

STATE ADVISORY COUNCIL
FOR
LIMITED ENGLISH PROFICIENT STUDENTS
BY-LAWS

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**STATE ADVISORY COUNCIL
FOR
LIMITED-ENGLISH PROFICIENT STUDENTS**

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ARTICLE I PURPOSE

The State Advisory Council for Limited-English Proficient Students established by the Department of Elementary and Secondary Education shall

- (1) advise the Commissioner of Education on all matters pertaining to the education of limited-English proficient students;
- (2) examine statewide needs and trends of LEP students regarding the delivery of educational services for LEP students;
- (3) disseminate information, seek public and professional input, advise and make recommendations regarding legislation and program guidelines, and
- (4) provide other programmatic recommendations as it deems necessary.

ARTICLE II MEMBERSHIP

SECTION 1 QUALIFICATION

The advisory council membership shall be comprised of persons who are representative of the significant segments of the limited-English proficient/English language learner population of the state or have demonstrated an interest in the education of the limited-English proficient/English language learner population.

SECTION 2 COMPOSITION

The advisory council shall consist of at least twenty-one (21) members, including members specified in the legislation:

- (A) chairperson (or designee) of the house finance committee
- (B) chairperson (or designee) of the senate finance committee
- (C) five (5) members who represent the community to consist of parents, community-based agencies representing and/or providing services to families of LEP students/ ELLs, student representatives, former LEP students/ELLs, and/or parents of current or monitored ELL students- one of whom must be a former LEP student/ELL student who started US schooling at either the elementary or secondary school level
- (D) six (6) ESL or bilingual teachers to represent elementary, middle, high school, special education, ELL specialist/coach
- (E) four (4) educational administrators involved with programs for LEP students/ELLs (three of whom should be LEP/ELL directors and at least one of whom represents a low-incidence district)
- (F) two (2) representatives of institutions of higher education involved in the preparation of personnel for LEP students/ELLs
- (G) two (2) representatives of educational resource agencies that support LEP students/ELLs

With Council vote and approval, alternates may be named on an annual basis to serve in place of an appointed council member to ensure full participation of each constituent group at every meeting.

The advisory council may establish additional categories of membership given a consensus of approval by members of the advisory council.

SECTION 3 APPOINTMENT OF MEMBERS

In appointing new members to the advisory council, the Commissioner of Education is required by legislation to ensure equal access and opportunity for participation to all interested parties. The advisory council shall solicit applicants from throughout the state on an annual basis. The advisory council may make recommendations to the commissioner.

SECTION 4 LENGTH AND NUMBER OF TERMS

Members serve a three-year term. No member may serve more than two consecutive terms [in the same role](#). If members are appointed to fill an unexpired term, they will complete that term, then be eligible to be appointed to two more consecutive terms. Terms should be staggered to ensure continuity. In cases where annual solicitation for applicants throughout the state does not yield sufficient written letters of interest to fill open positions on the advisory council, a member may serve additional terms with advisory council approval.

SECTION 5 ATTENDANCE

Members must attend meetings on a regular basis. If a member cannot attend a meeting, she/he must notify the chairperson in advance and make every effort to send his/her pre-approved alternate. If a member misses two meetings during the school year and does not send the pre-approved alternate, she/he will be notified of the lapse of his/her membership and may be removed from the Advisory Council.

SECTION 6 VACANCIES AND REPLACEMENT

Upon resignation or membership lapse of a member of the advisory council, the advisory council will recommend a replacement selected for consideration by the Commissioner of Education.

SECTION 7 COMPENSATION

Members of the advisory council shall serve without compensation.

ARTICLE III OFFICERS

SECTION 1 ELECTION AND TERM OF OFFICE

The officers of the State Advisory Council for Limited-English Proficient students/English Language Learners shall be a Chair, Vice-Chair and Recording Secretary. The officers of the State Advisory Council for Limited-English Proficient Students shall be elected biannually at the last meeting of the year by a majority vote of the membership present, provided there is a quorum. A nominating committee will present the slate of officers to the full advisory council at the meeting prior to the last meeting. The officers shall serve for two (2) years. Officers cannot hold office for more than two (2) consecutive terms. If an officer is unable to serve and fully participate for the complete term, they must resign from the position.

