

**NORTH EAST INDEPENDENT SCHOOL
DISTRICT SCHOOL HEALTH ADVISORY
COUNCIL BYLAWS**

Article I: Authority

Section One - Statute and Policy: Each school district in the State is required in Section 28.004 and Section 38.13 of the Texas Education Code, to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the North East Independent School District is specifically authorized by the Board of Trustees in all applicable policies.

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 Bylaws. Bylaws must be consistent with state law and Board policies governing the SHAC. Any recommended changes to the SHAC Bylaws that are requested by the SHAC must be voted on by the full SHAC membership prior to being recommended to the Board of Trustees for consideration and adoption. Bylaws shall be dated at the bottom with the latest revision / amendment. (for example: Bylaws, page 5: “Approved by North East ISD Board of Trustees November 2022”). All SHAC members will annually sign an Acknowledgement statement indicating they have read and agree to adhere to all Bylaws as approved by the North ~~Easi~~ East ISD Board of Trustees.

Article II: Responsibilities

Mission: 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, and health services.

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

- A. To hold regular meetings and fulfill all other duties per Education Code Section [28.004 \(d-1\)](#).
- B. To consult as needed with the SHAC Administrative Liaison regarding the planning, implementation, and evaluation of the District’s coordinated school health program.
- C. To recommend the District’s coordinated school health program, for submission to the Board of Trustees.
- D. To direct the SHAC Administrative Liaison to inform the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- E. To advise and consult the District in the development of a comprehensive health education curriculum.

- F. To provide a written annual report and presentation to the Board of Trustees on or before June 30 of each year or more frequently if requested by the Board of Trustees.

Article III: Meetings

Section One - Regular Meetings; Regular meetings of the full SHAC shall conduct a minimum of four regular meetings each year following Robert's Rules of Order. The exact number of meetings will be determined by the workload of the SHAC. The last full SHAC meeting will be held no later than June 30th each year.

Section Two – Standing Committee Meetings; Standing committee meetings will follow Robert's Rules of Order. ~~The SHAC will provide an opportunity for a minimum of four Standing Committee meetings as needed in addition to the regularly scheduled SHAC meetings.~~ Standing Committees will meet after each full SHAC meeting if time allows. Standing Committees may schedule additional committee meetings (virtual or in-person) as deemed necessary to move their committee work forward, accommodate guest speakers/presenters, or for other reasonable purposes ~~not to exceed two per month.~~ These meetings will be coordinated through the SHAC Administrative Liaison, all standing committee members will be included in the correspondence, and the SHAC Chairperson and Vice-Chairperson will be made aware of any additional called meetings. Standing committee work sessions are limited to standing committee members unless a guest is invited by a simple majority of the standing committee members prior to the work session.

Section Three - Open Meetings; All meetings of the full SHAC are open to the public in accordance with applicable policy. Any written request for an agenda item will be considered, and may be included on an upcoming agenda, at the collaborative discretion of the Chairperson, Vice-Chairperson, and SHAC Administrative Liaison. Additionally, individuals wishing to contact the SHAC membership may do so by emailing SHAC@neisd.net at any time. The Administrative Liaison shall ensure all SHAC-related emails are shared with the full SHAC membership in a timely manner.

Section Four - Public Hearings as required by law; This will be coordinated through an Administrative Liaison.

Section Five – Quorum; A quorum shall be the majority of the 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 Six – Attendance; Member attendance shall be monitored by the Chairperson, who will prepare a monthly attendance report and provide it to the Board. Non-attendance of two consecutive meetings of either SHAC or ~~standing committees~~ within a one-year period may result in removal. Members shall contact the Chairperson, the Administrative Liaison, or their designee if they know they cannot attend a meeting.

Section Seven - Decision-making;–The full SHAC and Standing Committees will vote using a numbered, randomized, and anonymous ~~paper~~ ballot. Roll call votes shall not be permitted. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted. A member must be present in person to vote. All votes shall be anonymous and ~~at no time shall record votes be taken~~ at no time shall a record of individual votes be taken. The Chairperson and Administrative Liaison shall report the final tally of all votes to the Board.

Section Eight – Agendas; Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chairperson in coordination with the Executive Committee.

Commented [MK1]: Approved during May 21, 2025, SHAC Meeting (22-0).

From member:
Article III: Meeting, Section Two
consider removing "The SHAC will provide an opportunity for a minimum of four Standing Committee meetings as needed in addition to the regularly scheduled SHAC meetings." and changing to "Standing Committees will meet after each full SHAC meeting if time allows. Standing committees may schedule additional committee meetings." (continuing with what is already there in current bylaws)

Commented [MK2]: Approved during May 21, 2025, SHAC Meeting (22-0).

