

Canton Public Schools
Canton, Massachusetts
English Learner Parent Advisory Council Bylaws

Article 1. NAME

The council is named the Canton English Learner Parent Advisory Council (ELPAC).

Article 2. AUTHORITY

The Canton ELPAC is formed following the provisions of Mass General Laws Chapter 71A English Learner Education and 603 CMR 14.09: English Learner Parent Advisory Councils

Article 3. PURPOSE AND DUTIES OF THE ELPAC

1. The purpose of the Canton ELPAC is to support the academic success of all English Learners and former English Learners within the Canton Community and provide parents and guardians of English Learners and former English Learners with the opportunity to express their opinions.

2. The duties of the Canton ELPAC are to:

- Provide input to the district or school regarding its English Learner Education programs) in order to make changes for your community;
- Meet regularly with school officials and to participate in the planning and development of programs designed to improve educational opportunities for ELs;
- Participate in the review of school improvement plans and district improvement plans as the plans relate to ELs;
- When appropriate review plans developed by the school district that will have a significant impact on the instructional programs provided for ELs;
- Promote a network of parents and guardians of ELs and provide a forum to share information and discuss matters of concern;
- Promote communication between ELPAC members, other parent councils in the district, district staff and administration, the Department of Elementary and Secondary Education, local community groups, and the public as the ELPAC may wish;
- Request information from the school district in order to fulfill its duties.

3. The Canton school district should assist the ELPAC in scheduling meetings, finding meeting space, publicizing meetings to families, and providing language assistance.

Article 4. MEMBERSHIP

1. As required in 603 CMR 14.09(4), ELPAC voting membership is open to:
 - a. any parent or guardian of a student currently identified as an English Learner; or
 - b. any parent or guardian of a student who has been identified as an English learner in the past

2. Duties of Members:
 - a. Fulfill the duties of the ELPAC outlined in Section 3;
 - b. Attend the ELPAC meetings;

3. Voting members can vote in the annual election of officers or any other business that comes before any ELPAC meeting.

Article 5. OFFICERS

1. Election of Officers
 - a. ELPAC members may be nominated or self-nominate to become an officer.
 - b. ELPAC officers are elected by voting membership and hold office for a minimum of one, preferably two years.
 - c. Elections are decided by a simple majority vote of the voting membership. At least 6 members must be present to hold a vote.

2. Office and officer responsibilities of the Canton ELPAC:

Chairperson:

 - a. Set the agenda for each meeting, in consultation with other ELPAC members;
 - b. Lead the meetings of the ELPAC;
 - c. Act as a liaison with the staff person assigned to assist the ELPAC;
 - d. Perform other duties identified by the ELPAC.

Co-Chairperson:

 - a. Lead the meetings of the ELPAC if the Chairperson is absent.
 - b. Assist the Chairperson at his/her request.
 - c. Perform other duties identified by the ELPAC.

Secretary:

- a. Take minutes at ELPAC meetings and keep a binder of the minutes.
- b. Maintain and update the ELPAC membership list.
- c. Perform other duties identified by the ELPAC.

Article 6. MEETINGS

1. The Canton ELPAC meets at least three times per school year at a location in the school district. The ELPAC may schedule additional meetings as needed or desired by ELPAC members.
2. Notice of the ELPAC meetings are distributed to parents and guardians of English learners and former English learners in the following ways: flier notice, email, Blackboard Messages and the district website.
3. Non-voting members may attend ELPAC meetings as guests.

Article 7. AMENDING THE BY-LAWS AND MAKING OTHER DECISIONS

1. These by-laws may be amended, and other decisions made, by a simple majority of the voting members at a general meeting.

Enacted on 12/6/23 by a majority vote.