

STATE ADVISORY COUNCIL FOR  
MULTILINGUAL LEARNER (MLL) STUDENTS  
BY-LAWS

Last Revised May 2022

Note: Using an asset-based language, the term Multilingual Learners (MLL) herein refers to the same group of students referenced in **R.I. Gen. Laws § 16-54-5**.

## **ARTICLE I PURPOSE**

The State Advisory Council for MLL Students (the “Council”, and “MLL Students,” respectively) shall:

- (a) advise the Commissioner of Education (the “Commissioner”) on all matters pertaining to the education of MLL Students;
- (b) examine statewide needs and trends of MLL Students regarding the delivery of educational services for MLL Students;
- (c) disseminate information, seek public and professional input, advise and make recommendations regarding legislation and program guidelines, and
- (d) provide other programmatic recommendations as it deems necessary.

## **ARTICLE II MEMBERSHIP**

### **SECTION 1 QUALIFICATION**

The Council membership shall be comprised of persons who are representative of the significant segments of the MLL population of the state or have a demonstrated interest in MLL education.

### **SECTION 2 COMPOSITION**

The Council shall consist of twenty-one (21) members, nineteen (19) of whom shall be appointed by the Commissioner, in addition to: (a) the chairperson (or designee) of the house finance committee; and (b) the chairperson (or designee) of the senate finance committee.

### **SECTION 3 APPOINTMENT OF MEMBERS**

In appointing new members to the Council, the Commissioner shall ensure equal access and opportunity for participation to all interested parties. The Commissioner shall solicit applicants from throughout the state on an annual basis. The Council may also solicit new members using the application from the Department of Education (“RIDE”).

### **SECTION 4 LENGTH AND NUMBER OF TERMS**

Council members serve at the pleasure of the Commissioner. Unless the Commissioner decides otherwise:

- (a) members shall serve a two-year term, and no member may serve more than two consecutive terms without cycling out;
- (b) if a member is appointed to fill an unexpired term, they will complete that term, then be eligible to be appointed to two more consecutive terms; and
- (c) terms should be staggered to ensure continuity.

### **SECTION 5 ATTENDANCE**

Council members must attend meetings on a regular basis. If a member cannot attend a meeting, they must notify the chairperson in advance. If a member misses two meetings during

the school year, they will be notified of the lapse of their membership and may be removed from the Council by the Commissioner.

## **SECTION 6 VACANCIES AND REPLACEMENT**

Upon resignation or membership lapse of a member of the council, the Council may recommend a replacement for consideration by the Commissioner.

## **SECTION 7 COMPENSATION**

Members of the Council shall serve without compensation.

# **ARTICLE III OFFICERS**

## **SECTION 1 ELECTION AND TERM OF OFFICE**

The officers of the Council shall be a Chair, Vice-Chair for Higher Education, Vice Chair for K-12 Education, Vice-Chair for Dual Language Programs, and Secretary. The officers 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 Council at the meeting prior to the last meeting. Unless the Commissioner decides otherwise:

- (a) The officers shall serve for two (2) years;
- (b) Officers cannot hold office for more than two (2) consecutive terms; and
- (c) 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 Council meetings, and:

- (a) may sign or authorize all letters, reports, other communications of Council;
- (b) appoint committees to explore issues and serve as ex-officio member of all committees;
- (c) announce vacancies as they occur in collaboration with the Secretary; and
- (d) is generally responsible for directing and coordinating the affairs of the Council.

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

The Secretary shall be responsible for:

- (a) keeping accurate records of all meetings;
- (b) informing the Council of all scheduled meetings and the length of each meeting; and
- (c) 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 Commissioner, or failing action by the Commissioner, by the Council, through election from existing membership for the unexpired portion of the term.

### **SECTION 4 EXECUTIVE COMMITTEE**

The officers of the Council and chairpersons of the various committees will constitute the Executive Committee. The Executive Committee will be responsible for soliciting ideas from Council members, co-constructing agenda items for Council meetings with the RIDE MLL team, and assisting the Chairperson in coordinating the activities of the Council.

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

### **SECTION 5 SUBCOMMITTEES**

The Executive Committee shall establish subcommittees as deemed necessary. A member of the Executive Committee shall facilitate the subcommittee and a representative from the subcommittee shall report on subcommittee activities at the quarterly meetings.

All 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 ex officio members of the Council. A published list of sub-committee members and chairs shall be made available to the public upon request.

## **ARTICLE IV MEETINGS**

### **SECTION 1 REGULAR MEETINGS**

The Council 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 and the consideration of 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 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 emailed 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 by the advisory to the public.

## **SECTION 5 QUORUM**

A quorum shall consist of a majority of existing 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. 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 a high-level protocol established by the Council's Executive Committee. Please click the following link for the [Meeting Protocol](#).

## **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 Council throughout the year.

## **ARTICLE V AMENDMENTS TO BY-LAWS**

### **SECTION 1 PROPOSED AMENDMENTS**

Amendments may be proposed by any member of the Council 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 Council members, and all proposed amendments must be approved by the Commissioner.

## **ARTICLE VI SUPPORT**

RIDE liaison(s) will advise the Council 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 upon request, and other communications of the committee, distribute membership lists and information, and provide logistical support for meetings.