above, the member is not eligible for re-election to the SSC for a period of one school year, not including the year in which the membership was terminated.
5. Members/officers will be automatically terminated from the School Site Council when they are absent from four (4) meetings in one school year.
6. The School Site Council may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

E. Transfer of Membership

Membership on the School Site Council may not be assigned or transferred.

F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the SSC must conduct an election before the next regularly scheduled meeting unless the vacancy can be filled by an alternate. Public notification must be provided, and an election must be listed on the posted agenda as an action item. Elections are conducted in accordance with Attachment E of Bulletin 6541.0.
2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying SSC members are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda.

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

1. SSC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the School Site Council shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B1

B. Officer Duties

1. The Chairperson shall:
 - Preside at all meetings of the School Site Council.
 - Sign all letters, reports and other communications of the School Site Council.
 - Perform all duties relevant to the office of the Chairperson.
 - Participate in planning of the agenda.
 - Have other such duties as are prescribed by the School Site Council.
2. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.
 - Substitute for the Chairperson in his or her absence.
 - Participate in planning of the agenda.
3. The Secretary shall:
 - Keep minutes of all regular and special meetings of the School Site Council.
 - Transmit true and correct copies of the minutes of such meetings to members of the School Site Council and **to the following other persons:** _____.
 - Provide all notices in accordance with these bylaws.
 - Assist in keeping the records of the School Site Council.
 - Maintain a current roster of SSC members.
 - Perform other such duties as are assigned by the Chairperson of the School Site Council.
 - Participate in planning of the agenda.
4. The Parliamentarian shall:
 - Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Participate in voting on any matter submitted for a vote.
 - Be knowledgeable about bylaws of the Council, parliamentary procedure, Robert's Rules of Order and the California Open Meeting Law (Greene Act).
 - Participate in planning of the agenda.

ARTICLE IV: COMMITTEES

A. Subcommittees

The School Site Council may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the School Site Council. At least one member representing teachers and one member representing parents shall make up the subcommittee, except in the case of the school safety planning committee, which must be comprised of the following stakeholders at a minimum: the principal or designee, a teacher, a parent whose child



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Attachment B1

attends the identified school, and a classified employee. No subcommittee may exercise the authority of the School Site Council.

B. Other Standing and Special Committees

The School Site Council may establish and abolish standing or special committees, such as ad hoc committees, with such composition to perform such duties as shall be prescribed by the School Site Council. No such committee may exercise the authority of the School Site Council.

C. Membership

Unless otherwise determined by the School Site Council, the School Site Council shall determine the members of the aforementioned committees by vote.

D. Terms of Office

The School Site Council shall determine the terms of office for members of the council.

E. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the School Site Council or policies of the LAUSD Board of Education.

ARTICLE V: MEETINGS OF THE SCHOOL SITE COUNCIL

A. Schedule

The School Site Council shall meet on the following days and times: _____. A minimum of six (6) meetings must be held each school year. Special meetings of the SSC may be called by the principal in consultation with the officers or by a majority vote of the SSC.

B. Quorum

The act of a majority of the members present shall be the act of the School Site Council, provided a quorum is in attendance; and no decision may otherwise be attributed to the School Site Council. A majority of the members of the School Site Council shall constitute a quorum. Any meeting may continue without a quorum for purposes of presentations or discussions; however, action or voting may not take place without a quorum.

C. Location of Meetings



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Attachment B1

The School Site Council shall hold its regular meetings at a facility provided by the school, unless such a facility is not accessible to the public or handicapped persons. Alternate meeting locations may be recommended by a majority of the council but must be approved by the school administrator.

D. Notice of Meetings

Written agendas shall be posted for all meetings at least seventy-two hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside of the school building and at the meeting location. All required agendas shall be provided to School Site Council members no less than seventy-two (72) hours before the meeting personally, by mail or by e-mail.

E. Conduct of Meetings

Meetings of the School Site Council shall be conducted in accordance with the rules of order established by California Education Code Section 3147(c) and with selected Robert's Rules of Order or an adaptation thereof approved by the School Site Council.

F. Meetings Open to the Public

All meetings of the School Site Council shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

ARTICLE VI: BYLAWS OF THE SCHOOL SITE COUNCIL

A. Standard Bylaws by PCSS

These bylaws must be used by the SSC, except when modified bylaws have been approved by the Local District Administrator of Parent and Community Engagement.

B. Amending Bylaws

Sections of these bylaws **in bolded text** indicate where members may amend the item by informing members at least three (3) days prior to the meeting of the intent to amend the item(s).