SECTION 2 DUTIES AND RESPONSIBILITIES

The Chairperson shall preside at all advisory council meetings, may sign or authorize all letters, reports, other communications of the advisory council, appoint committees to explore issues, serve as ex-officio member of all committees and is general responsible for directing and coordinating the affairs of the advisory council. The chairperson is responsible for announcing and filling vacancies as they occur.

In the absence of the Chairperson, the Vice-Chairperson shall substitute for and shall have all the powers and duties of the Chairperson.

The Secretary shall be responsible for keeping accurate records of all meetings. The Secretary shall also be responsible for informing the advisory council of all scheduled meetings and the length of each meeting. The secretary shall also be responsible for notifying council members when membership has lapsed due to missing two meetings in one year.

SECTION 3 VACANCY

A vacancy in any office, because of death, resignation or otherwise, shall be filled by the advisory council through election from existing membership for the unexpired portion of the term.

SECTION 4 EXECUTIVE COMMITTEE

The officers of the advisory council and chairpersons of the various committees will constitute the Executive Committee. The Executive Committee will be responsible for soliciting ideas from advisory council members, drafting agenda items for advisory council meetings, and assisting the Chairperson in coordinating the activities of the advisory council.

The Executive Committee will regularly request information from the Commissioner of Education and the ELL team at RIDE pertaining to policy, supports, and programs impacting English learners in order to review and provide timely advisement regarding said policies, supports and programs.

SECTION 5 SUBCOMMITTEES

The chairperson shall establish subcommittees as deemed necessary, and each subcommittee shall have a chairperson. All advisory council Members shall serve on at least one subcommittee. Sub-committees are permitted to have members with interest in the focus of the sub-committee. These members are considered “voice without vote” participants of the council at large. A published list of sub-committee members and chairs will be made available to the public upon request.

ARTICLE IV MEETINGS

SECTION 1 REGULAR MEETINGS

The full State Advisory Council for Limited-Proficient Students shall meet at least four times during the academic school year. Meetings will be conducted in a participatory manner with decisions made by majority consensus, provided a quorum exists. A portion of each meeting will focus on reviewing the status of advice already given to the Commissioner of Education and considering additional and future areas on which advice is needed. The time of each meeting shall not exceed two hours, except that a majority of those present may agree to extend the meeting in one-half hour increments. All meetings of the advisory council are open to the public in compliance with the Open Meetings Law.

SECTION 2 PLACE OF MEETINGS

The advisory council shall hold its regular meetings at a location convenient to all members and architecturally barrier free.

SECTION 3 MEETING NOTICES AND AGENDA

Meeting notices and agenda items shall be mailed to all members prior to the meeting. Any change in the established date, time, or location, shall be given special notice to all members.

SECTION 4 MINUTES OF MEETINGS

Minutes of meetings shall be taken and kept by the Secretary or designee and shall be made available to the public upon request.

SECTION 5 QUORUM

A quorum shall consist of ~~at least eleven (11) members~~ a majority of the total council membership. A quorum is necessary for actions that require a vote such as approving amendments to the by-laws.

SECTION 6 RESOLUTIONS

Motions on resolutions shall be passed upon a majority vote of members present, provided a quorum exists. Advisory council members shall be provided the opportunity to review proposed changes/resolutions in writing so that they may respond in person or in writing.

SECTION 7 CONDUCT OF MEETINGS

Parliamentary procedures shall follow the Robert's Rule of Order Revised at all meetings of the advisory council.

SECTION 8 SUMMARY OF ANNUAL ACTIVITIES

At the end of each school year the executive committee shall provide to the Commissioner a summary of activities carried out by the advisory council throughout the year.

ARTICLE V AMENDMENTS TO BY-LAWS

SECTION 1 PROPOSED AMENDMENTS

Amendments may be proposed by any member of the advisory council at ~~the advisory council's last meeting of the year.~~ at any meeting of the year.

SECTION 2 NOTICE

Proposed amendments must be sent to the membership at least thirty (30) days prior to consideration for approval.

SECTION 3 DECISION OF THE COUNCIL

These By-Laws may be amended only by majority of the advisory council members in attendance, provided there is a quorum.

ARTICLE VI SUPPORT

The Rhode Island Department of Education liaison(s) will advise the committee on a regular basis of objectives, initiatives and activities of the Department, in order to provide a context for the advisory council's advice. The liaison(s) will provide for the printing and dissemination of meeting agendas and minutes and other communications of the committee, distribute membership lists and information, and provide logistical support for meetings.