



## **Jim Ned CISD**

### **School Health Advisory Council**

### **Bylaws**

#### **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 Jim Ned Consolidated School District is specifically authorized by the Board of Trustees in the 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 contracts, or otherwise place obligation or liability upon the district.

##### **Section Three: Bylaws**

It shall be the responsibility of the Board of Trustees, upon 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 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 and health services.

- D. To consult regularly with the superintendent and his/her administration regarding 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 One: Regular Meetings**

The SHAC shall conduct regular meetings. Unless otherwise specified by the SHAC officers, regular meeting shall be held quarterly.

### **Section Two: Public Hearings**

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

### **Section Three: 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 Four: Quorum**

A quorum shall be the majority of the current membership, as approved by the Board of Trustees. Meetings may still be held without a quorum for purposes of discussion or presentation. However, no actions or voting may take place without a quorum.

### **Section Five: Attendance**

Member attendance shall be monitored by the officers, 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 or the Coordinator if they know they cannot attend a meeting.

### **Section Six: Decision Making**

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be reached, 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 Seven: Agendas**

Agenda shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the coordinator.

## **Article IV: Membership**

### **Section One: Membership Criteria**

The membership composition of the SHAC shall comply with following:

- A. The majority of the SHAC will consist of parents who live in the district and must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not 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 non-profit organizations.
- C. Membership of the SHAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the District.
- D. A representative of the Board of Trustees shall serve in an ex-officio (non-voting) capacity.

### **Section Two: Terms of Service**

The term of service shall be two years, normally beginning the first SHAC meeting in August. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment. Campus level staff and students will serve a one-year term. Members may serve multiple terms.

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

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

### **Section Four: Vacancies**

The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article II of the Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed/approved SHAC members.

### **Section Five: Change in Member Status**

If the status of a member changes, the Executive Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position, if not otherwise prohibited under Section One of Article IV.

### **Section Six: Conflict of Interest**

No individual shall be nominated to 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 to that issue.

#### **Section Seven: The Role of the Superintendent**

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

#### **Section Eight: Role of the Board Representatives**

The role of the Representative of the Board of Trustees is to observe without voting in deliberations and activities of the SHAC. The Board Representatives shall not speak of 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 will provide updates, verbal and written, to the Board as desirable; however these updates shall not supplant the annual report to the Board of Trustees.

### **Article V: Officers**

#### **Section One: Terms of Service**

The SHAC shall elect a Chair, Vice Chair, and Secretary, each to serve 2 year terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be selected in May or June and installed at the first August meeting of the SHAC. Only one officer can be a JNCISD employee. The remaining two officers must be non-employees.

#### **Section Two: Responsibilities**

- A. The responsibilities of the Chair shall be to:
  - Preside at all meetings of the SHAC
  - Appoint committees as necessary
  - Serve as ex-officio member of any committee established
  - Work directly with the Coordinator to compile agendas for all the meetings of the SHAC
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, district policy, and the direction of the Board.
- B. The responsibilities of the Vice Chair shall be to:
  - Preside at the SHAC meetings in the absence of the Chair.
  - Serve as an ex-officio member of any committees established.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, district policy, and the direction of the board.
- C. The responsibilities of the Secretary
  - Preside at meetings when both the Chair and Vice-Chair are absent.
  - Work with the Coordinator to prepare meeting notices, minutes, and arrange a location for

the SHAC meetings.

- Perform other responsibilities as may be prescribed by the SHAC. Which are in accordance with the SHAC's authorizing statute. District policy and the direction of the Board.

## **Article VI: Executive Committee**

### **Section One: Membership**

The Executive Committee shall consist of the officers of the SHAC and the immediate past Chair.

## **Article VII: Committees**

### **Section One: Right to Form Committees**

The SHAC, under the direction of the Executive Committee, can form committees as deemed necessary to assist the SHAC in meeting roles and obligations in the following areas: Nutrition/Food Services, Physical Education and Activity, Health Education, Counseling/Mental /Social Health, Student Health Services, Parent and Community Involvement, Healthy Environment, and Staff Health Promotion.

## **Article VIII: Coordinator**

The Director of Student Health Services shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

- A. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
- B. Providing the members and support staff with agenda and background materials prior to meetings.
- C. Serving as custodian of all SHAC records
- D. Promoting public awareness of the SHAC and maintaining a database of persons interested in serving as SHAC members.
- E. Informing the Chair and the General Counsel of possible member conflicts of interest.
- F. Providing such other assistance as requested in accordance with the SHAC's authorizing stature, district policy, and the direction of the Board.