C. Modified Bylaws

If a school desires to operate under modified bylaws, the principal must inform the Local District Administrator of Parent and Community Engagement. The amended bylaws must be



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Attachment B1

presented to the entire SSC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed modified bylaws, agenda, minutes and attendance roster should then be submitted to the Local District Administrator of Parent and Community Engagement for final approval (Section IV). Bylaws may never conflict with District, state, or federal policies, rules and regulations.



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Attachment B1

(School Name)
SCHOOL SITE COUNCIL

- ☐ We, the members, intend to modify District bylaws pursuant to the procedures outlined herein. Once the modified bylaws are approved by the SSC and principal, they will be submitted to the Local District Administrator for Parent and Community Engagement for final approval. In the interim, we will continue to use the District bylaws.

School Site Council members' signatures indicate intention to modify the provided bylaws.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School Principal

SSC Chairperson

Date

Approved: _____
PACE Administrator

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

(School Name)

ENGLISH LEARNER ADVISORY COMMITTEE BYLAWS

These bylaws are provided by the Parent, Community and Student Services (PCSS) for use by the English Learner Advisory Committee (ELAC). A school principal, on behalf of the ELAC, may request, in writing, permission to modify/amend bylaws. Permission to do so is granted by the Local District Administrator of Parent and Community Engagement who also approves the proposed modifications/amendments (see Section IV). Bylaws may never conflict with District, state, or federal rules and regulations.

California Education Code 52176 requires each school with twenty-one or more English learner (EL) students, including Special Education and Affiliated Charter schools, to establish an English Learner Advisory Committee. The ELAC advises the School Site Council (SSC) on programs and services to EL students and on strategies to engage parents in support of their child's education. The ELAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the LAUSD without proper authority. The school principal is responsible for ensuring that the ELAC is properly convened and that the committee functions and operates in accordance with these bylaws.

ARTICLE I: DUTIES AND FUNCTIONS

Per Education Code 52176, the **(name of school)** ELAC shall carry out the following duties:

- Provide written recommendations to the SSC regarding programs and services for EL students to support their academic needs.
- Advise the SSC regarding programs and services for English learners based on student performance and parental involvement data. Student performance data includes, but is not limited to, the California English Learner Development Test (CELDT) results, Smarter Balanced Assessment Consortium (SBAC) data, academic assessment data, the School Report Card, and the Superintendent's District Scorecard. Parental involvement data includes, but is not limited to, parent surveys, School Experience Survey results, and evaluations from parent education classes regarding program placement and EL reclassification.
- Advise on the development of the SPSA, especially those sections related to English learners.
- Assist in the review of the school's language census, the assessment of achievement gaps of the EL student population and the development and evaluation of the school's program for EL students.
- Advise on efforts to make parents aware of the importance of regular school attendance, and review the school's student attendance data and the District's student attendance policy.
- Review information related to all aspects of the District's Master Plan for English Learners.
- Use the Comprehensive School Needs Assessment to identify and address the linguistic and academic needs of ELs and to develop training and support for parents



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

ARTICLE II: MEMBERSHIP

A. Composition

The English Learner Advisory Committee shall be comprised of no less than **(number)** elected members as follows:

1. Parents and legal guardians of EL students, not employed by the District, must constitute at least 51% of the membership on the ELAC. When the percentage of EL students is more than 51% of the total number of pupils, parents and legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as English learner students in the school.
2. A parent may continue to participate in the ELAC as part of the English learner parent membership portion of the committee for up to two years after his/her child has been reclassified from an English learner to Reclassified Fluent-English Proficient (RFEP) student.
3. Other members may be from any of the following groups:
 - Parents of non-EL students, not employed by the District
 - Certificated and classified staff
 - LAUSD secondary school students. Students under the age of 18 must have parental consent to participate.
 - Community members—all community members must be verified by the principal
 - Community-based organizations that support the school
 - PTA/PTSA/Booster Club members

B. Term of Office

English Learner Advisory Committee members shall be elected for a **(number)**-year term (maximum of two years). At the first ELAC regular meeting, each member's current term of office must be recorded in the minutes of the meeting.

