

Era ISD School Health Advisory Council (SHAC) Bylaws

Mission Statement:

It is the Mission of Era I.S.D. School Health Advisory Council (SHAC) to evaluate community needs and values and through the use of community resources implement coordinated health programs, policies, and practices that will support the safety and health of our students and staff.

Article I: Authority

Section 1 – 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 Era Independent School District is specifically authorized by the Board of Trustees in District policy EHAA (legal).

Section Two – Limitations

The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the 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 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 (at least four annually).
- B. To meet periodically with the Board of Trustees.
- C. To provide advice and recommendations/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, health services and emerging health issues.
- 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 on or before June 30 of each year.

Article III: Meetings

Section 1 – Regular Meetings

The SHAC shall conduct no less than four regular meetings a year, unless otherwise specified by the SHAC. 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. A regular meeting in October shall be considered the first meeting for the year.

Section 2 – 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 3 – 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 4 – Quorum

A quorum shall be at least 70% of the current membership, 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 5 – Attendance

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

Section 6 – 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 7 – Agendas

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair with input from the members.

Article IV: Membership

Section 1 – 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. Parents may not also be employees of the district.
- B. 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.
- C. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- D. The Superintendent shall serve in an ex-officio (non-voting) capacity.
- E. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.

Section 2 – Terms of Service

The term of service for an appointment shall be one year, normally beginning the first SHAC meeting in October. Parents, campus staff, and students may serve multiple terms.

Section 3 – Confirmation by Board of Trustees

The Board of Trustees shall annually approve all members to the SHAC.

Section 4 – Vacancies

The Board of Trustees delegates to the SHAC chair, pursuant to Article II of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

Section 5 – 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. A lone 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 6 – The Role of the Superintendent

The Superintendent and SHAC will work cooperatively. The Superintendent will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Section 7 – Role of the Board Representative

The role of the Representative of the Board of Trustees (if appointed) is to observe without vote in 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 8 – Size of Council

The SHAC will consist of no more than 11 members and no less than 5 members.

Article V: Officers

Section 1 – Terms of Service

The SHAC shall elect a co-chair each to serve 1 year term but co-chairs may serve consecutive terms in the same office. Officers will be selected in May or June and installed at the first October meeting of the SHAC. If the SHAC chair is not a parent, then a parent must be appointed as the co-chair.

Section 2 – Responsibilities

- A. The responsibilities of the Chair shall be to:
 - ✓ Preside at all meetings of the SHAC.
 - ✓ Appoint sub-committees as necessary.
 - ✓ Serve as ex officio member of all sub-committees, without vote except the Nominating committee.
 - ✓ Compile agendas, with member input, 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, district policy, and direction of the Board.
- B. The responsibilities of the Vice-Chair shall be to:
 - ✓ Preside at SHAC meetings in the absence of the Chair.
 - ✓ Serve as ex officio member of all sub-committees, without vote except the Nominating committee.
 - ✓ 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.

Article VI: Sub-Committees

At the discretion of the SHAC chair, there may be one sub-committee for each of the following substantive areas as needed: Nutrition/Food Service, Physical Education and Activity, Health Education, Counseling/ Mental/Social Health, Student Health Services, Parent and Community Involvement, Healthy Environment, and Staff Health Promotion. All sub-committees will report directly to the SHAC.

- A. Sub-committees serve the SHAC's decision-making process. 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.
- B. Sub-committee members are not required to be SHAC members. Era ISD employees may be appointed to sub-committees. School Health Services staff may also be appointed to subcommittees.
- C. Committees should strive for representation reflecting the diversity of the community served by Era ISD.
- D. Sub-committees should be comprised of at least 2-3 members.

