



# BYLAWS OF

## The Washington State

### Bilingual Education Advisory Committee (BEAC)

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#### **Article I. Name and Governing Authority**

*Section I. Name.* The advisory committee shall be known as the Bilingual Education Advisory Committee, and, within this document, referred to as the BEAC.

*Section II. Governing Authority.* The BEAC was incorporated under the laws of the state of Washington pursuant to the Committee's Articles as discussed on June 24<sup>th</sup>, 2005 at the Larkspur Landing Hotel in Renton, Washington. The BEAC shall be governed by these bylaws as amended from time to time in accordance with the provisions hereof. These bylaws shall not conflict with the Articles of the BEAC.

#### **Article II. Purpose**

*Section I. Purpose.* The purpose of the Bilingual Education Advisory Committee is to serve as an advisory committee to the Superintendent of Public Instruction on matters related to policy, effective programming, and resource allocations for English learners in Washington's schools. The BEAC helps facilitate the provisions of bilingual education and related services as implemented by the Office of Bilingual Education at the Office of the Superintendent of Public Instruction (OSPI). The BEAC regularly conducts research on innovative models and best practices to inform the State Superintendent on topics—including, but not limited to—the importance of promoting the Seal of Biliteracy, dual language program models, testing in native languages, and equitable access to rigorous curriculum and educational opportunities to meet the unique needs of students whose primary or home language is one that is other than English. [RCW 28A-180-060](#) and [WAC 392-160](#) provide additional information regarding the educational needs of and related services for English learners.

#### **Article III. Duties**

*Section I. Duties.* The duties of the Bilingual Education Advisory Committee shall be:

- I. To advise the State Superintendent and the Migrant and Bilingual Education programs at OSPI on the development and operation of programs designed to support English learners. This includes, but is not limited to, coordination, implementation, integration, and guidance related to other OSPI federal and state programs such as Title I and LAP programs, regulatory and non-regulatory guidance under the Every Student Succeeds Act (ESSA), the Transitional Bilingual Instructional Program (TBIP), and related English learner programs/initiatives in Washington in the following areas:

- a) Assessment, Student Information, CEDARS data collection, parent and family engagement, language access, Title I, LAP, Title II, Title III, Title VI and OSPI's Office of System and School Improvement (OSSI).
  - b) Development of recommendations on guidance for the basic education of English learners.
  - c) Development of recommendations for establishing bilingual instructional standards for services provided to English learners.
  - d) Development of recommendations concerning policies, administration, and funding of the TBIP and all other programs providing services to English learners.
  - e) Development of recommendations and review of the state-approved English language proficiency assessment for the identification and transition of English learners.
  - f) Review of the existing WACs and RCWs pertaining to the TBIP and the provision of recommendations for necessary improvements.
  - g) Review of teacher preparation programs and teaching practices as they relate to English learners and the provision of necessary recommendations.
  - h) Evaluation and dissemination of information related to the TBIP and all other programs that provide services to English learners, inclusive of ESSA and other state/federal programs.
  - i) Enhancement of parent involvement and engagement in all aspects of the school's program and school community relations to ensure equity, access, community participation, two-way communication, and promotion of language access for English learners and their families.
- II. To establish and maintain lines of communication with federal and state agencies, professional organizations, and community groups involved and/or concerned with the education of English learners.
- III. To submit an annual report of committee activities and recommendations to OSPI. Following the completion of tasks, other reports must also be submitted to OSPI.

## **Article IV: Membership**

*Section I. BEAC Composition.* The BEAC shall consist of not fewer than 12 and not more than 20 appointed members. Appointments will be made by OSPI based on recommendations from BEAC members and Washington's citizens. Membership composition is defined as follows:

- College of Education professionals
- Immigrant/Refugee/Migrant community member
- Native American community members
- Paraeducators
- School district administrators

- Superintendents
- Teachers
- BEAC values student voice. BEAC will actively engage through different formats with students who are impacted by OSPI decisions for migrant, bilingual and American Indian/Alaska Native voices. BEAC will attempt to hold a student panel once a year.
- One parent or guardian of English learners

## **Article V: Operating Procedures**

*Section I. Nominees.* Nominees for BEAC membership will be sought from multiple sources including: professional organizations, ethnic and language groups, geographic representation, institutions of higher education, and school districts.