C. Voting Rights

Each member is entitled to vote on any matter submitted to voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in order to vote and participate as candidates for office.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

D. Termination of Membership

1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.
2. Members/officers will be automatically terminated from the ELAC when their children no longer attend the school at which the parents were elected to represent.
3. Members/officers may also be terminated from the ELAC by the Local District Administrator of Parent and Community Engagement and/or the Chief Executive Officer of the Parent, Community and Student Services when they do not adhere to any one of the following:
 - a. The District's Operating Norms and Code of Conduct for committee members
 - b. District policies regarding the purpose and operation of all local or central committees
 - c. Bylaws regarding absences at meetings
 - d. Statutes and policies regarding the use of public property, funds, and bullying
 - e. Reimbursement and membership eligibility guidelines and requirements
4. Upon termination for reasons listed under item 3 above, the member is not eligible for re-election to the ELAC for a period of one school year, not including the year in which the membership was terminated.
4. Members/officers will be automatically terminated from the ELAC when they are absent from four (4) meetings in one school year.
5. The ELAC may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

E. Transfer of Membership

Membership on the ELAC may not be assigned or transferred.

F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the ELAC must conduct an election to fill the vacancy before the next regularly scheduled meeting. Public notification must be provided, and an election must be listed on the posted agenda as an action item. Elections are conducted in accordance with Attachment E of Bulletin 6541.0.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying ELAC members (parents of EL students) are eligible to fill the vacancy. Public notice must be provided and the item listed on the agenda as an action item.

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

1. All ELAC officers must be parents of EL students or of RFEP students who have reclassified within the last two years, who are not employed by LAUSD. ELAC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the ELAC shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian

B. Officer Duties

1. The Chairperson shall:
 - Preside at all meetings of the ELAC.
 - Sign all letters, reports and other communications of the ELAC.
 - Serve as the school's delegate to the ELAC Delegate Convening.
 - Perform all duties relevant to the office of the Chairperson.
 - Participate in planning of meeting agendas.
 - Have other such duties as are prescribed by the ELAC.
2. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.
 - Substitute for the Chairperson in his or her absence.
 - Participate in planning of meeting agendas.
3. The Secretary shall:
 - Keep minutes of all regular and special meetings of the ELAC.
 - Transmit true and correct copies of the minutes of such meetings to members of the ELAC and to the **following persons:** _____.
 - Provide all notices in accordance with these bylaws.



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Attachment B2

- Assist in the maintenance of ELAC records.
 - Maintain a current roster of ELAC members.
 - Participate in planning of the agenda.
 - Perform other such duties as are assigned by the Chairperson of the ELAC.
4. The Parliamentarian shall:
- Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Participate in voting on any matter submitted for a vote.
 - Be knowledgeable about bylaws of the committee, parliamentary procedure, Robert's Rules of Order and the California Open Meeting Law (Greene Act).
 - Participate in planning of the agenda.

ARTICLE IV: COMMITTEES

A. Subcommittees

The ELAC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the ELAC. No subcommittee may exercise the authority of the ELAC.

B. Other Standing and Special Committees

The ELAC may establish and abolish standing or special committees, such as ad hoc committees, to perform duties prescribed by the ELAC. No such committee may exercise the authority of the ELAC.

C. Membership

Unless otherwise determined by the ELAC, the ELAC shall determine the members of the aforementioned committees by vote.

D. Terms of Office

The ELAC shall determine the terms of office for members of a committee.

E. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the ELAC or policies of the LAUSD Board of Education.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

ARTICLE V: MEETINGS OF THE ENGLISH LEARNER ADVISORY COMMITTEE

A. Schedule

The ELAC shall meet on the following dates and times: _____. Six (6) meetings must be held each school year. These six (6) meetings do not include the mandatory orientation and election. Special meetings of the ELAC may be called the principal in consultation with the ELAC officers or by a majority vote of the committee.

B. Quorum

A quorum shall be the majority of the membership. Any meeting may continue without a quorum for purposes of presentations or discussions. However, action or voting may not take place without a quorum.

C. Location of Meetings

The ELAC shall hold its regular meetings at **(name of school)**, unless the facility is not accessible to parents or the public, including handicapped persons. Alternate meeting places may be recommended by a majority of the committee but must be approved by the school administrator.

D. Notice of Meetings

Written agendas shall be posted for all meetings at least seventy-two hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside of the school building and at the meeting location. All required agendas shall be provided to ELAC members no less than seventy-two (72) hours before the meeting personally, by mail or by e-mail.

E. Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by CA Education Code Section 3147(c) and with selected Robert's Rules of Order or an adaptation thereof approved by the ELAC.

F. Meetings Open to the Public

All meetings of the ELAC shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

ARTICLE VI: BYLAWS

A. Standard Bylaws

These bylaws must be used by the ELAC, except when modified bylaws have been approved by the Local District Administrator of Parent and Community Engagement.

