

Community ISD School Health Advisory Council Bylaws

ARTICLE I: Name

The name of this group shall be the Community ISD School Health Advisory Council (SHAC).

ARTICLE II: Purpose and Limitations

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 as authorized by the District policy and guided by the CISD SHAC bylaws.

The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board as is specifically listed in state law and District policy. The SHAC shall review and recommend policies and procedures to Community ISD School Board that impacts the overall wellness of students, staff and families in CISD in the following areas:

1. Support a healthy and safe school environment that fosters learning
2. Establish healthy behaviors that last a lifetime
3. Strengthen academic success by enriching health and physical activity opportunities

ARTICLE III: Membership

Membership Appointment

1. The Board shall appoint members to the local school health advisory council.

Membership Criteria

1. The majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the district.
2. The Board also may appoint one or more persons from each of the following groups or a representative from a group other than those mentioned: public school teachers, administrators, district students, healthcare professionals, business community, law enforcement, senior citizens, clergy and nonprofit healthcare organizations.
3. The council shall consist of at least 5 members.
4. Members must have a strong commitment to the purpose of the council, and a strong desire to attend and participate in the meetings.
5. SHAC members shall be selected on recommendations by other council members, community members or school personnel. Every effort will be made to ensure that the SHAC reflects all geographic areas of Community ISD.

Terms of Service

1. Each member will serve a one-year term and may serve in subsequent years.

Attendance

1. SHAC members will be required to attend a minimum of 2 meetings per year.

Conflict of Interest

1. 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 the 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.

ARTICLE IV: Officers

Co-Chairs

1. The officers of the council shall be two co-chairpersons.
2. One co-chairperson will represent the school district and the other shall be a parent
3. The District co-chairperson shall facilitate the meeting.
4. In case of absence, the parent co-chair will preside.

Secretary

1. An appointed SHAC secretary shall be responsible for keeping the minutes of the meeting.

Co-Chairs: The responsibilities of the Co-Chairs shall be to:

- Preside at all meetings of the SHAC
- Appoint sub-committees as necessary
- District-employed Co-Chair will serve as an ex-officio member of all committees
- Work directly with membership to compile SHAC meeting agendas
- Assist in development and presentation of annual report to the Board
- Ensure that adequate facilities and arrangements are secured for all meetings
- Provide members and support staff with agendas and background materials prior to meetings
- The District co-chair shall serve as custodian of all SHAC records
- Provide support in the development and submission of SHAC's annual report

Secretary: The responsibilities of the Secretary shall be to:

- Preside at meetings when the Co-Chairs are absent
- Work with Chairs to prepare meeting notices and minutes for each SHAC meeting
- Assist in development and presentation of annual report to the Board

ARTICLE V: Meetings

- Council meetings will be held at least four times per year.
- Special meetings may be called by the School Health Advisory Council Co-Chairs
- The majority of meetings will be held at the Community ISD Terry Pope Administrative Building.
- A quorum of at least 51% of the current SHAC membership is needed for actions or voting to take place. Meetings may still be held without a quorum for purposes of presentations or discussion

ARTICLE VIII: Committees

Executive Committee: The Executive Committee shall consist of the Chair, Co-Chair, Secretary, and chairs of all sub-committees. The Superintendent or designee may serve as an ex-officio member.

Sub-Committees: 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. There may be one sub-committee for each of the following substantive areas as needed:

- Physical Education and Nutrition
- Family Engagement and Community Involvement
- Health Services and Employee Wellness
- Counseling and Psychological Services

A Sub-Committee Chair shall be appointed by the Co-Chairs in consultation with the Executive Committee. The sub-committee should be made up of at least two members.

ARTICLE IX: Voting Procedures

A simple majority of the members present at the meeting is needed to approve the motion.

ARTICLE X: Communication

1. Information regarding SHAC will be posted on the Community ISD website.
2. Agendas and minutes of the meetings will be posted to the Community ISD website. Not later than the 10th day after the meeting, the school district shall post the minutes and recording on the CISD SHAC website.
3. Notification of meetings will be sent by e-mail unless otherwise specified by committee member.
4. The Annual Report as well as any SHAC recommendations will be submitted by a member of the Executive Committee to the Board of Trustees.

ARTICLE XI: Amendments

The procedure for making changes to the bylaws shall be a majority vote of the members present.