

# **HJISD SCHOOL HEALTH ADVISORY COUNCIL (SHAC) BYLAWS**

## **Article I: Authority**

### Section One. Statute and Policy.

Each school district in the State is required in Chapter 28.004 of the Texas Education Code to establish, and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of Hardin Jefferson Independent School District is specifically authorized by the Board of Trustees in district policy BDF (Legal).

### Section Two. Limitations.

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

### Section Three. Staff Support.

The administration shall identify an appropriate staff member to serve as SHAC Coordinator (The Coordinator).

### Section Four. Bylaws.

It shall be the responsibility of the SHAC Chair and Co-chair, and upon any direction given by the Board of Trustees, to establish and amend the SHAC bylaws. The SHAC shall observe the bylaws.

## **Article II: Responsibilities**

### Section One. Responsibilities.

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

1. To hold regular meetings.
2. To meet the requirements of Chapter 38.013 of the Texas Education Code and district policy EHAA (Legal), including:
  - Provide advice 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, nutrition services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
  - Approve the district coordinated school health program, subject to adoption by the Board of Trustees.

- To advise and consult with the district in the development of a comprehensive Health Education Curriculum.
3. To consult as necessary or appropriate with the Superintendent and district administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
  4. To consult with the Superintendent and district administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
  5. To present and discuss a written annual report in a meeting with the Board of Trustees on or before September 1st, of each year.

### **Article III: Meetings**

#### Section One. Regular Meetings.

The Coordinator shall work with the Co-chair to establish the regular meeting schedule of SHAC.

#### Section Two. Cancellation of Meetings.

If necessary, the Coordinator and Co-Chair may cancel any meeting of SHAC with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of cancelled or rescheduled meetings.

#### Section Three. Open Meetings.

Pursuant to the district's Communications and Visitors Requirements, all meetings of the full SHAC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The Chair may limit time given to the speakers. Subcommittee meetings may be open to the public at the discretion of the subcommittee chair.

#### Section Four. Quorum.

For meetings of the full SHAC, a quorum shall be the majority of the current membership. 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 Five. Attendance.

Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. Non-attendance for three unexcused meetings within a one-year period may result in removal by the Coordinator. Members are encouraged to contact the Coordinator if they know they cannot attend a meeting. The Coordinator shall determine whether absences are excused.

#### Section Six. Virtual Attendance.

Members may virtually participate in meetings through various means, to the extent they are readily available to the Coordinator.

#### 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. Proxy voting shall not be permitted. However, members in virtual attendance may vote.

#### Section Eight. Email Voting and Polling.

In lieu of a meeting, from time to time, the Coordinator and Co-Chair may request members to vote or take a poll on a certain matter via email. However, this should not be common practice.

#### Section Nine. Agendas.

Agendas shall be provided for all full SHAC meetings, and posted on the HJISD website at least 72 hours in advance of meetings. Agenda items shall normally be determined by the chairperson. However, a majority of the SHAC may vote to place an item on an upcoming agenda.

#### Section Ten. Minutes.

The Coordinator shall ensure that minutes are kept for all regular SHAC meetings. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings shall be approved by the SHAC and posted on the SHAC website.

### **Article IV: Membership**

#### Section One. Membership Criteria.

Membership of the SHAC will strive to reflect the geographic, ethnic, gender, disability, and economic diversity of the district. The SHAC will consist of no more than 35 members and no fewer than 15 members. The membership composition of the SHAC shall comply with the following:

1. Parents must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not also be employees of the district.
2. The majority of the SHAC shall consist of parents, as defined above.
3. The membership of the SHAC may also include: teachers, administrators, students, health care professionals, business community, law enforcement, senior citizens, clergy, nonprofit health organizations, and local domestic violence programs.
4. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.

#### Section Two. Term of Service.

The term of service for an appointment shall be one-two year term, normally beginning the first SHAC meeting of the year. Members may serve multiple terms. In filling vacancies, members may serve partial terms.