B. Amending Bylaws

Sections of these bylaws **in bolded text** indicate where members may amend the item by informing members at least three (3) days prior to the meeting of the intent to amend the item(s).

C. Modified Bylaws

If a school desires to operate under modified bylaws, the principal must inform the Local District Administrator of Parent and Community Engagement. The amended bylaws must be presented to the entire ELAC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed modified bylaws, agenda, minutes and attendance roster should then be submitted to the Local District Administrator of Parent and Community Engagement for final approval (Section IV). Bylaws may never conflict with District, state, or federal policies, rules and regulations.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment B2

(School Name)
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

- ☐ We, the members, intend to modify District bylaws pursuant to the procedures outlined herein. Once the modified bylaws are approved by the ELAC and principal, they will be submitted to the Local District Administrator for Parent and Community Engagement for final approval. In the interim, we will use District bylaws.

Committee members' signatures indicate intention to modify the provided bylaws.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School Principal

ELAC Chairperson

Date

Approved: _____
PACE Administrator

Date



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C

CONSENT FOR STUDENT PARTICIPATION AS A MEMBER ON THE SCHOOL SITE COUNCIL OR ENGLISH LEARNER ADVISORY COMMITTEE

To the Parent/Legal Guardian of _____,
(Name of Student)

Your son/daughter has been elected to participate as a member of the School Site Council (SSC) or English Learner Advisory Committee (ELAC) at _____ School. This is an important leadership role and requires that he/she participates in training and attends all SSC or ELAC meetings during the year. The meetings will be held at a time convenient to all members and will not require your son/daughter to be absent from his/her regularly assigned classes. A schedule of regular meetings will be provided by the school principal by _____.
(Date)

Please fill in the form below and return it to _____.
(Print name of school official/title)

I give permission for my son/daughter, _____,
(Name of student)

to participate in all meetings and activities of the SSC or ELAC of _____ School for the school year _____.

Print Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____ Date _____

c: School Principal
School Site Council Chairperson
English Learner Advisory Committee



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment D

NOTICE OF RESIGNATION FROM SCHOOL SITE COUNCIL OR ENGLISH LEARNER ADVISORY COMMITTEE

RESIGNATION IS EFFECTIVE 72 HOURS AFTER THIS NOTICE IS SUBMITTED BY
COUNCIL/COMMITTEE MEMBER TO SCHOOL PRINCIPAL OR DESIGNEE.

Name of member resigning _____

School _____ Local District _____

Please circle: School Site Council OR English Learner Advisory Committee

Is the resigning member an officer? Yes/No

What position? (if applicable) _____

Date elected/appointed _____

Date of resignation _____ Time _____

Reason for resignation _____

Resigning Member's Signature _____ Date _____

**NOTE: School staff must keep a copy of this form on file for five (5) years. Send a copy to
your Local District Administrator of Parent and Community Engagement for records.**

c: School Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment E

PROCEDURES FOR NOMINATION AND ELECTION OF OFFICERS FOR THE SCHOOL SITE COUNCIL AND ENGLISH LEARNER ADVISORY COMMITTEE

- Membership on the committee/council must first be established at earlier election meetings.
- A quorum of members must be present at the start of the process to elect officers. The quorum is 50% of the membership plus 1 member.
- Members are to sit in a designated area, separated from the public and/or guests, and must remain in their seats during the voting.
- If a member leaves the room, the person must turn in all ballots. If the member returns during the voting process, the member will not be seated in the designated area until voting is completed for the particular position being voted on.
- Nominees must be physically present to be nominated and/or elected.
- Separate ballots must be provided for each member to elect an officer and must be counted and recorded in view of all members. Ballots may be numbered to ensure valid results.
- A run-off election is held among the top two vote-getters when no one receives a majority vote.
- Any member who arrives after voting has begun for an officer vacancy may not participate in that election. He/she may participate in the election of subsequent officers.
- All electronic devices including iPads, laptops, iBooks, and cell phones must be put on silent mode during the election. No texting is permitted during the election.
- All members must be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted.
- No campaigning or soliciting of votes will be permitted.
- If a member chooses not to vote, the ballot must still be submitted and is marked "void".
- Each candidate will have one minute to speak before the election.
- Any irregularities during the process may result in the participant being disqualified from voting.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

Attachment F

DELEGATION OF AUTHORITY FORM: ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

The ELAC may designate the SSC, established pursuant to Education Code Section 52852, to function as the advisory committee for English learners (Education Code 54425).

