

**BYLAWS OF THE BEAUFORT COUNTY SCHOOL DISTRICT (BCSD)  
HEALTH ADVISORY COMMITTEE**

**I. BACKGROUND**

Pursuant to the S.C. Comprehensive Health Education Act (CHEA)(S.C. Ann. 9 59-32 30(B)), the Health Advisory Committee (HAC) operates under the authority and guidance of the Beaufort County School Board of Education ("the Board"). As such, HAC members are selected by, and answerable to, the Board. The following by-laws are approved and enforced by the Board.

Final decisions regarding reproductive health education, family life education, and pregnancy prevention education rests with the Beaufort County Board of Education. This committee advises the Board by assisting in the selection of components and curriculum materials.

**II. PURPOSE**

- A. The purpose of the HAC is to review components and curriculum materials reflective of what is stated in the South Carolina Comprehensive Health Education Act, S.C. Code Ann. 8 59-32-30(B).
- B. "(B) Local school boards may use the instructional unit made available by the board [South Carolina State Board of Education] pursuant to Section 59-32-20, or local boards may develop or select their own instructional materials addressing the subjects of reproductive health education, family life education, and pregnancy prevention education. To assist in the selection of components and curriculum materials, each local school board shall appoint a thirteen-member local advisory committee consisting of two parents, three clergy, two health professionals, two teachers, two students, one being the president of the student body of a high school, and two other persons not employed by the local school district." S.C. Code Ann. 8 59-32-30(B).

**III. CRITERIA FOR MEMBERSHIP**

- A. The South Carolina Comprehensive Health Education states that the local advisory committee shall be appointed by the local school board and consist of 13 members representing:
  - 1. Two Parents
  - 2. Three Clergy
  - 3. Two Health Professionals
  - 4. Two Teachers
  - 5. Two Students
    - a) One being the president of the student body of a high school
  - 6. Two Other Persons not employed by BCSD
- B. Nominees must be able to attend meetings, attend training(s), be interested in children's health issues, and uphold the South Carolina Comprehensive Health Education Act.
- C. Members shall reside in Beaufort County and shall reflect demographic and geographic representation across the county.

#### **IV. TERMS OF MEMBERSHIP**

- A. Members shall serve three-year terms of office at the pleasure of the Board.
- B. Members completing a term of service shall be eligible to serve a second 3-year term at the discretion of the Board.
- C. A year is defined as July through June.
- D. The two students shall be at least juniors in high school, and each shall serve one annual term and shall be eligible to serve a second term if he/she is still enrolled in the BCSD. One student must be the student body president of a high school.

#### **V. SELECTION OF COMMITTEE MEMBERS**

- A. Any member of the Board, former and current members of the HAC, and members of the Beaufort County community may make nominations for the HAC.
- B. Each nominee or individual who wishes to serve on the HAC shall submit a resume or letter of interest to the Board's Executive Administrative Assistant. These applicants shall be reviewed and screened by the Executive Administrative Assistant and Superintendent's designee(s) and shall be presented to the Academics Committee of the Board, which shall recommend to the Board a slate of nominees.

#### **VI. DUTIES OF MEMBERS**

- A. Members of the HAC should endeavor to attend all meetings. Where possible, a member should notify the Chair or Vice Chair in advance if they are unable to attend a meeting.
- B. Members of the HAC shall be prepared to discuss items presented on the agenda, review all curricula materials submitted, suggest other items for consideration, and vote upon motions presented for the best interest of children.
- C. Comply with the South Carolina Comprehensive Health Education Act, Bylaws, and relevant local policies, rules, and regulations.
- D. Have a general working knowledge of the educational aims and objectives of the Board policies.
- E. Work with other members as a team.

#### **VII. ELECTION OF OFFICERS**

- A. Election of the officers shall be the first order of business at the first meeting of the year. The first meeting of the year shall be conducted by the last Chairperson until the new Chairperson is elected. If the last Chairperson is not available, the meeting shall be conducted by the last Vice-Chairperson. Nominations for Chairperson can be made by any member of the committee. Each nominee shall be the

subject of a vote until one is selected by a vote of the majority. A duly elected Chairperson may serve consecutive terms within their 3-year term.

