

# **SCHOOL HEALTH ADVISORY COUNCIL (SHAC) BYLAWS TOMBALL INDEPENDENT SCHOOL DISTRICT**

## **I. AUTHORITY**

A. Statute and Policy. Each school district in the State is required by Texas Education Code 28.004, to establish and maintain a district-level school health advisory council to assist in ensuring that the local community values are reflected in the district's health education instruction. The School Health Advisory Council (SHAC) of the Tomball Independent School District (TISD or the District) is specifically authorized by in District policies BDF (Legal), EFAA (Legal), EHAA (Legal), EHAB (Legal), and FFA (Local).

B. Limitations. The SHAC is an advisory body and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees and administration as specified 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.

C. Bylaws. It shall be the responsibility of the Board of Trustees to establish and amend the SHAC Bylaws. After initial establishment of the Bylaws by the Board of Trustees, any recommended changes to the SHAC Bylaws must be voted on by the full SHAC council prior to being recommended to the Board of Trustees for adoption and only become effective upon approval of the Board of Trustees.

## **II. RESPONSIBILITIES**

The SHAC shall have the duties as set forth in the Texas Education Code and Board Policy.

## **III. MEMBERSHIP**

A. Superintendent Appointees. The Board delegates to the Superintendent the authority to appoint seven (7) District employees or other residents of the District which may include the Child Nutrition Director, Health Services Director, Physical Education Staff, and others with particularized knowledge in matters related to the SHAC. Should a Superintendent appointee cease to be in their current position, the Superintendent may choose to terminate their membership and appoint another individual in their place.

B. Board of Trustees Appointees. The remaining fourteen (14) members of the SHAC shall be appointed by the Board of Trustees. Each Board member shall appoint two (2) members of the SHAC each year. Appointees must be parents as defined in these Bylaws. Trustees may consult with the Staff Coordinator to identify member candidates. A parent must be the parent or legal guardian of a current TISD student during the year of appointment. Any parent appointed must live within TISD boundaries and not be or be related in the first degree of consanguinity or affinity to a District employee, District Board member, or any contractor or vendor who may benefit monetarily from SHAC recommendations. Should a parent move out of the District or should all the parent's students stop attending TISD during the year, the parent is no longer eligible to serve.

Board member appointments shall be made by giving the names of the selected individuals to the Staff Coordinator. The Staff Coordinator shall ensure that the appointed individuals meet

eligibility requirements and that there are no duplicate appointments. Once the appointments are finalized by the Staff Coordinator, the Staff Coordinator shall announce the names of the Board member appointees and the Superintendent appointees to the Board of Trustees, and the announced individuals shall constitute the SHAC membership for the school year.

C. Terms of Service. Superintendent and Board appointments will be for 1-year terms beginning in October of each year. An appointee cannot serve more than three (3) consecutive one-year terms. For the 2022-2023 school year, SHAC members will be appointed by the Superintendent and the Board in accordance with the appointment procedures herein following the Board's consideration and approval of the SHAC Bylaws. The terms of members appointed for the 2022-2023 school year shall end on September 30, 2023.

D. Attendance. Members are expected to attend every full SHAC meeting. Members are encouraged to contact the Chair or the Vice-Chair if they know they cannot attend a meeting. Should a member miss two consecutive meetings, the Staff Coordinator will report the absences to the appointing Board member and Superintendent; the appointing Board member or Superintendent, as applicable, may choose to dismiss the member and appoint a replacement. If the appointing Board member is no longer sitting, the Board President will choose whether to dismiss the member and appoint a replacement.

E. Vacancies. In the event of a vacancy, the Board member who appointed the SHAC member creating the vacancy will appoint a successor for the remainder of the year. If that Board member is no longer sitting, new members shall be appointed with the Board President making the first appointment, the Board Vice President making the second appointment, the Board Secretary making the third appointment. For any other remaining vacancies, appointments will be made by the remaining Board members based on their years of continuous service with the Board with the longest serving remaining member going first. Ties in years of service, if any, will be determined by drawing lots. If the appointee was a Superintendent appointment, the Superintendent shall fill the vacancy.

F. Resignation. If for any reason a council member is unable to fulfill the obligation to the council, he/she may resign with written notice to the Chair, giving the Chair at least 45 days' notice. Replacements will be appointed by the Board member who appointed the member departing or the Superintendent if the departing member was a Superintendent appointee. If the appointing Board member is no longer sitting, new members shall be appointed in the same order stated in Section III(E) above with the Board President making the first appointment.

G. Conflict of Interest. Conflicts of interest shall include, but are not necessarily limited to, having a pecuniary interest in any discussions or recommendations of the SHAC or involvement in any litigation or procedural challenges against the District. A SHAC member shall report a known or suspected conflict of interest of themselves or any other member to the Staff Coordinator. The Staff Coordinator shall report any and all known or suspected conflicts of interest to the Board of Trustees and Superintendent. If a member is determined to have a conflict of interest, appropriate action may include: recusal from participation in a particular item or items; recusal from participation in a particular meeting; removal from the SHAC.

H. Decorum/Code of Conduct. SHAC members shall conduct themselves with courtesy and respect toward fellow members, District staff, and Board members. In meetings, members must be recognized by the presiding officer before speaking. Unless otherwise authorized by the SHAC,

members shall not speak for the SHAC, and, unless otherwise authorized by the Administration, members shall not speak for the District Administration. If asked to speak on behalf of the SHAC, members must reflect talking points agreed upon by the SHAC. Members, by their comments and actions, shall not reflect badly on the SHAC. Violations of this Code of Conduct, including failure to fulfill the duties expected of a Member, may result in dismissal by the appointing trustee, Superintendent, or Staff Coordinator, as applicable and appropriate.

