

District Parent Leadership Council Bylaws

Pursuant to the META Consent Decree Part II-H: Parental involvement and participation in LEP students' educational programming and academic achievement "shall be promoted, among other ways by establishing Parent Leadership Councils at each school or at the district level composed in the majority of parents of LEP students. Parents of LEP students shall be provided leadership training and orientation to the district's LEP program monitoring procedures and involvement procedures available to parents of LEP students. Parents of LEP students shall be informed of the opportunity to be represented on existing school and district advisory committees."

To that end a District Parent Leadership Council ("District PLC") is hereby established by Orange County Public School ("OCPS") in accordance with these bylaws.

Article I: Purpose of the District PLC

The purposes of the District PLC are as follows:

1. To promote the welfare of English Language Learners (ELL) in the schools, home and community.
2. To ensure that ELLs are achieving their full potential.
3. To provide any input or objections to OCPS prior to OCPS submitting their ELL plans to the Department of Education.
4. To develop relationships between the parents, school personnel and district personnel that promote collaboration.
5. To develop positive, professional relationships between administrators, teachers and parents.
6. To provide training opportunities and information for parents, parent groups, teachers, school staff or community groups that will empower parents to become active participants in their child's education.
7. To provide outreach and ensure that the parents of ELLs are informed and involved in their child's education.

Article II: District PLC Policies

The following are policies are applicable to the District PLC members and officers:

1. The District PLC shall not discriminate on the basis of race, color, religion, age, sex, national origin, marital status, disability or any other reason prohibited by law.
2. The District PLC shall be non-commercial, non-sectarian and nonpartisan.
3. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the District PLC.
4. The District PLC shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office or issue to be approved. Each

member of the District PLC retains the constitutional right to advocate for or against any candidate or political issue but may not undertake such actions as a representative of the District PLC.

Article III: District PLC Members

The District PLC shall be comprised of each individual school Parent Leadership Council's Chairperson and Co-Chairperson, the Executive Board and the District PLC Officers, as further defined herein. Each individual school Parent Leadership Council's Chairperson and Co-Chairperson must be a parent of a current English Language Learner in Orange County Public Schools.

Article IV: Meetings of the District PLC

1. General meetings of the District PLC shall be held twice during the school year, unless otherwise provided by the Executive Board.
2. The first general meeting shall be held in October and the last general meeting should be held in May. The meeting in October may also be referred to as the "Election Meeting."
3. Notice of any District PLC meeting, including the Election Meeting, may be issued via e-mail, facsimile, U.S. Mail or hand delivery but any such notice should also be posted on the OCPS website, if feasible. Notice of any District PLC meeting shall be provided at least 5 business days in advance of the meeting.
4. Notice of any change of date in a scheduled District PLC meeting must also be given at least five business days in advance of the rescheduled date.
5. The members of the District PLC present at a meeting shall constitute a quorum.
6. Special meetings may be called by the Executive Board, with at least 48 hours notice to District PLC members. Notice of special meetings shall be delivered via e-mail, facsimile or hand delivery but such notice should also be posted on the OCPS website, if feasible.

Article V: District PLC Executive Board

1. The District PLC Executive Board (referred herein as the "Executive Board") shall consist of the District PLC officers, one representative from each learning community and one representative from the Multilingual Student Education Services Department. The Immediate Past Chair of the District PLC shall also serve on the Executive Board as a non-voting, ex-officio member.
2. Executive Board members, with the exception of the ex-officio member, shall be the parents or guardians of a current ELL student enrolled with OCPS and may be a current or past school Parent Leadership Council Chairperson or Co-Chairperson. In addition, individuals elected as representatives from each learning community must have a student enrolled in that learning community at the commencement of their one-year term.
3. The duties of the Executive Board shall include:

- a. To transact necessary business in the intervals between meetings and such other business as may be referred to it by the District PLC.
 - b. To create and approve the plans for work by any standing committees.
 - c. To present a report at the regular meetings of the District PLC.
 - d. To provide any input or objections to OCPS prior to OCPS submitting their ELL plans to the Department of Education.
 - e. To support the District PLC Officers in carrying out their duties.
 - f. To encourage ELL parents to become more involved and to foster greater leadership opportunities for ELL parents.
 - g. To review and revise these bylaws as necessary.
4. Regular meetings of the Executive Board shall be coordinated and requested by the Chair. The Secretary, or his or her designee, shall issue notices of any such meetings at least 5 business days prior to the date of the meeting. Notice of such regular meetings shall be delivered via e-mail, facsimile, U.S. Mail or hand delivery and all notices should be posted on the OCPS website, if feasible.
 5. Special meetings may be called any member of the Executive Board, with at least 48 hours notice to other Executive Board members. Notice of special meetings shall be delivered via e-mail, facsimile or hand delivery and shall plainly state the purpose for the special meeting. No other business may be decided at a special meeting other than the business stated on the notice.
 6. A majority of the voting members of the Executive Board shall constitute a quorum.
 7. Any person holding an elected or appointed position in the Executive Board shall serve for the designated term or until a successor is elected or appointed.
 8. No individual elected as a representative from each learning community shall be eligible to serve more than two consecutive terms as a representative for that same learning community.

