



MULTILINGUAL EDUCATION ADVISORY
COMMITTEE
BYLAWS

Article I: Authority

Section One. Establishment. Under provisions of district policy BDF (LOCAL) the Multilingual Education Advisory committee (MEAC) established by the Superintendent and serves at the will of the Superintendent. The Superintendent shall designate an appropriate staff member to serve as the Multilingual Education Advisory Committee coordinator.

Section Two. Limitations. The MEAC shall serve strictly as an advisory body at the will of the Superintendent. The MEAC

- Twelve parents with:
 - No more than 3 parents per vertical team
 - At least 6 parents of students receiving emergent bilingual services in AISD;
 - At least 2 parents of students receiving special education services and receiving emergent bilingual services in AISD;
- Four school administrators, including representation from both elementary and secondary level. School administrators may include assistant principals who serve as LPAC chairs, and at least two must be principals;
- Seventeen campus staff members representing each school level. At least ten of these campus staff members must be a bilingual/ESL teacher, and at least one must be a bilingual/ESL/Special Education employee (e.g., para educator)
- One business representative;
- Four community representatives;
- One district level professional employee;
- Three at large members, who may be selected for the purpose of ensuring balance and/or depth of experience on the MEAC. At large members may be supplemental to any of the above membership categories.

Section Two. Restrictions. The following restrictions apply to the MEAC membership:

- Parent members must stand in parental relation to a student currently enrolled in the district. Parents may not also be employees of the district.
- Teachers members refers primarily to classroom teachers. Only if this requirement has been met may a teacher position be filled by other professional staff such as instructional specialists, librarians, instructional coaches, or counselors.
- The business members need not live or work within the district. The business member may also be a parent.
- Community members must live in the greater area and be at least 18 years of age. Community members may not also be parents or district employees.
- The following persons may not serve on the MEAC at the same time:
 - Both parents or guardians of a student
 - A sibling and the sibling's parent or guardian
 - Sibling students
 - Other close relatives [See DK(LOCAL)]

Section Three. Term of Service. In accordance with BDF (LOCAL), members shall serve one two year term. Members may serve one additional term, but renewed membership is not automatic. Members seeking a second term shall submit standard application to the district advisory body coordinator.

Section Four. Ex Officio Members. The Superintendent and members of the Board of Trustees may serve on the MEAC in an *ex officio* (i.e., nonvoting) capacity.

Section Five. Member Selection. The Chief Officer of Intergovernmental Relations & Board Services committee coordinator, committee co-chairs and district advisory body coordinator shall be responsible for recommending individuals to the Superintendent for service on the MEAC based on applications

Article V: Co-Chairs

Section One. Eligibility. To be eligible to serve as a ~~cb~~air, a member must have served at least the majority of one school year on the MEAC with reasonable acceptable attendance.

Section Two. Election. The MEAC shall elect two ~~cb~~airs from its voting members. One ~~cb~~air shall be an employee of the district and one shall not. The MEAC Coordinator shall announce a period during which members may self

- Consulting with the coordinator of district advisory bodies as needed.

Section Two. Technical and Specialized Support. The committee coordinator shall ensure that appropriate technical and specialized support, either internal or external to the district, are available to the MEAC as needed.

Article VII: Sunset Review

Section One. Review of the Committee. Superintendent appointed advisory committees that are not required by law shall sunset either on a specific date or upon the conclusion of an action or occurrence as set out in the committee's bylaws, unless specifically reauthorized by the Superintendent.

- iii. Convey agendas, messages and information to the subcommittee
 - iv. Pace meetings and encourage participation of all members
 - v. Bring any problems or concerns to the MEAC committee coordinator, and
 - vi. Bring committee recommendations to the MEAC committee coordinator;
 - e. The MEAC will consider subcommittee recommendations and determine the extent to which they are forwarded to the Superintendent. Any recommendations to the Board are through the Superintendent.
 - f. The MEAC committee coordinator and co-chairs may direct the subcommittee to accelerate, conclude, or extend its work.
4. Meetings
- a. The MEAC committee coordinator will establish a date, time, and location for the initial meeting of the subcommittee.
 - b. At the initial meeting, the minimum order of business is:
 - i. Ask for a volunteered record meeting attendance and highlights (or this responsibility may rotate from meeting to meeting)
 - ii. Review the subcommittee guidelines
 - iii. Review the subcommittee charge;
 - iv.