From April 16, 2025 SHAC Meeting:
Article III: Meetings, Section Two:
Remove "not to exceed to per month."

Commented [MK3]: Approved during May 21, 2025, SHAC Meeting (22-0).

From Member:
Throughout Bylaws
Consistent use of "Standing Committees"

Commented [MK4]: Approved during May 21, 2025, SHAC Meeting (22-0).

From FaPA:
Article III: Meetings, Section 7: strike the word paper out of the sentence
To read:
Decision making: The Full SHAC and Standing Committees will vote using a numbered, randomized, and anonymous ballot.
Rational: remove the word paper as not limit the method of voting if digital were to become an option.

Commented [MK5]: Approved during May 21, 2025, SHAC Meeting (22-0).

From member:
Article III: Meetings, Section Seven
change to "...at no time shall a record of votes be taken" and clarify that it is individual votes because we do keep a record of overall votes for clarity

Article IV: Membership

Section One - Membership Criteria; The membership composition of the SHAC shall comply with the following:

- A. Parents / Legal Guardians must have a child enrolled in the District, must reside in the Single Member District (SMD) they are representing and not be an employee receiving benefits from the District.
- B. The Board of Trustees may also appoint a person(s) from each of the following groups as governed by Texas Education Code Section 28.004(d) and BDF (LOCAL).
- C. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District. Specific quotas shall not be applied for membership.

Section Two - Terms of Service; The term of service for an appointment shall be two years, beginning with the first SHAC meeting after the Board of Trustees approves the membership list. Terms will be staggered to maintain continuity on the SHAC. All parent and community members may serve two-year appointments and members may serve multiple terms.

Section Three - Change in Member Status; If the status of a member changes, the Board of Trustees will be notified by the Administrative Liaison of the change in status and the replacement(s) will be appointed in accordance with BDF (LOCAL).

Section Four - Conflict of Interest; No individual shall be nominated for or hold a position on the SHAC if that individual has a direct pecuniary or other direct 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 Five - Size of SHAC; ~~The SHAC shall have no fewer than 28 members and a maximum of 40 members. The SHAC shall have no more than 28 parents/legal guardian members and no more than 7 community members and at least 1 District employee for each standing committee. Each Trustee shall appoint 4 (5) members to the SHAC of which at least 2 must be parents/legal guardians of children in the District. The SHAC shall have one District employee for each Standing Committee and each trustee shall appoint 5 members to the SHAC of which at least 4 must be parents.~~

Article V: Officers

Section One - Terms of Service; The SHAC shall elect a Chairperson and Vice-Chairperson from parent members of the existing SHAC. The SHAC shall also elect a Secretary from the parent or community membership of the existing SHAC. The Board's preference is for them to have at least one year of service on SHAC. Each may serve a two-year term. The Chairperson and Vice-Chairperson may serve two consecutive terms if re-elected. Officers of the SHAC will be elected at the first meeting of the year. Newly elected officers will assume their position immediately after election by the full SHAC membership. The Chairperson and Vice-Chairperson shall serve staggered terms, offset by one year, to ensure continuity of operations. Election of officers shall be the first order of business. In the event that the Chairperson and Vice-Chairperson is vacant, the SHAC Administrative Liaison shall coordinate an open nomination process. No officer shall be an employee of NEISD.

Commented [MK6]: From FaPA

Article IV Membership

Section 5: to increase to 5 members (instead of 4) To Read: Each Trustee shall appoint 5 members to the SHAC of which at least 3 must be parents/legal guardians of children in the District.

Rational: To allow for flexibility when picking standing committees, helping to facilitate that a member's interests and/or expertise align with the committee available, and to increase attendance at meetings.

Commented [MK7R6]: Approved during May 21, 2025, SHAC Meeting (22-0).

From April 16, 2025 SHAC Meeting:

Article IV: Membership, Section 5: "The SHAC shall have one District employee for each Standing Committee" and "each trustee shall appoint 5 members to the SHAC of which at least 4 must be parents"

Section Two – Responsibilities:

A. The responsibilities of the Chairperson shall be to:

- Preside at all meetings of the SHAC.
- Appoint committees as necessary.
- Serve as ex-officio member of all standing committees without vote except for the standing committee in which they serve as the parent/legal guardian representative for their single member district (SMD); in this case, the Chairperson will have the same voting rights as the rest of the members serving on that standing committee.
- Work directly with the ~~Facilitator~~ Administrative Liaison to compile agendas for all meetings of the SHAC as set forth in Board Policy BDF (LOCAL).
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statutes, District policy, and direction of the Board.
- Assist the Administrative Liaison with the annual SHAC presentation at the Board of Trustees meeting on or before June 30 each year.