#### **IV. OFFICERS**

A. Officers and Terms of Service. The SHAC shall elect a Chair, Vice-Chair and Secretary, each to serve 1 year terms. Elected officers may not serve more than 2 consecutive terms in the same office. Elected officers must be parents of current TISD students and may not be an employee or contracted employee of the District. Officers are elected in accordance with these Bylaws.

B. Elected Officer Responsibilities.

1. The responsibilities of the Chair shall be to:
  - a. Preside at all meetings of the SHAC in coordination of the Staff Coordinator.
  - b. Work directly with the Staff Coordinator and Vice-Chair to compile agendas for all meetings of the SHAC.
  - c. Know and understand the requirements of Texas Education Code 28.004.
  - d. 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.
2. The responsibilities of the Vice-Chair shall be to:
  - a. Preside at SHAC meetings in the absence of the Chair in coordination with the Staff Coordinator.
  - b. Promote public awareness of the SHAC.
  - c. Inform the Chair and Staff Coordinator of any vacancies or resignations.
  - d. Know and understand the requirements of Texas Education Code 28.004.
  - e. 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.
3. The responsibilities of the Secretary shall be to:
  - a. Provide members and support staff with meeting notices, agendas, minutes and background materials prior to meetings in coordination with the elected officers and staff.
  - b. Take attendance and keep minutes for all SHAC meetings.
  - c. Serve as custodian of all SHAC records in full view of the Elected Officers and Staff Coordinator.
  - d. 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. Mid-term Vacancies. If a vacancy occurs after an Officer's term has commenced, the SHAC shall elect a new Officer to serve for the remainder of the term.

D. Removal of Officers. The Officers serve at the will of the SHAC. A simple majority vote of the SHAC may at any time remove an Officer. Such action in itself does not equate to dismissal from the SHAC except as otherwise provided pursuant to Section III(H) above.

## **V. STAFF COORDINATOR**

A. Staff Coordinator. The Superintendent shall appoint a Staff Coordinator from among the Superintendent's appointees.

B. Responsibilities. Responsibilities of the Staff Coordinator shall be to:

1. Serve as Co-chair and facilitator of all SHAC meetings in coordination with Chair or Vice Chair in the Chair's absence.
2. Serve as the liaison between the SHAC and the District – keeping the SHAC abreast of any changing laws, curriculum requirements, etc.
3. Know and understand the requirements of Texas Education Code 28.004.
4. Facilitate the smooth and timely flow of accurate information between TISD and SHAC.
5. Preside at meetings when both the Chair and Vice-Chair are absent.
6. Ensure adequate facilities for all SHAC meetings and set the date, time, and location for SHAC meetings in consideration of available facilities and appropriate technology availability.
7. Ensure all SHAC meetings are properly recorded (audio or video).
8. Provide staff support in the development and submission of SHACs annual report.
9. Give any recommendations and the annual report to the Board of Trustees along with any selected Officers or members in accordance with these Bylaws.
10. Maintain the SHAC website in coordination with the Elected Officers.
11. Facilitate the required postings of meetings, minutes, and recordings in accordance with Texas law.
12. Provide any other assistance as requested in accordance with the SHAC authorizing statute, District policy, and the direction of the Board of Trustees.

## **VI. MEETINGS**

A. Regular Meetings. The SHAC shall meet at least four (4) times each year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the semester. The first meeting shall be held after the beginning of the school year. Regular meetings shall occur during the TISD business day in order to ensure availability of staff and resources. Full SHAC meetings shall occur in person, and members must be present in person. Video participation shall not be allowed except in extenuating circumstances such as weather events, quarantines impacting the county or other circumstances as determined by the Staff Coordinator.

B. Quorum. A quorum shall be a simple majority of the current membership, provided that parents represent a majority of the quorum. 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 as outlined in this section.

C. Votes. Members shall reach a decision by simple majority vote as long as a quorum, as defined above, is met. 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.

D. Open Meetings/Public Comment. All meetings of the full SHAC shall be open to the public who may attend in person. There will be no public comment at SHAC meetings.

E. Agendas & Meeting Notice. Agendas shall be created for all SHAC meetings. Agenda items for the full SHAC meeting shall be determined by the Chair, Vice-Chair, and Staff Coordinator. Members of the SHAC may submit agenda items to the Elected Officers for consideration. The agenda must be emailed to SHAC members and posted on the SHAC webpage and a bulletin board in the central administration office of each campus at least 72 hours in advance of meetings. The location, date, and time must be included on the agenda.

F. Minutes. Minutes shall be kept for all regular SHAC meetings. Minutes are records of meeting highlights and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings.

G. Governance. Meetings will be governed by Robert's Rules of Order. Such parliamentary authority is only binding to the extent it does not conflict with the SHAC Bylaws and Texas law.

## **VII. COMMITTEES**

The Chair and Vice-Chair may establish committees or subcommittees deemed necessary to conduct the business of the SHAC and as required by law. Any subcommittee recommendations must be presented in full to the full SHAC before any consideration or determination is made.

## **VIII. COMMUNICATIONS**

A: External Communication. The SHAC will maintain a webpage on the District website. Meeting notices/agendas and minutes of SHAC meetings will be posted on the website.

B. Internal Communication. Internal communication will be handled through email to or from the SHAC Staff Coordinator, Chair and Vice-Chair who will distribute to all members on an as needed basis at the discretion of the Chair and/or Staff Coordinator. The Staff Coordinator must be copied on all emails related to SHAC business.