- B. The Vice-Chairperson will be elected in the same manner as is the Chairperson, to serve a one-year term of office. A duly elected Vice Chairperson may serve consecutive terms within their 3-year term.
- C. The Board of Education shall appoint an Executive Secretary to serve in an ex officio capacity and shall have no vote.

## **VIII. DUTIES OF OFFICERS**

### **A. Duties of Chairperson**

- 1. The Chairperson, in cooperation with the Executive Secretary, shall set the agenda of each committee meeting, although any item shall be placed on the agenda if requested by a member of the HAC.
- 2. The Chairperson shall cause the draft agenda to be distributed to the members and to the Board, no later than 3 days prior to the meeting.
- 3. The Chairperson shall preside over all meetings in compliance with Robert's Rules of Order, unless that is inconsistent with the by-laws, in which case the by-laws control.
- 4. The Chairperson shall keep the Board informed of the status and works of the HAC and may be called upon to report to the Board or a committee of the Board.

### **B. Duties of Vice Chairperson**

- 1. The Vice Chairperson shall have the power and duties of the Chairperson during the absence or disability of the Chairperson and such powers and duties as the HAC may, from time to time determine.

### **C. Duties of the Executive Secretary**

- 1. The Board of Education's Executive Administrative Assistant shall serve as the Executive Secretary.
- 2. The Executive Secretary shall keep a record of all proceedings of all meetings of the Committee, and shall keep safe all pertinent books, papers, and reports, and shall furnish copies upon request by the committee.
- 3. The Executive Secretary shall prepare the final agenda as directed by the Chairperson and shall be responsible for ensuring that meeting agendas are posted and distributed to members and as required under the S.C. Freedom of Information Act.

## **IX. ATTENDANCE**

- A. If a member misses multiple meetings within the year, the majority of the HAC members may recommend to the Board the removal of that member. That member shall be given written notice by the Board Chair and the opportunity to be heard before removal.

**X. FILLING VACANCIES**

- A. In the event of a vacancy on the HAC, the vacancy shall be filled for the remainder of the unexpired term by appointment of the Board. The Board will fill the vacant position with someone from the same category, as designated by the South Carolina Comprehensive Health Education Act.
- B. If the unexpired term expires in less than one year from the first day of school, that appointee shall be eligible for two more three-year terms. If not, that appointee shall only be eligible for one more three-year term.

**XI. CONDUCT OF COMMITTEE MEETINGS**

- A. The HAC is a public body, as defined by the South Carolina Freedom of Information Act (S.C. Code Ann. § 39-4-10 et seq.). All actions of the HAC shall be taken only in official Committee meetings called, scheduled, and conducted according to these bylaws, and state law, including the South Carolina Freedom of Information Act. All official meetings shall be open to the public.

**XII. AGENDA**

- A. The Chairperson, in cooperation with the Board’s Executive Administrative Assistant, shall prepare all agendas.
- B. Any HAC member may request that an item be placed on the agenda for consideration. Agenda items must be submitted at least five days prior to the meeting. A draft agenda should be sent out three days prior to the meeting.
- C. A final agenda shall be posted on the Board website in accordance with the South Carolina Freedom of Information Act and related provisions of law.
- D. The HAC shall hold a minimum of two meetings per school year beginning in August and ending in May. Meetings shall be scheduled to organize, elect officers, to review pending curricula, and to handle other business as necessary.
- E. Additional meetings may be scheduled, as needed, at the direction of either the Board or Chairperson of the HAC.
- F. Meetings shall take place at the District office or through video conference or any other live, contemporaneous medium, unless another location is selected by a majority of the HAC.

**XIII. QUORUM**

- A. A quorum of the HAC shall consist of a majority of the sitting members. Proxy voting is not permitted. Members may participate electronically by telephone, video conference or any other live, contemporaneous medium through which the member can hear and participate in all discussion prior to a vote.