SCHOOL NAME: _____

A. Please indicate the dates when the ELAC took the following required actions to delegate its authority to the School Site Council:

Dates:

- _____ ☐ The school established an ELAC with (**insert number**) members.
- _____ ☐ The ELAC informed all members during a regular (non-election) meeting of the ELAC's responsibilities, prior to a meeting to vote to delegate authority.
- _____ ☐ The ELAC duly informed its members of the option to delegate authority.
- _____ ☐ The ELAC voted to waive its rights and to delegate its authority to the SSC for no more than two years.

Please confirm by marking the box:

- ☐ The meeting in which the ELAC voted to delegate its authority to the SSC was held subsequent to the informational meeting.
- ☐ The meeting in which the ELAC voted to delegate its authority to the SSC had an established quorum.
- ☐ The full membership unanimously approved delegation of authority to the SSC.
- ☐ The decision by the ELAC to delegate its authority to the SSC is recorded in the ELAC minutes and will be maintained in a secure location at the school site for five (5) years.

B. Please indicate the dates the SSC took the following required actions to complete the ELAC delegation of authority to the School Site Council:

Dates:

- _____ ☐ Voted to accept the responsibilities of the ELAC.
- _____ ☐ Submitted this form to the Local District Administrator of Parent and Community Engagement signed by the ELAC Chairperson and principal for final approval and confirmation.
- _____ ☐ Committed to participate in training to address all ELAC responsibilities.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment F

Please confirm by marking the box and indicating the dates:

Dates:

- _____ ☐ The decision by the SSC to accept the responsibilities of the ELAC was recorded in the meeting minutes.
- _____ ☐ The ELAC meeting agenda, handouts, minutes, numbered ballots, and record of attendance were secured.

School Principal	Signature	Date
------------------	-----------	------

ELAC Chairperson	Signature	Date
------------------	-----------	------

SSC Chairperson	Signature	Date
-----------------	-----------	------



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment G

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) RECOMMENDATION TO SCHOOL SITE COUNCIL (SSC) FORM

(Name of School)

(Date of Meeting)

The ELAC participates in the school's planning process for the programs and services for English learner (EL) students and provides the SSC written recommendations regarding the needs of these students. The ELAC must review student and parent involvement data prior to submitting recommendations to the SSC. This data includes:

1. EL student performance data such as periodic assessments, School Quality Improvement System data, the LAUSD School Report Card and District Scorecard, Smarter Balanced Assessment Consortium (SBAC) data, school Language Census data, reclassification rates, needs assessment data, student attendance, Single Plan for Student Achievement, Long Term English learner data

Please list the data reviewed by your committee prior to making the recommendation(s):

1. _____
2. _____
3. _____
4. _____

Please indicate the action(s) the committee recommends as a result of the data reviewed:

Name of Committee

Chairperson Signature

Date Submitted

**This form may also be used by a subcommittee of the SSC when there is a delegation of authority.*



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment H

PRINCIPAL VERIFICATION FOR LEGAL GUARDIANSHIP OF STUDENT

Instructions: The applicable sections of this form are to be completed and signed by the school's principal. Please keep this document on file in a secure location at the school site for five (5) years. A separate form must be completed for each student.

Name of Parent/Legal Guardian _____

School _____

Section A: Verification that Person is Legal Guardian

- ☐ I verify that the aforementioned person is the legal guardian of the student below as evidenced by a court document indicating the legal and/or educational rights of the person.

Court document title: _____

Court document date: _____

Child's name: _____ Grade _____ Date of Birth _____

I certify that the information contained on this form is true and correct.

Principal's Signature _____ Date _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment I

SAMPLE SCHOOL MEETING AGENDA

NOTE: Agenda must be posted at least seventy-two (72) hours before ALL meetings.

Los Angeles Unified School District
(Insert School Name)
(Insert Committee/Council Name)
AGENDA
(Insert Date)

I. Welcome/Call to Order

Chairperson

II. Flag Salute

Name of member

III. Roll Call

Secretary

IV. Minutes

Secretary

May include Public Comment here or at the end (See IX. Public Comment below)—ANNOUNCE HERE

V. Principal Update

Principal

VI. Unfinished Business

Chairperson

Item(s) must have a motion from the previous meeting

VII. Presentation(s)

Name of presenter

VIII. New Business (Action Item)

Chairperson

Item(s) should have been introduced/agreed to during agenda planning

✓Item(s) must contain specific details relevant to program, needs, and funding (Only under certain unusual circumstances, and by a unanimous vote, may the committee/council allow an item not on the agenda to be considered and/or acted upon. See Section VI of Bulletin 6541.0.)