Commented [MK8]: Approved during May 21, 2025, SHAC Meeting (22-0).

From Member:
Article V: Officers, Section Two, Responsibilities A
the 4th bullet point needs to have "Facilitator" changed to
"Administrative Liaison"

B. The responsibilities of the Vice-Chairperson shall be to:

- Preside at SHAC meetings in the absence of the Chairperson.
- Serve as ex-officio member of all standing committees without voting privileges except for the standing committee in which they serve as the parent/guardian representative for their single member district (SMD); in this case, the Vice-Chairperson will have the same voting rights as the rest of members serving on that standing committee.
- The Vice-Chairperson shall oversee the activities of all standing committees.
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statutes, District policy, and direction of the Board.

C. The responsibilities of the Secretary shall be to:

- Record and prepare minutes of all SHAC meetings and submit to the SHAC Administrative Liaison for posting and record-keeping.
- Ensure committee follows the Robert's Rules of Order and assist the SHAC Chairperson, SHAC Vice-Chairperson, and all standing committee chairs with parliamentary authority (knowledgeable on Robert's Rules of Order).

Article VI: Executive Committee

Section One - Membership: The Executive Committee shall consist of the Chairperson, SHAC Vice-Chairperson, SHAC Secretary, standing committee chairpersons, and the SHAC-Administrative Liaison or their designee.

Section Two – Responsibilities: The responsibilities of the Executive Committee shall be to create agendas for all Regular Meetings of the full SHAC.

Article VII: Standing Committees

Section One - Standing Committees: There will be one standing committee for each of the following areas:

- Classroom Health and Sex Education
- Fitness and Physical Activity
- Nutrition
- Safe and Healthy Schools

All committee chairpersons shall report directly to the SHAC through the Executive Committee, Chairperson, and Vice-Chairperson. All standing committee chairpersons, or vice-chairperson in the event of a vacancy of the chairperson, shall report all committee work or any conflicts to the executive committee, SHAC Chairperson, and SHAC Vice-Chairperson.

Standing 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.

- The Vice-Chairperson shall oversee the activities of all standing committees.
- Each standing committee chairperson shall be a parent/legal guardian.
- The SHAC chairperson, Vice-Chairperson, and Administrative Liaison will request volunteers for each standing committee chairperson. If there are multiple volunteers, the committee will vote, and such voting shall continue until the chair has been selected by the majority of the committee.
- The Administrative Liaison will serve as a resource to all standing committees.
- Standing Committees shall be comprised of one appointee from each Single Member District.
- All standing committee members may vote, including district employees. Standing committees may take and record votes when a quorum is met. A quorum is met when:
 - 51 percent of standing committee is present and
 - Of those present, at least 51 percent of those members are not district employees.
- Each standing committee shall establish and review norms to include how decision-making processes will be conducted.

Article VIII: Administrative Liaison

The Superintendent's designee shall serve as Administrative Liaison for the SHAC. Responsibilities of the Administrative Liaison shall include:

- Preparing and distributing meeting notices, minutes, and arranging the location of SHAC meetings.
- Providing members and support staff with agendas and all background materials at least one week prior to meetings.
- Serving as custodian of all SHAC records, and in the absence of the SHAC Secretary, the District Administrative Liaison shall record and prepare minutes of all SHAC meetings.
- Promoting public awareness of the SHAC and maintaining a database of SHAC Volunteer Application submissions.
- Informing the Board of Trustees and SHAC Chairperson of member vacancies and member absences,

Commented [MK9]: From Member:
Article VII, Standing Committees, Section One
[Clarify:] "Standing committees serve the SHAC's decision-making process" (not sure what this is saying or means)

Commented [MK10R9]: Approved during May 21, 2025, SHAC Meeting (22-0).

From April 16, 2025 SHAC Meeting:
Article VII: Standing Committees, Section One: remove:
"...serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for committees. They..."

as appropriate.

F. Providing staff support in the development and submission of SHAC's annual report.

G. Maintaining regular communication with the SHAC Chairperson on all issues pertinent to the SHAC mission.

H. Providing any assistance, as requested, in accordance with the SHAC authorizing statutes, district policy, and the direction of the Board of Trustees.

Bylaws approved by North East ISD Board of Trustees November 2022

Amended October 2024

DRAFT