#### **XIV. PROCEDURE**

- A. The rules of parliamentary procedure of Robert's Rules of Order shall govern the HAC deliberations unless contrary to the bylaws. Rules may be temporarily suspended, at any meeting, by a two-thirds majority vote.
- B. Minutes of the HAC meetings shall be maintained and provided to the Board of Education.
- C. At the first meeting of the year and after the election of officers, the presiding Chair shall distribute educational materials supplied by the District liaison to include but not be limited to:
  - 1. South Carolina Comprehensive Health Education Act
  - 2. HAC Bylaws
  - 3. Checklist Criteria for Reviewing Health Education Materials
  - 4. Roster of all HAC Members
- D. Time for open discussion of curriculum materials presented must be allowed. Once a presentation has been discussed, the HAC members will study the curriculum prior to a vote. HAC Members should be allowed reasonable time to research/review the curriculum under consideration. Any vote should take place at a subsequent meeting unless a two-thirds vote agrees to proceed with a vote.
- E. Curriculum recommended by the HAC will be reviewed by the Academics Committee prior to consideration by the Board. The Academics Committee will submit the curriculum to the Board with a recommendation.

#### **XV. PUBLIC COMMENT**

- A. The committee agenda shall include a time for public comment for matters within the committee's domain. A total of thirty minutes will be provided for public comment. The HAC recognizes its responsibility to conduct the business of the Board in an orderly and efficient manner and will therefore require reasonable controls to facilitate public presentations to the HAC. Individuals who desire to appear before the HAC shall sign in before the meeting comes to order. Each individual shall be permitted three minutes to comment.
- B. Speakers shall refrain from racial comments, obscenities, and vulgarities, shall not reference or make derogatory comments about specific individuals by name and shall not commit other breaches of respect.

#### **XVI. SPECIAL MEETINGS and EMERGENCY MEETINGS**

- A. The Board of Education or the Chairperson of the HAC can call special meetings. Notice of special meetings must be in writing to each member of the HAC at least three days before the meeting. Notices of special meetings must state the exact nature of the specific business to be considered.

**XVII. BYLAWS**

- A. The Board shall approve all by-laws. The Policy Committee of the Board may periodically review the bylaws and may recommend changes.

**XVIII. HAC RULES OF CONDUCT**

- A. Official decisions of the HAC can only be made at a duly constituted HAC meeting.
- B. No individual member of the committee has authority to act in the name of the HAC.
- C. Neither individual members nor groups of members, have authority to act independently outside of official HAC meetings.
- D. As members of a committee to the Board, all members have an obligation to conduct themselves in an appropriate manner as representatives of the Board.
- E. All members should be nonpartisan in dealing with school matters and not subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.
- F. Refer all complaints to the Chairperson or Board.
- G. All HAC members shall comply with the South Carolina Ethics Act.

**Three-Year Term Appointment Cycles  
Health Advisory Committee**

Cycle A 2022-23	Cycle B 2022-24	Cycle C 2022-25
<b>Name</b> Student Appointed Annually		
<b>Name</b> Student, HS Student Body President Appointed Annually		
<b>Name</b> Parent 07/01/2022 - 06/30/2023	<b>Name</b> Parent 07/01/2022 - 06/30/2024	
<b>Name</b> Health Professional 07/01/2022 - 06/30/2023		<b>Name</b> Health Professional 07/01/2022 - 06/30/2025
<b>Name</b> Community 07/01/2022 - 06/30/2023	<b>Name</b> Community 07/01/2022 - 06/30/2024	
	<b>Name</b> Teacher 07/01/2022 - 06/30/2024	<b>Name</b> Teacher 07/01/2022 - 06/30/2025
<b>Name</b> Clergy 07/01/2022 - 06/30/2023	<b>Name</b> Clergy 07/01/2022 - 06/30/2024	<b>Name</b> Clergy 07/01/2022 - 06/30/2025