

Bylaws of the Washington State Multilingual Education Advisory Committee

Article I. Name and Governing Authority

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

Section II. Governing Authority. The MEAC was incorporated under the laws of the state of Washington pursuant to the Committee's Articles as discussed on June 24, 2005, in Renton, Washington, and updated on September 27, 2024, in Wenatchee, Washington. The MEAC 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 MEAC.

Article II. Purpose

Section I. Purpose. The purpose of the Multilingual 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 multilingual learners in Washington's schools. The MEAC helps facilitate the provisions of multilingual education and related services as implemented by the Office of Multilingual Education at the Office of the Superintendent of Public Instruction (OSPI). The MEAC 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 multilingual learners.

Article III. Duties

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

I. To advise the State Superintendent and the Multilingual Education program at OSPI on the development and operation of programs designed to support Multilingual 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 multilingual learners.
- c) Development of recommendations for establishing multilingual instructional standards for services provided to multilingual learners.
- d) Development of recommendations concerning policies, administration, and funding of the TBIP and all other programs providing services to multilingual learners.
- e) Development of recommendations and review of the state-approved English language proficiency assessment for the identification and transition of multilingual 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 Multilingual 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 multilingual 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 multilingual 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 multilingual 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. MEAC Composition. The MEAC shall consist of not fewer than 12 and not more than 20 appointed members. Appointments will be made by OSPI based on recommendations from MEAC members and Washington's citizens. Membership composition is defined as follows:

- College of Education professionals
- Immigrant/Refugee/Migrant community members
- Native American community members
- Paraeducators
- School district administrators
- Superintendents
- Teachers
- One parent or guardian of multilingual learners

MEAC values student voice. MEAC will actively engage through different formats with students who are impacted by OSPI decisions for multilingual learners and American Indian/Alaska Native students.

Article V: Operating Procedures

Section I. Nominees. Nominees for MEAC 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 31st of the given year. Terms will be two years and will be staggered to begin in even or odd years in order to provide continuity. MEAC members may serve three consecutive terms. All MEAC members will be voting members.

Section III. Voting. Each voting member will be entitled to one vote. Electronic ballots will be permitted. MEAC 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 MEAC requires that a quorum of its members be present. A quorum is constituted of fifty-one percent of MEAC members who are present at a meeting (electronically or physically). A MEAC 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 MEAC who fail to attend two consecutive meetings will have a discussion with the Chairperson concerning the possibility of forfeiting their 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 MEAC may choose to resign their membership on MEAC 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 Multilingual Education is OSPI's representative to the MEAC. The Director shall appoint an OSPI Multilingual Education staff member to serve as the OSPI Liaison to the MEAC. OSPI staff responsibilities are as follows:

- a) In collaboration with the Chair, the Director shall set the agendas for the MEAC meetings. An OSPI staff responsibility is to develop agenda items that are current and require MEAC input and recommendations.
- b) In collaboration with the Chair and the MEAC members, OSPI staff shall support MEAC activities and initiatives in support of multilingual 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 MEAC, 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 at-large members of MEAC. The members of the Executive Committee shall be the Chair, Vice-Chair, superintendent or administrator, teacher, and 2 members-at-large. 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 1st).
- b) The Chair will preside at all meetings of the MEAC and will perform all duties incidental to the office of Chair and other duties as prescribed by the MEAC.
- c) The Chair shall work closely with the Director of Multilingual Education to develop agendas, work plans, and/or initiatives for MEAC.
- d) The Chair may be re-elected for two successive terms.
- 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 MEAC. The Vice-Chair will be elected by the MEAC membership in the same manner and for the same term(s) of office as the Chair.

III. Superintendent or Administrator

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

IV. Teacher

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

V. Members-at-Large

- a) Two members-at-large shall also be elected by the MEAC to serve on the Executive Committee. The members-at-large will be elected by the MEAC 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 member will be elected for a two-year term of office at the first MEAC 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 policymaking for the MEAC and shall have general supervision over the affairs of the MEAC. The Executive Committee will work cooperatively with the OSPI Director and the OSPI Liaison in finalizing meeting agendas and legislative recommendations regarding Multilingual Education. On behalf of the OSPI Education Director and/or MEAC Chair, the OSPI Liaison may schedule a meeting of the Executive Committee to act on behalf of the MEAC on matters of urgent nature which cannot wait for a regular meeting. The Executive Committee shall meet annually with the State Superintendent to discuss and advise on legislative and policy-making priorities determined by MEAC.

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

Article VII. MEAC Meetings

Section I. Meetings. The MEAC shall hold quarterly meetings, which shall be held virtually or in geographical proximity to members to facilitate logistics and transportation. The MEAC will attempt to hold at least one meeting per year on 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 Multilingual Education office. Any regular meeting must have a quorum of the MEAC 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 MEAC 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 MEAC or the Executive Committee approved by MEAC. Special meetings may be called by OSPI or by MEAC's Executive Committee. OSPI staff shall notify, in writing, each MEAC 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 MEAC will have no power to enter into contracts of any nature or disburse public funds. The MEAC 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 a potential conflict of interest shall be addressed by the Executive Committee. No one shall be eligible for appointment or permitted to serve on the MEAC 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 MEAC 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 MEAC has jurisdiction.