*Section II. Selection of Members and Term of Office.* All appointments will be made by OSPI. All terms expire on August 31<sup>st</sup> of the given year. Terms will be staggered between two and three years in order to provide continuity. BEAC members may serve two consecutive terms. All BEAC members will be voting members.

*Section III. Voting.* Each voting member will be entitled to one vote. Electronic ballots will be permitted. BEAC members may not transfer their voting rights to a designee. Except for changes to the bylaws which will require two-thirds vote, all other business will require a simple majority vote for approval.

*Section IV. Quorum.* For voting purposes and the enactment of official business, the BEAC requires that a quorum of its members be present. A quorum is constituted of fifty percent of BEAC members who are present at a meeting (electronically or physically). A BEAC member may be said to be present electronically when that person is participating and accounted for through electronic sources such as ZOOM, phone, GoToMeeting, etc. Any member who has withdrawn from a meeting without being excused by a majority vote by the remaining members present shall be counted as present for purposes of determining whether a quorum exists.

*Section V. Termination of Membership.* Members of the BEAC who fail to attend two consecutive meetings will have a discussion with the Chairperson concerning the possibility of forfeiting his/her appointment. A member who fails to attend three consecutive meetings will forfeit their appointment.

*Section VI. Members Leaving the Field.* Members who leave the field of education during their service on the BEAC may choose to resign their membership on BEAC or complete their current term (for a duration of up to one year). After this time, the position will be open for new appointments.

*Section VII. OSPI Staff, Duties.* All OSPI staff are non-voting. The Director of Migrant and Bilingual Education is OSPI's representative to the BEAC. The Director shall appoint an OSPI Bilingual Education staff member to serve as the OSPI Liaison to the BEAC. OSPI staff responsibilities are as follows:

- a. In collaboration with the Chair, the Director shall set the agendas for the BEAC meetings.

An OSPI staff responsibility is to develop agenda items that are current and require BEAC input and recommendations.

- b. In collaboration with the Chair and the BEAC members, OSPI staff shall support BEAC activities and initiatives in support of English learners.
- c. The OSPI Liaison, or OSPI staff designee, will keep minutes of all meetings (regular and special) and will transmit to each member of the BEAC, and to other interested persons, true and correct copies of the minutes of such meetings.
- d. The OSPI Liaison will keep all records and perform all duties incidental to the office.

## **Article VI. Executive Committee**

Section I. Executive Committee Membership. The Executive Committee shall consist of the Chair, Vice-Chair, and four members of BEAC-at-large. The members of the Executive Committee shall be the Chair, Vice-Chair, member-at-large, superintendent, parent, and teacher. The OSPI Liaison will be assigned to support the duties of the Executive Committee. The Executive Committee shall be comprised of active members in good standing.

### Section II. Executive Committee Titles, Duties, and Terms of Office.

#### I. Chair

- a. The Chair will be elected for a two-year term by a majority vote at the last annual regular meeting prior to the start of the new fiscal year (July 1<sup>st</sup>).
- b. The Chair will preside at all meetings of the BEAC and will perform all duties incidental to the office of Chair and other duties as prescribed by the BEAC.
- c. The Chair shall work closely with the Director of Migrant and Bilingual Education to develop agendas, work plans, and/or initiatives for BEAC.
- d. The Chair may be re-elected for one successive term.
- e. The Chair shall be the Chair of the Executive Committee.

#### II. Vice-Chair

- a. The duties of the Vice-Chair will be to substitute for the Chair during his or her absence.
- b. The Vice-Chair may also be assigned other duties by the BEAC. The Vice-Chair will be elected by the BEAC membership in the same manner and for the same term(s) of office as the Chair.

