



BYLAWS of the Fort Bend ISD Emergent Bilingual Parent Advisory Committee (EB PAC)

Article I: Name

The name of this committee shall be the Emergent Bilingual Parent Advisory Committee (EB PAC) of Fort Bend Independent School District (FBISD).

Article II: Purpose

The purpose of the EB PAC is to:

1. Serve as a collaborative advisory body between families of Emergent Bilingual (EB) students and the Fort Bend ISD Multilingual Programs Department.
2. Promote two-way communication and cultural understanding between the district and its EB families.
3. Provide feedback on districtwide programs, policies, and practices affecting Emergent Bilingual students.
4. Encourage parental involvement and advocacy in alignment with Title III federal guidelines.

Article III: Membership

Section 1: Eligibility

Members must be a parent or legal guardian of a currently enrolled Fort Bend ISD student identified as an Emergent Bilingual (EB).

Section 2: Representation

Each FBISD campus may nominate one (1) parent representative. Parents may also self-nominate by completing a district-provided electronic nomination form. No more than three (3) parent representatives per campus may serve at one time: one (1) campus-nominated parent and up to two (2) self-nominated parents.

Section 3: Term of Service

Members shall serve a one-year term, renewable for additional years. Members must reapply or be re-nominated annually.

Section 4: Expectations

Members are expected to: Attend meetings regularly for their assigned regional group. Communicate with families from their school to collect questions and feedback. Share information and updates from EB PAC meetings back to their campus.

Article IV: Meetings

Section 1: Frequency and Schedule

EB PAC will meet once per month on Tuesdays from 6:00–7:00 PM. Meetings will be held as two separate regional groups: Central/East EB PAC (Quail Valley ES) & Central/West EB PAC (Brazos Bend ES)

Section 2: Location & Format

Meetings may be held in person, virtually, or in a hybrid format depending on accessibility and language support needs. Interpretation and translated materials will be provided as needed.

Section 3: Agendas

Meeting agendas will be developed by the Multilingual Programs Department in collaboration with EB PAC Ambassadors. Parents may submit agenda items or questions in advance for discussion.

Section 4: Decision-Making

EB PAC is advisory in nature and does not vote on district policy. Collective feedback and recommendations from both regional groups will be documented and reviewed by the Multilingual Programs Department.

Article V: Officers

Section 1: Structure and Positions

To support the two regional EB PAC groups, the committee shall have one officer in each role per region. Each region (Central/East and Central/West) shall have **one (1) Ambassador, one (1) Associate Ambassador, and one (1) Secretary.**

Section 2: Officer Definitions

Ambassador: Serves as the primary facilitator and representative for their regional EB PAC group. Associate Ambassador: Supports the Ambassador and assumes leadership responsibilities in their absence. Secretary: Documents meeting notes.

Section 3: Selection

Ambassadors, Associate Ambassadors and Secretaries for each regional EB PAC group will be selected by the FBISD Multilingual Programs Department. Officers will serve a one-year term.

Section 4: Eligibility

Any parent who has served at least one full year on EB PAC is eligible to serve as an Ambassador. (During the first year of implementation of this structure, this requirement may be waived.) New members may serve as Associate Ambassador or Secretary with approval from the Multilingual Department.

Article VI: Communication & Accountability

1. Meeting minutes and summaries from both regional groups will be posted on the FBISD Multilingual Programs website.
2. Members will receive communications in their preferred language when available.
3. Campus representatives are responsible for gathering input and disseminating information at the campus level.
4. Ambassadors from both regions will collaborate with district staff to ensure alignment across groups.

Article VII: Amendments

These bylaws may be amended by the Multilingual Department in collaboration with EB PAC Ambassadors.

Article VIII: Termination of Membership

A member may be removed from the EB PAC if they:

1. Miss multiple meetings without notice.
2. Engage in disrespectful, discriminatory, or disruptive behavior during meetings.
3. Violate the confidentiality or trust expected in their role.

The Parent Advisory Committee shall have no power to enter into contracts of any nature or to spend public funds except in cases of committee expense approved by the Director of Multilingual Programs. The Advisory Committee shall have no power to bind any member of the District to any debt, liability, or obligation in the absence of any express written authorization from the party to be bound. The Advisory Committee shall have no powers beyond those expressly set forth herein. No member of the Advisory Committee shall be empowered to speak for the entire Committee unless authorized by the Committee. Such authorization must be reflected in the minutes of the committee.