



Sheldon I.S.D.
11411 C. E. King Parkway
Houston, Texas 77044
281-727-2000

Student Services Department - Student Health Advisory Council

Bylaws for the Sheldon ISD SHAC

Adopted on October 21, 2022

I. Organization

1. This organization shall be known as the Sheldon Independent School District (henceforth in this document referred to as the "SISD") Student Health Advisory Council (henceforth in this document referred to as the "SHAC").
2. The SHAC has been established by the SISD Board of Trustees in accordance with Texas Education Code 28.004(a). The SHAC shall follow all guidelines and requirements stated in Texas Education Code and relevant state law and policy.
3. The duties, responsibilities, and structure of the SHAC are defined in SISD Board Policy, including BDF and EHAA. The SHAC shall follow all guidelines and requirements stated in SISD Board Policy.

II. Membership

1. There will be two classes of membership: Voting and Non-Voting
2. All SHAC voting members shall be appointed by the SISD Board of Trustees to annual terms that serve from July 1 through June 30 of each academic year but may be removed by a vote of the SISD Board of Trustees at their discretion. Voting members may serve as many times as they are appointed. Voting members who are unable to fulfill their term of office may resign, and any such vacancy may be filled by the SISD Board of Trustees at their discretion. Voting members may be parents, staff, or community members as per TEC and SISD Board Policy.
3. The SISD Board of Trustees or the designated staff District SHAC Coordinator may appoint additional non-voting members to the SHAC as needed to complete the work of the council. The role of non-voting members is to advise voting members and to guide and/or implement programs, initiatives, or recommendations of the SHAC and to act as liaisons between the SHAC and SISD staff.
4. The SISD Board of Trustees may also appoint a Board Representative from its own membership to serve as a non-voting member of the SHAC to act as its liaison and guide.

III. Officers



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1. The voting members of SHAC will choose a Chair or Co-Chairs from among the parent membership (as per Texas law) at its first public meeting of each school year. The Chair/Co-Chair will be responsible for the agenda, order, and vote calling/counting for the SHAC and any necessary public relations or communications duties. The Chair/Co-Chair may delegate duties as necessary or desirable to the District SHAC Coordinator.
2. The SISD Superintendent will choose a district staff non-voting member to serve as the District SHAC Coordinator (henceforth in this document referred to as the “Coordinator”). The Coordinator will organize SHAC meetings, notices, business, and logistics; guide the SHAC and Chair/Co-Chairs on relevant law and policy; take the minutes of all SHAC meetings; maintain all necessary SHAC records; and fulfill all other duties delegated by the Chair/Co-Chairs and Superintendent.

IV. Meetings

1. In accordance with TEC and SISD Board Policy, the SHAC shall meet at least four times each year. These meetings will follow all relevant law and policy about public notice, will be open to the public, and will be recorded and archived. The dates and times of these meetings will be set by the Coordinator in consultation with the membership at the beginning of each academic year.
2. The Chair/Co-Chairs or Coordinator may call a special meeting of the SHAC with at least one week’s notice to the full membership and 72 hours notice to the public. These meetings may be open to the public or closed to the public, but no votes may be taken in a closed meeting.
3. There is no requirement for or expectation of a public comment period at SHAC meetings. Members of the public wishing to speak at a SHAC meeting should make that request via email to the Coordinator for consideration. The Coordinator shall make every effort to include relevant, advance-requested public commentary in the next SHAC meeting, provided that there is still sufficient time on the agenda to facilitate such, but at their discretion, may bring consideration of allowing such up for vote with the full SHAC voting membership via email at least two weeks prior to the next regularly scheduled public SHAC meeting.
4. As per Texas Education Code 28.004, two public meetings are required for any action on curriculum material related to human sexuality instruction, child abuse, family violence, dating violence, or sex trafficking. Any SHAC recommendations on these topics must be provided to the SISD Board of Trustees in a public meeting session.



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5. No subcommittees within the SHAC are specifically created in these Bylaws. The Chair/Co-Chairs or Coordinator may call for a vote on the creation of any needed subcommittees in a public meeting.

V. Reporting

1. In accordance with Texas Education Code 28.004, the SHAC will submit at least one annual written report to the SISD Board of Trustees that at minimum includes:
 - a. Any SHAC recommendations on health education curriculum and instruction,
 - b. Any SHAC recommendations on student physical activity and fitness,
 - c. Any modifications to previous SHAC recommendations or reports,
 - d. A detailed explanation of all SHAC activities since the last report, and
 - e. Any other items deemed important by the SHAC for the good of the SISD.

VI. Parliamentary Authority

1. Meetings shall be governed by the most recent edition of Robert's Rules of Order.
2. In the event of any conflict of parliamentary authority, the ranking rules of order will be applicable Texas state law, applicable SISD Board Policy, these SHAC Bylaws, any resolution duly passed by the SHAC in meeting assembled, and then Robert's Rules of Order.

VII. Voting

1. In order to take a binding vote of the SHAC, a quorum of membership must be present in a duly called and posted public meeting. For the SHAC, a quorum shall be defined as a majority of voting members plus at least 2 district-staff non-voting members present.
2. Once a quorum has been established, a majority vote of the voting members, minus any abstentions, must vote in favor of a motion for it to pass.
3. In the event of a tied vote, the Coordinator may cast a tie-breaking vote on behalf of the district members or may decline to do so (which would mean that the vote did not pass a majority vote).

VIII. Communication

1. The SHAC will follow all relevant legal and policy requirements for public posting, notice, and communication.



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2. Members should email any requested agenda items, business items, or anticipated motions to the Coordinator at least two weeks prior to a regularly scheduled public meeting.
3. Agendas, reports, and anticipated business/motions will be emailed to all members at least one week prior to a regularly scheduled public meeting by the Coordinator.
4. Any non-member wishing to communicate with the SHAC should direct all correspondence via email to the Coordinator.

IX. Bylaws Adoption and Amendment

1. Upon passing by a $\frac{2}{3}$ majority vote of SHAC voting members assembled with quorum at a public meeting of the SHAC, these Bylaws shall become the governing document for the SHAC.
2. Amendments to the SHAC Bylaws from that point forward shall require at least two week's notice of an intended vote and its content to the full SHAC membership via email and a $\frac{2}{3}$ majority vote of SHAC voting members assembled with quorum at a public meeting of the SHAC.
3. At the first public meeting of the SHAC for each academic year, the SHAC shall consider the adoption of an "Annual Organizational Resolution" that clarifies or defines any updates, specifics, procedures, practices, or personnel that will be required to carry out the work of the SHAC within these Bylaws that year.
4. The SISD Board of Trustees may suspend or dissolve the SHAC and/or these Bylaws at its discretion according to its standard governing procedures.