

San Diego Unified School District  
Office of Language Acquisition

DELAC Executive Board  
Special Bylaws Meeting Minutes

June 17, 2013

Education Center, Room 2038

**Officers Present:** Yasmin Bozin, Gabriela Contreras-Misirlioglu, Valentina Hernandez, Florentina Martinez, Olivia Ouchen, Luz Portillo-Corona

**OLA Staff Present:** Debra Dougherty, Kathy Velasco, Mary Waldron

### Opening and Minutes

ELAC Liaison Yasmin Bozin called the meeting to order at 6:03 p.m. Secretary Florentina Martinez asked everyone to approve the minutes from the previous special bylaws meeting. The minutes were approved as read.

### Review of Written Petition to Change DELAC Bylaws

*Note: According to Robert's Rules of Order, if a motion is withdrawn, it should not be included in the minutes - it is if the motion had not been made. Therefore, no mention of withdrawn motions is included in these minutes.*

1. It was moved and seconded that, "*Performs additional responsibilities as necessary*" be included in the list of responsibilities for each officer position. Discussion followed. The vote was 5 in favor and 0 against. Motion approved.
2. Regarding eligibility of the DELAC student member...it was moved and seconded that, in addition to the English teacher or ELST, the student's **principal** could also write the required letter of recommendation on behalf of the student. Discussion followed. The vote was 5 in favor and 0 against. Motion approved.
3. In the list of the Secretary's duties:
  - a. A motion was made to change the phrase "*Sends 'thank-you' notes to guest speakers*" to "*Ensures 'thank-you' notes are sent to guest speakers.*" Discussion followed. The vote was 6 in favor and 0 against. Motion approved.
  - b. A motion was made to add the following bullet point to the list of duties: "*After each Executive Board meeting, the secretary submits a draft of the minutes to OLA staff. OLA staff provides a copy to each officer.*" Discussion followed. The vote was 3 in favor, 2 against, and 1 abstention. Motion approved.
4. In the list of ELAC Liaison duties:
  - a. A motion was made to change the phrase: "*Has access to records of members and officers of site ELACs*" to "*Is provided a copy of the most recent 'ELAC Status Report' on a quarterly basis. (Applies to all officers.)*" Discussion followed. The vote was 6 in favor and 0 against. Motion approved.
  - b. A motion was made to change the phrase "*All official site visits **are** arranged through OLA and **will** be accepted by the ELAC Liaison if his/her schedule permits*" to "*All official site visits **may** be arranged through OLA and **may** be accepted by the ELAC Liaison if his/her schedule permits.*" Discussion followed. The vote was 3 in favor and 3 against. Motion failed.

### Closure

The meeting was adjourned at 8:11 p.m.