#### Section Three. Membership Selection and Approval.

The SHAC coordinator shall annually develop a SHAC membership roster, based on consideration of applications received, referrals from campuses and SHAC members, and other appropriate sources. The district's standard membership selection considerations shall be applied. The chairperson shall also invite Trustees to provide names for automatic inclusion on the SHAC membership. The annual membership roster shall be provided to the Board of Trustees for approval; however, names provided by individual Trustees are not subject to this approval.

#### Section Four. Vacancies.

The Board of Trustees delegates to the SHAC chairperson the responsibility to fill any vacancies that may occur after the Board has annually approved the SHAC membership. A vacated term of one year or greater must be filled within a reasonable time.

#### Section Five. Change in Member Status.

If the status of a member changes, the chair or co-chair may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the chair or co-chair may allow the member to continue to serve in the current position for a period of less than one year, if not otherwise prohibited under Section One of this article.

#### Section Six. Continued Operation.

Any vacated terms left unfilled under provisions of Sections Four and Five of this Article shall not cause the SHAC to discontinue its operations.

#### Section Seven. Conflict of Interest.

Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussions or recommendations of the committee.
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the Coordinator, who may consult with the General Counsel as necessary, for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Required recusal from a particular agenda item or items.
- Required recusal from a particular meeting or meetings.
- Removal from the committee.

#### Section Eight. Role of the Board Representative.

The Board may designate a Trustee to serve as a representative to the SHAC. The role of the Board Representative is to observe without vote the deliberations and activities of the SHAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in a public meeting, in accordance with the Texas Open Meetings Act, has so directed. The Board Representative may actively participate in discussions by providing guidance as may be appropriate, and by responding to questions to the best of his/her ability. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

#### Section Nine. Code of Conduct.

The district welcomes freedom of expression and debate. However, SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. In meetings, members must be recognized by the Chair before speaking, and otherwise respect the order maintained by the Chair. Unless otherwise authorized by the SHAC, members shall not speak for the SHAC; and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the SHAC. Violation of this code of conduct may result in reprimand or dismissal by the Coordinator.

#### Section Ten. Undue Advantage.

SHAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Chair. (As examples, it would be considered an undue advantage if a person included his or her membership in the SHAC as reasoning for allowing a student transfer or for allowing a student entry into a particular program. However, it would not be considered an undue advantage for a person to include SHAC membership on his or her resume.)

### **Article V: Officers**

#### Section One. Officers and Terms of Service.

The SHAC officers should include Chair and/or Co-Chair. At least the Chair or Co-Chair must be a parent of a student enrolled in the school district and cannot be an employee of the district. The Secretary may be an employee of the district. Officers will each serve two-year terms. Officers shall be elected in May or June, and installed at the first meeting of the year.

#### Section Two. Option for Co-Chairs.

The SHAC may choose to elect two Co-Chairs, one of whom must be a parent, and one of whom is not required to be a parent. If elected, Co-Chairs shall serve two-year terms.

#### Section Three. Responsibilities.

The responsibilities of the SHAC officers are as follows:

- A. The responsibilities of the Chair (or Co-Chairs) shall be to:
1. Preside at all meetings of the SHAC, and ensure that commonly accepted parliamentary procedure is followed
  2. Serve as an ex officio member of all subcommittees without vote.
  3. Represent the SHAC, sign all letters, reports, and other communications on behalf of the SHAC.
  4. 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.

- B. The responsibilities of the Vice-Chair shall be to:
1. Preside at SHAC meetings in the absence of the Chair.
  2. Serve as ex officio member of all subcommittees without vote.
  3. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, and district policy.

- C. The responsibilities of the Secretary shall be to:
1. Preside at meetings when both the Chair and Vice-Chair are absent.
  2. Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of SHAC meetings.
  3. Perform other responsibilities that may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, District policy, and direction of the Board.

