

**Eagle Mountain-Saginaw ISD
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 Eagle Mountain-Saginaw ISD 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 meetings at least 4 times per year.
- B.** To report annually, and more frequently if requested by 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, and health services.
- D.** To consult regularly with the superintendent and 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 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 a minimum of four regular meetings each year. The exact number of meetings will be determined by the workload

of the SHAC. The first regular meeting will be held no later than October of each school year.

Section Two. Open meetings. SHAC meetings are open to the public with limitations. A written request to include name, contact information, and concern or issue must be submitted to the chair two weeks prior to scheduled meeting. Any written request will be considered at the collaborative discretion of the chair, co-chair, and coordinator.

Section Three. Public Hearings. Public hearings and other meetings with the public that occur outside of regularly-scheduled SHAC meetings should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the SHAC Coordinator.

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 presentations or discussion. However, no actions or voting may take place without a quorum.

Section Five. Attendance. Member attendance shall be monitored by the Chairperson, 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 Chairperson, the Coordinator, or their designee 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 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. The Chair or Vice-Chair may send out an email vote as needed.

Section Seven. Agendas. Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chairperson in consultation with the Vice-Chair.

Section Eight. Members may submit new agenda items to the chairperson at least 1 week prior to the 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. Parents may not also be employees of the District.

B. The majority of the SHAC will consist of parents of students currently enrolled in the District who are not employed by EM-S ISD.

C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, health care professionals, and other community members.

D. 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.

E. The Superintendent shall serve in an ex-officio (non-voting) capacity.

F. 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 for an appointment shall be two years, beginning with the first SHAC meeting in October. Terms will be staggered to maintain continuity on the SHAC. All members will serve a two- year appointment. Members may serve multiple terms.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually appoint all members to the SHAC.

Section Four. Vacancies. The Board of Trustees delegates to the SHAC Executive Committee, 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 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 Two (A) of the Article.

Section Six. 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 Seven. Size of Council. **The SHAC will consist of no more than 50 members and no less than 15 members.**

Section Eight: 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 SHAC.

Section Nine: Role of the Board Representative. The role of the Representative of the Board of Trustees 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.

Article V: Officers

Section One. Terms of Service. The SHAC shall elect a Chairperson and Vice-Chairperson and a Secretary from parent members of the existing Council. Each will serve a two-year term. The Chairperson and Vice-Chairperson and Secretary may serve multiple terms.

Officers of the SHAC will be selected at the last scheduled meeting of the school year. Newly elected officers will assume their positions no later than June 30 following their election. No officer shall be an employee of EM-S ISD.

Section Two. Responsibilities.

A. The responsibilities of the Chairperson shall be to:

- Chair shall preside at all meetings of the SHAC.
- Appoint committees as necessary.
- Serve as ex officio member of all committees without vote except the Nominating committee.
- Work directly with the Executive Committee, the Vice-Chairperson, and Secretary 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, District policy, and direction of the Board.

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

- Chair and preside at SHAC meetings in the absence of the Chairperson.
- Serve as ex officio member of all committees without vote except the Nominating committee.
- Serve as Chair-elect.
- 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. The responsibilities of the Secretary shall be to:

- 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.
- Record and prepare minutes of each SHAC meeting.
- Send minutes to Communications Director to be placed on the website.

Article VI: Committees

Section One. The Nominating Committee. The Nominating Committee shall be a standing committee consisting of five parent members of the SHAC. Nominating Committee members shall be appointed by the Chairperson in consultation with the Vice-Chair and confirmed by SHAC. The Nominating Committee will be responsible for filling SHAC officer vacancies by August.

Section One. The SHAC will focus on the following areas: Healthy School Environment/Staff Wellness; Health Education, Physical Education/Activity and Nutrition; Social and Emotional

Wellness/Family and Community Involvement; and Health Services. All committee chairpersons shall report directly to the SHAC at the meetings and through the Chairperson, and 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.

- A. The Vice-Chairperson shall oversee the activities of all standing committees.
- B. Each standing committee chairperson shall be a member of the SHAC. The SHAC Chairperson, Vice-Chairperson, and Coordinator will appoint each standing committee chairperson. If the standing committee chairperson is not a parent of an EM-S ISD student, a parent will be designated as Co-Chairperson.
- C. Each standing committee chairperson, subject to the approval of the SHAC Chairperson, may appoint the members of their committees.
- D. Standing committee members are not required to be SHAC members EM-S ISD employees may be appointed to committees.
- E. Standing committees should be comprised of at least 3 members.
- F. The Coordinator will serve as a resource to all committees.
- G. Committees should strive for representation reflecting the diversity of the community served by EM-S ISD.

Section Two. Ad Hoc Committees. The Chairperson may establish and appoint Ad Hoc committees as deemed necessary and appropriate in consultation with the Vice-Chair.

Article VII: Coordinator

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

- A. Preparing and distributing meeting notices, minutes, and arranging the location of the SHAC meetings.
- B. Providing members and support staff with agendas and background materials prior to meetings.
- C. Serve as custodian of all SHAC records.
- D. Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
- E. Informing the Chairperson of member vacancies and member absences.
- 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 statute, district policy, and the direction of the Board of Trustees.