✓The agenda items which require voting should be labeled as “Action Items”.

• SSC agendas must include:

✓A review of the Single Plan for Student Achievement with relevant data at each meeting

✓Items related to program and/or budget changes

✓Annual review/evaluation of Single Plan for Student Achievement

✓Recommendations from ELAC (Should be submitted in writing and read to members)

• ELAC agendas must include:

✓Recommendations to the SSC regarding programs and services for English learners

✓Items related to the school’s program for English learners, including the Single Plan for Student Achievement, language census, needs assessment, student attendance



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment I

- ✓ Review of student achievement data for English learners, including CELDT pass rates, reclassification rates and Long Term English Learner data
- ✓ Items related to parental involvement, including parent education classes to support their children's progress in English and in overall achievement

IX. Agenda Recommendations

Chairperson

- ✓ Include items of "unfinished business" supported by a motion
- ✓ Include items which are "new business" supported by a motion

X. Announcement(s)

Parliamentarian

XI. Public Comment(s)

Parliamentarian

- ✓ Specify number of persons and time limit for each speaker
- ✓ Announce at the beginning of the meeting

XII. Adjournment

Chairperson



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment J

OPERATING NORMS AND CODE OF CONDUCT FOR THE SCHOOL SITE COUNCIL AND THE ENGLISH LEARNER ADVISORY COMMITTEE

I acknowledge that these LAUSD Operating Norms and Code of Conduct promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the SSC and ELAC. All members of the SSC and ELAC are subject to these requirements. As such I will:

- a. Abide by all District policies and procedures pertinent to the council's/committee's purpose and to my role and responsibility as a member of the council/committee.
- b. Come to every meeting on time, ready to perform the duties of the council/committee.
- c. Refrain from slander.
- d. Not use my role for personal benefit or financial gain.
- e. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
- f. Abide by California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's Rules of Order.
- g. Remove District property from any District facility only when authorized to do so.
- h. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following:

1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
2. Engaging in name-calling, the use of profanity, or cursing.
3. Threatening or engaging in verbal or physical attacks on any individual or group.

I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the _____ council/committee; and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on the council/committee.

Printed Name: _____ Signature: _____ Date: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment K

SAMPLE MEETING ATTENDANCE ROSTERS

Name of School
Secondary School SSC Attendance Roster
Date

Total Number of Members Present: _____ <small>(50% School Site Staff : 50% Parent/Community/Students)</small>	Number Needed for Quorum: _____	Meeting Status (<input checked="" type="checkbox"/> Check One) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: 1px solid black;"> <input type="checkbox"/> Official </td> <td style="width: 50%; text-align: center; border: 1px solid black;"> <input type="checkbox"/> Informational </td> </tr> </table>		<input type="checkbox"/> Official	<input type="checkbox"/> Informational
<input type="checkbox"/> Official	<input type="checkbox"/> Informational				

Composition	Name	Signature	Officer (Check If Applicable)
Principal	1.		
Elected Classroom Teacher	2.		
	3.		
	4.		
	5.		
Elected Other Staff	6.		
	<i>Name</i>	<i>Status*</i>	
*Parents Legal Guardian (P), Community (C), Student (S)	1.		
	2.		
	3.		
	4.		
	5.		
	6.		

*Note: Please indicate if the member is a: Parent=P Student=S Community Member=C



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Attachment K

Name of School Elementary School ELAC Attendance Roster Date

Total Number of Members Present: ____ (51% Parents of EL students : 49% Other)	Number Needed for Quorum: ____	Meeting Status (☒ Check One) <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Official <input type="checkbox"/> Informational </div>
--	---	--

Composition	Name	Signature	EL Parent and Officer (✓)
Elected Parents of EL Students	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	<i>Name</i>	<i>Status*</i>	
Elected Other* (Parent (P), Staff (Sf), Students (S) Community (C))	1.		
	2.		
	3.		
	4.		

*Note: Please indicate if the member is a: Parent=P Staff=Sf Student=S Community Member=C



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Attachment L

SAMPLE SCHOOL MEETING MINUTES

Los Angeles Unified School District
Name of School Committee/Council
Minutes (*Sample*)
Date of Meeting

I. WELCOME/CALL TO ORDER

- a. (Name) _____, (title), welcomed the committee/council. (*The principal/designee or Chairperson usually offers greetings.*)
- b. The meeting was called to order at (time) _____ by (name) _____, (title).