#### Section Four. Mid-Term Vacancies.

If a vacancy occurs after an Officer's term has commenced, the SHAC shall elect a new Officer to serve for the remainder of the term.

#### Section Five. Removal of Officers.

The Officers serve at the will of the SHAC. A two-thirds majority of the SHAC may at any time remove an Officer. Such action in itself does not equate to dismissal from the SHAC.

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

#### Section One. Membership.

The Executive Committee shall consist of the Chair, Co-Chair, Nurse, and Secretary.

#### Section Two. Responsibilities.

The responsibilities of the Executive Committee shall be to:

1. Determine the schedules for all meetings of the full SHAC.
2. Set the agenda for all meetings of the full SHAC.

3. Establish or alter subcommittees (the Executive Committee may also determine certain operational criteria for subcommittees established jointly with other organizations).
4. Receive recommendations from subcommittees for forwarding to the full SHAC.
5. Serve as the Membership Committee of the SHAC

#### Section Three. Membership Committee.

In accordance with provisions of Article IV, Sections Three, Four and Five, the Executive Committee shall serve as the Membership Committee of the SHAC. The Executive Committee may also call upon interested SHAC members to assist in this process.

### **Article VII: Subcommittees**

#### Section One. Establishment.

Subcommittees may be standing or ad hoc, and shall be established or altered by the Executive Committee. Subcommittees may address any topics as designated by the Executive Committee. However, pursuant to statutory requirements, there shall be a standing subcommittee maintained to address Physical Education and Activity.

#### Section Two. Operations.

Subcommittees shall have the following operational criteria:

1. The Vice-Chair shall oversee the activities of all subcommittees, and ensure that assigned topics are appropriately addressed.
2. Subcommittee chairs and their terms of service shall be appointed by the Chair with the advice of the Vice-Chair.
3. Sub committee chairs shall appoint the members of their sub committees.
4. Subcommittees facilitate the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for subcommittees. Subcommittees gather information, analyze available data, and make recommendations to the SHAC through the Executive Committee for consideration and possible action.
5. Not all subcommittee members are required to be SHAC members. HJISD employees may be appointed to subcommittees. School Health Services staff may also be appointed to subcommittees.
6. The Coordinator shall serve as a resource to all subcommittees.
7. Subcommittee chairs shall be members of the SHAC. If the subcommittee chair is not a parent of an HJISD student, a parent shall be designated as subcommittee Co-Chair.
8. Subcommittees shall be comprised of at least five members. However, subcommittees shall not constitute a quorum of the SHAC membership, and therefore can take no action.

9. For any subcommittee established jointly with other organizations, the Executive Committee may determine certain operational criteria in addition to or different from the above criteria.
10. Unless otherwise specified by the Executive Committee, subcommittees are not required to have regular meeting schedules, and shall meet at the discretion of subcommittee chairs. Unless otherwise specified by the Executive Committee, subcommittees are not required to provide minutes or attendance records of meetings. However, any findings or recommendations of subcommittees must be prepared for forwarding to the SHAC. Only if it is decided that subcommittee meetings are open to the public, shall posted agendas (under Article III, Section Nine) be required.

## **Article VIII: SHAC Coordinator**

### Section One. Responsibilities.

Responsibilities of the Coordinator shall include, but are not limited to:

1. Ensuring that adequate facilities, arrangements, and staff support are secured for all meetings.
2. Providing members and support staff with agendas and background materials prior to meetings.
3. Serving as Custodian of all SHAC records. Agendas and minutes of regular meetings must be maintained for a minimum of two years. In addition, the Coordinator shall keep a record of member term expirations, and length of member service.
4. Promoting public awareness of the SHAC, and consulting a database of persons interested in service as SHAC members.
5. Informing the Executive Committee of member vacancies.
6. Providing staff support in the development and submission of SHAC's annual report.
7. Monitoring member attendance, addressing possible member conflicts of interest, and possible instances of undue advantage.
8. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.