Article VI: District PLC Officers

1. The District PLC Officers shall consist of a Chair, Vice-Chair, Secretary and the Immediate Past Chair, who shall serve as a non-voting, ex-officio member of the Executive Board.
2. District PLC Officers, with the exception of the Immediate Past Chair, shall be the parents or guardians of a current ELL student enrolled with OCPS and shall have served on the Executive Board for at least one year.
3. District PLC Officers shall assume their official duties following the October Elections Meeting and shall serve for a term of one year or until their successors are elected.
4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board provided a meeting to hold such an election is properly noticed as required herein.
5. No individual shall be elected to serve more than one term in the same office.

Article VII: Duties of District PLC Officers

1. The District PLC Chair shall preside at all meetings of the District PLC and the Executive Board. The Chair shall coordinate the work of the officers, the Executive Board and committees in order that the purposes may be promoted.
2. The District PLC Chair-Elect shall support the District PLC Chair and shall perform the duties of the Chair in the absence, vacancy or disability of the District PLC Chair.
3. The District PLC Secretary shall record the minutes of all meetings, prepare all written notices and communications as directed by the District PLC or the Executive Board and perform such other duties as may be delegated.
4. All District PLC Officers shall deliver to their successors all official materials no later than ten (10) days following the end of their term.

Article VIII: Nominating Committee and Elections

1. A Nominating Committee consisting of five members shall annually nominate eligible candidates for the positions of Chair-Elect and Secretary.
2. The Nominating Committee shall include the Immediate Past District PLC Chair, the District PLC Chair, the District PLC Chair-Elect, one representative from the Multilingual Student Education Services Department and any other District PLC member as appointed to the Nominating Committee by the District PLC Chair-Elect.
3. The Nominating Committee shall meet any time prior to the commencement of the Elections Meeting in October but members of the Nominating Committee must be notified in advance in accordance with the notice provisions herein for regular Executive Board meetings.
4. The candidates for Chair-Elect and Secretary nominated by the Nominating Committee shall be announced at the commencement of the Election Meeting at which time additional nominations may be made by any District PLC member in attendance. Only those individuals who consent to serve, if elected, may be nominated for office.
5. Members of the Nominating Committee may be nominated and elected to the offices of Chair-Elect or Secretary.
6. District PLC Officers and representatives from each learning community shall be elected annually at the Election Meeting to be held in the month of October.
7. A majority vote of all those present shall elect the District PLC Chair-Elect and District PLC Secretary for the school year. At the Election Meeting, the District PLC Chair-Elect shall automatically assume the office of District PLC Chair and the District PLC Chair shall automatically assume the office of Immediate Past Chair.
8. At the Election Meeting, separate elections will be held from a gathering of each learning community center. A majority of those District PLC members present from each learning community shall elect the representative for that learning community.

9. For all elections, if more than two candidates are nominated, and a majority is not achieved, a second vote of all eligible members present shall cast a second vote from among the two candidates with the highest vote total. In case of ties, a separate vote of the then current Executive Board shall be held to elect that office.

Article IX: Standing and Special Committees

1. The Executive Board may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the District PLC.
2. The term of each committee chair shall be for one year and/or until the election and qualification of a successor. No individual may chair a committee for more than three consecutive terms.
3. The chair of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
4. The power to form special committees and appoint their members rests with the District PLC and the Executive Board.
5. The District PLC Chair shall be an ex-officio member of all committees except for his or her prescribed duties on the Nominating Committee.

Article XI: Amendments

1. These District PLC Bylaws may be amended at any regular meeting of the District PLC by a two-thirds vote of the members present and voting, provided that notice of the proposed amendments shall have been provided at least 15 days prior to the date of the meeting at which the amendments are voted upon.
2. A Bylaws Committee may be appointed to submit a revised set of District PLC Bylaws as a substitute for the existing bylaws only by a majority vote of the Executive Board. Any revised set of bylaws promulgated by the Bylaws Committee shall be presented to the District PLC for a vote in the same manner as in the event of an amendment.

As approved and ratified at a meeting of the District PLC this ____date of _____, 20____.

Sign:_____ Print Name:_____
District PLC Chairperson

Sign:_____ Print Name:_____
District PLC Chair-Elect

Sign:_____ Print Name:_____
Associate Superintendent of
Curriculum and Student Services