#### III. Superintendent and Teacher

- a. A superintendent and teacher will also serve on the Executive Committee. The superintendent and teacher will be elected by the BEAC membership in the same manner and for the same term(s) of office as the Chair.

#### IV. Parent and Member-at-Large

- a. A parent and the member-at-large shall also be elected by the BEAC to serve on the Executive Committee. The parent and member-at-large will be elected by the BEAC membership in the same manner and for the same term(s) of office as the Chair.

V. Non-voting OSPI Staff/Liaison

- a. OSPI staff will provide support to the Executive Committee.

Section III. Executive Committee's Term. An Executive Committee will be elected for a two-year term of office at the first BEAC meeting of the fiscal year.

Section IV. Executive Committee's Duties. The Executive Committee shall be the point of contact to advise OSPI on any legislative and policy-making for the BEAC, and shall have general supervision over the affairs of the BEAC. The Executive Committee will work cooperatively with the OSPI Director and the OSPI Liaison in finalizing meeting agendas and legislative recommendations regarding Bilingual Education. On behalf of the OSPI Migrant and Bilingual Education Director and/or BEAC Chair, the OSPI Liaison may schedule a meeting of the Executive Committee to act on behalf of the BEAC on matters of urgent nature which cannot wait for a regular meeting.

Section V. Executive Committee's Meetings. Additional meetings of the Executive Committee shall be held at the call of the Chair and or OSPI Migrant and Bilingual Education Director or upon petition in writing to the Director of Migrant and Bilingual Education.

## **Article VII. BEAC Meetings**

Section I. Meetings. The BEAC shall hold quarterly meetings, which shall be held in geographical proximity to the majority of members to facilitate logistics and transportation. The BEAC will attempt to hold at least one meeting per year in each side of the state (eastern and western Washington) to demonstrate geographic reach to stakeholders. Location of the meeting shall be made known to the public by a notice, which shall be prepared and disseminated by the OSPI Migrant and Bilingual Education office. Any regular meeting must have a quorum of the BEAC members present to begin or continue. Consistent with the requirements of the state law, meetings shall be open to the public, except those portions of the meeting that might be conducted in closed or executive sessions.

All regular and special meetings of the BEAC will be conducted in accordance with Robert's Rules of Order. All meetings will be held in a facility accessible to persons with disabilities. Notices of the time and place of regular meetings shall be sent to all members at least ten days prior to the meeting date.

Section II. Special Meetings & Committees. Special task forces and/or ad hoc committees may be called into existence for specific purposes for designated time periods by the BEAC or the Executive Committee approved by BEAC. Special meetings may be called by OSPI or by BEAC's Executive Committee. OSPI staff shall notify, in writing, each BEAC member of the time, place, and purpose of the special meeting at least forty-eight hours in advance of the meeting unless such notice requirement is waived by each member of the Executive Committee.

## **Article VIII. Committee Expenses**

Section I. Expenses. Members will be paid expenses for attendance at committee meetings and activities to the extent and for such purposes as allowed to state employees by Rules and Regulations of the Office of Financial Management. Other expenditures required to conduct committee business, such as site rentals, will be provided in accordance with fiscal authorization policies and procedures of OSPI. The BEAC will have no power to enter into contracts of any nature, or disburse public funds. The BEAC shall have no power beyond those expressly set forth herein. No committee member will be required to provide any sum of money, property, or services other than the services described herein.

## **Article IX. Conflict of Interest**

Section I. Conflict of Interest. Any questions or concerns regarding the conflict and interest shall be addressed by the Executive Committee. No one shall be eligible for appointment or permitted to serve on the BEAC if that person;

- I. Is, or becomes a party to any future contract with OSPI which is affiliated with or has potential to influence the same subject area or program over which the BEAC has jurisdiction; or
- II. Is, or becomes, an officer, director, trustee, partner, or employee of any entity which is a party to future contract(s) with OSPI which relates to the same subject area or program over which the BEAC has jurisdiction.