

# SCHOOL HEALTH ADVISORY COUNCIL (SHAC) NORTHWEST INDEPENDENT SCHOOL DISTRICT BY LAWS

## **Article I: Authority**

### Section One: Statute and Policy

Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code, to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the Northwest Independent School District (NISD) is specifically authorized by the Board of Trustees in District policy.

### Section Two: Limitation

The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Superintendent and Board of Trustees as is specifically listed in state law and District policy. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation to or liability upon the district.

### Section Three: Bylaws

It shall be the responsibility of the Board of Trustees, upon the advice and counsel of the SHAC, to establish and amend the Bylaws.

## **Article II: Responsibilities**

According to state law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:

- A. To hold regular meetings.
- B. To meet as needed with the Board of Trustees.
- C. To provide advice, recommendations, and counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- D. To consult regularly with the Superintendent and his/her administration regarding the planning, implementation, and evaluation of the District coordinated school health program.
- E. To approve the District coordinated school health program, subject to adoption by the Board of Trustees.

- F. To consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- G. To advise and consult with the district in the development of a comprehensive health education curriculum.
- H. To provide a written annual report to the Board of Trustees prior to the last scheduled school board meeting of the school year.

### **Article III: Meetings**

#### Section One: Regular Meetings

The SHAC shall conduct a minimum of four regular meetings per year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled. Regular SHAC meetings shall be scheduled and posted on the NISD web site prior to August.

Special meetings or changes to regular scheduled meetings will be posted. All current members will be notified via e-mail at least 3 business days prior to new date.

#### Section Two: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern meetings of this committee when not in conflict with these bylaws including but not limited to , the authority of the chair to limit discussion as necessary, to rule a member out of order, etc.

#### Section Three: Public Hearings

Public hearings and other meetings with the public should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the SHAC Coordinator.

#### Section Four: Open Meetings

All meetings of the full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The Chair may limit the time given to speakers.

Committee meetings may be open to the public at the discretion of the Committee Chair.

#### Section Five: Quorum

A quorum shall be one-third of the current voting members, as approved by the Board of Trustees. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

#### Section Six: Attendance

Member attendance shall be monitored by the Chairs, who shall work with members to try and resolve any attendance problems. Members are encouraged to contact the Chair or the Coordinator if they know they cannot attend a meeting. In the event of repeated attendance issues, the SHAC may vote to remove the member by a majority vote.

#### Section Seven: Decision-making

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote.

#### Section Eight: Agendas

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Executive Committee and Coordinator. Prior to each meeting, the agenda shall be posted on the SHAC website three to five days prior to the scheduled meeting.

### **Article IV: Membership**

#### Section One: Membership Criteria

The membership composition of the SHAC shall comply with the following:

- A. Parents must live within the District, and must be a custodial parent or guardian of a student currently enrolled in a district school.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the district, who are not employed by NISD.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.
- D. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender and economic diversity of the district.
- E. The Superintendent or designee shall serve in an ex-officio (non-voting) capacity.

#### Section Two: Terms of Service

The term of service for an appointment shall be one year, normally beginning with the first SHAC meeting in September. Parents and community members will serve a one year appointment. Members may serve multiple terms.

#### Section Three: Confirmation by Board of Trustees

The Board of Trustees shall annually approve all members to the SHAC upon submission of membership list by SHAC Coordinator.

#### Section Four: Vacancies

The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article IV, Section Three of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

#### Section Five: Conflict of Interest

No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary interest in the recommendations of that committee and decisions by the Board of Trustees. Even the appearance of a conflict of interest should be avoided if at all possible. It is the responsibility of the member to disclose any possible conflict of interest.

A single agenda item shall not be cause for the elimination of an individual's membership; however, any such individual shall refrain from participation in decisions and voting as to that issue.

#### Section Six: Size of Council

The SHAC will consist of no more than 35 voting members and no less than 10 voting members.

### **Article V: Officers**

#### Section One: Terms of Service

The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve a one-year term. Officers may serve more than one consecutive term. Officers will be elected in May and installed at the first meeting in September. No officer shall be an employee of the NISD.

#### Section Two: Responsibilities

##### A. Chair

- Preside at all meetings of the SHAC.
- Appoint committees as necessary.
- Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.

- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the board.
- B. Vice-Chair
  - Preside at SHAC meetings in the absence of the Chair.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, district policy, and direction of the Board.
- C. Secretary
  - Preside at meetings when both the Chair and Vice-Chair are absent.
  - Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, district policy, and direction of the Board.

### **Article VI: Executive Committee**

#### Section One: Membership

The Executive Committee shall consist of the officers, chairs of all sub committees, and the immediate Past Chair.

### **Article VII: Committees**

#### Section One: Sub-Committees

There may be one sub-committee for each of the following substantive areas: Nutrition/Food Service, Health Education Curriculum, Physical Education and Activity, Health Services, Healthy and Safe School Environment, Counseling and Mental Health Services, Staff Wellness and Parent and Community Involvement. All committee chairs shall report directly to the SHAC through the Executive Committee Chair and Vice-Chair.

- A. The Vice-Chair shall oversee the activities of all sub committees. The Vice-Chair shall insure that all committee chair positions have been filled.
- B. Sub committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for committees. They gather information, analyze available data, make recommendations to the SHAC, and report to the SHAC. The SHAC may develop these recommendations into action items for a SHAC vote.
- C. Sub committee members are not required to be SHAC members. NISD employees may be appointed to sub committees. School Health Services staff may also be appointed to committees.
- D. The Coordinator will serve as a resource for all committees.

- E. Sub committee chairs will be members of the SHAC. If the committee chair is not a parent of an NISD student, a parent will be designated as co-chair.
- F. Sub committees should strive for representation of the entire district.
- G. Sub committees should be comprised of at least four members.

### **Article VIII: Coordinator**

The Executive Director of Health, Physical Education and Athletics shall appoint the Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

- A. Ensure adequate facilities arrangements and staff support are secured for all meetings.
- B. Provide members and support staff with agendas and background materials prior to meetings.
- C. Serve as custodian of all SHAC records.
- D. Promote public awareness of the SHAC and maintain a database of persons interested in service as SHAC members.
- E. Inform the Chair of member vacancies and attendance problems.
- F. Provide staff support in the development and submission of SHAC's annual report.
- G. Inform the Chair and General Counsel of possible member conflicts of interest.
- H. Provide such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.
- I. SHAC members will be notified of SHAC agenda items at least 72 hours prior to School Board Meeting.

Approved March 21, 2011