II. FLAG SALUTE

- a. The Pledge of Allegiance was led by (name) _____, (title).

III. ROLL CALL

- a. Roll call was conducted by (name) _____, member.
- b. The quorum was established/not established.

IV. MINUTES

- a. The minutes were read aloud by (name) _____, member.
- b. The members were given time to read the minutes in silence.
- c. The following changes/additions were made to the minutes, or no changes were made:
- d. A motion to accept the minutes was made by (name) _____, member.
- e. The motion was seconded by (name) _____, member.
- f. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions.
- g. The motion carried/motion failed.

V. PRINCIPAL UPDATE

- a. The principal spoke about the following topics:
- b. He/she gave a school update or shared information about the following topics:
- c. He/she discussed the following and asked for feedback:
- d. Information was provided and handouts were available to the members and the members of the public.
- e. A "question and answer" session followed.

VI. UNFINISHED BUSINESS

- a. The committee/council discussed the following unfinished business, or there was no unfinished business.
- b. There was a decision to refer the unfinished business to an ad hoc committee. The motion was made by (name), member, and seconded by (name), member. The results were



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Attachment L

(number of members) in favor, (number of members) opposed and (number of members) abstentions. The motion carried/motion failed.

VII. PRESENTATION ON SINGLE PLAN FOR STUDENT ACHIEVEMENT AND RELEVANT DATA

- a. (Name) _____, (title) or (office), presented to the committee/council on the following topics:
- b. The following information is one of the legal mandates of the committee/council:
- c. Information was provided through a verbal report or a handout that was made available to all members and to the members of the public.
- d. A “question and answer” session followed the presentation.
- e. He/she provide the committee/council his/her contact information.

VIII. NEW BUSINESS

- a. (Name) _____, member, introduced new items of business to the committee/council. He/she proposed the following subject for the next meeting:
- b. A vote was taken on the items of business. The motion was made by (name), member, and seconded by (name), member. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions. The motion carried/motion failed.
- c. No action was taken on new business.

IX. AGENDA RECOMMENDATIONS

- a. The advisory committee moved a motion to send a written recommendation to the School Site Council (SSC) regarding programs and services to support students’ academic needs.

X. ANNOUNCEMENTS

- a. (Name), (title), announced the following items:
- b. He/she gave contact information about the following event:

XI. PUBLIC COMMENTS

- a. An opportunity was given for members of the public to present to the committee/council.
- b. The public was allowed a limit of two minutes per each speaker to address the committee/council.
- c. There were (number) people making public comments, or no members of the public addressed the committee/council.

XII. ADJOURNMENT

- a. A motion to adjourn the meeting was made by (name), member.
- b. The motion was seconded by (name), member.



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Attachment L

- c. The results were (number of members) in favor, (number of members) opposed and (number of members) abstentions.
- d. The motion carried/motion failed.
- e. The meeting was adjourned at (time).

**ADD TO THE BOTTOM OF EVERY MINUTES
DOCUMENT.**

- ✓ These minutes were submitted by (print name), secretary, have been posted on the school website and were distributed to every member.
- ✓ Minutes are signed and dated by secretary or designee.



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Attachment M

GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE: SELECTED ROBERT'S RULES OF ORDER

History

The most commonly used parliamentary procedures are Robert's Rules of Order. These Rules were written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. The most recent edition of the work, Robert's Rules of Order Newly Revised 10th edition, October 2000, is the accepted authority for almost all organizations today.

Basic Rules

- All members have equal rights, privileges, and obligations.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used.
- Logical precedence governs the introduction and disposition of motions.
- Only one question can be considered at a time.
- Members may not make a motion or speak in debate until they have risen, been recognized by the Chairperson, and subsequently obtained the floor.
- A member may speak a second time on the same question if all other members have been given an opportunity to speak at least once on the same question.
- Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

Terms and Process for Transacting Business

Quorum

A quorum, 51% of the entire membership, is the minimum number of members who must be present at a meeting for business to be legally transacted.

Obtaining the Floor

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson as having the exclusive right to be heard at that time. If two or more members rise to seek recognition at the same time, the member who rose and addressed the Chairperson first after the floor was yielded is entitled to be recognized.



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Attachment M

Introducing Business (Making Motions)

Business may be introduced by an individual member in the form of a motion.

Seconding a Motion

After a motion has been made by one member, another member, without rising and obtaining the floor, may second the motion. To second the motion merely implies that the seconder agrees that the motion should come before the assembly and not that he or she necessarily favors the motion.

Placing a Motion Before the Assembly

After a motion has been made and seconded, the Chairperson repeats the motion verbatim, thus placing it before the assembly for debate and then for action. After the motion has been restated by the Chairperson, it is officially before the assembly and must be dealt with appropriately (e.g., adopted, rejected, postponed).

Debate

Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon. This right cannot be interfered with except by a motion to limit debate. While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly. No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken on the motion desires to do so. Unless the rules are suspended, a member who has spoken twice on a particular question on the same day has exhausted his or her right to debate that question for that day. During debate, no member can attack or question the motives of another member. The maker of a motion, although allowed to vote against it, is not allowed to speak against it.

Amendments

Once a motion has been restated by the Chairperson, the maker has the right to modify his or her motion or to withdraw it entirely after it has been restated by the Chairperson; however, this modification may be made only by means of an amendment.

There are four ways to amend a motion, as follows:

1. Add words, phrases, or sentences
2. Strike words, phrases, or sentences
3. Strike and add words, phrases, or sentences
4. Substitute whole paragraphs or an entire text

Only two amendments (primary and secondary) may be pending on a main motion at any time. Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution. An amendment must be relevant to the question under consideration.



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Voting

The Parliamentarian can vote on the School Site Council and on the English Learner Advisory Committee, since both school groups have a small number of members. The presiding officer of the assembly can vote as any other member does. The presiding officer can, but is not obliged to, vote after all other members have voted, especially whenever his or her vote will affect the result since he or she can either break or create a tie. Any member may request a roll call vote to ensure clarity of the vote. The majority of votes decide a matter. A majority is more than half of the votes cast by persons legally entitled to vote, excluding blank ballots/abstentions.

Announcing a Vote

In announcing the vote on a motion, the Chairperson should:

- a. report on the voting itself, stating which side has prevailed.
- b. declare that the motion is adopted or lost.
- c. state the effect of the vote or order its execution.

Adjournment

A motion to adjourn may be made by any member. It may be made during the consideration of other business, although it may not interrupt a speaker or the assembly when engaged in voting or verifying a vote. When it appears that there is no further business to be brought before the assembly, the Chairperson, instead of waiting for a motion, may simply adjourn the meeting.

Summary of Steps to Handle a Motion

1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states the motion.
4. Another member seconds the motion.
5. The presiding officer restates the motion, thus placing it before the assembly for consideration.
6. The assembly may discuss the motion if it is debatable and amend the motion if it is amendable.
7. The presiding officer takes the vote.
8. The presiding officer announces the result.

Basic Parliamentary Terms

- Addressing the Chairperson:** Getting the Chairperson's attention by saying, "Madam Chairwoman," or "Mr. Chairman."
- Agenda:** Order of business; program of a business meeting.
- Ad Hoc Committee:** Committee established for a specific purpose for a particular case.



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- Ballots:** Slips of paper for voting.
- Carried:** Passed or adopted; used in referring to affirmative action on a motion.
- Chairperson:** the chair, chairman, chairwoman. When presides over; called the presiding officer.
- Convene:** To open a session.
- Division of the Question:** A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.
- Election by Acclamation:** Election by unanimous consent; used when only one person has been nominated for an office.
- Having the Floor:** Having been recognized by the Chairperson to speak.
- Main Motion:** A motion which brings before the assembly some new subject upon which action of the assembly is desired.
- Majority:** More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- Minutes:** Written records of business transacted.
- Motion:** A proposal by a member, in a meeting, that the assembly take a particular action.
- Nominate:** To propose an individual for office.
- Obtaining the Floor:** Securing permission to speak.
- Orders of the Day:** Agenda for a meeting.
- Parliamentarian:** Parliamentary adviser to the presiding officer, and is a voting member.
- Pending Question:** A motion awaiting decision.
- Point of Information:** Request for information concerning a motion.
- Previous Question:** Motion which, if adopted, orders an immediate vote.
- Recess:** A short intermission.



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- Recognize:** To allow someone to obtain the floor in order to speak.
- Roll Call Vote:** A procedure by which the vote of each member is formally recorded in the minutes. Second: To indicate support for consideration of a motion by saying, "I second the motion."
- Unanimous (or General) Consent:** A means of taking action on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the Chairperson's simply calling for objections, if any. If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.
- Voice Vote:** A vote taken by having members call out "aye" or "no" at the Chairperson's direction.



AUDIO/VIDEO RECORDING SIGN

NOTICE

RECORDING IN
PROGRESS

AVISO

GRABACIÓN EN
PROCESO