



Keller ISD School Health Advisory Council  
February 10, 2025

## **Article 1 - Name and objective**

### **Section 1: NAME**

The name of this organization is the Keller Independent School District (KISD) Student Health Advisory Council (SHAC).

### **Section 2: Objective**

The objective of this committee is to serve as an advisory board to the Keller Independent School District to ensure that community values are reflected in the health education of the schools in order to strengthen the bond between health and learning. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability on the District.

## **Article 2 - SHAC Representation**

### **Section 1: Eligibility**

In order to be eligible to serve as a member of the KISD SHAC, each member must be the parent or legal guardian of a student currently enrolled in a Keller ISD learning institution or SHAC members may also represent the community from one or more of the following groups: public school teachers, administrators, district students, healthcare professionals, business community, law enforcement, senior citizens, clergy and nonprofit healthcare organizations. SHAC members must have a strong commitment to the purpose of the council, and a strong desire to serve in this capacity.

### **Section 2: Appointment**

Potential SHAC members shall be complete an interest form, which is reviewed and selected on recommendations by other council members, community members and school personnel. Every effort will be made to ensure that the SHAC reflects all geographic areas of KISD. 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.

The KISD Board of Trustees shall appoint members to the local SHAC annually. A KISD Board

Trustee may appoint up to two additional SHAC members at their discretion.

### **Section 3: Member Terms of Service**

The term of services for a member shall be one academic school year beginning with their first meeting of the school year. Members may serve multiple terms. All members are expected to attend at least 3 out of the 4 regular meetings and serve on committees, as needed.

Executive Committee members will be called to meet prior to the start of the appointed school year for planning purposes, including the identification of SHAC goals and priorities.

### **Section 4: Resignation**

Any member of SHAC who wishes to resign must do so in writing to the current chair.

When a member of SHAC resigns, the vacated position must be filled as soon as possible if needed to ensure quorum through a special election.

If an Executive Committee member needs to resign their position, they will submit a written letter to the Chair and SHAC Advisor. The date of the letter will be the effective date of the resignation. The position will be filled following the nomination and election process prior to the next regularly scheduled meeting.

This process may take place virtually to ensure efficiency depending on the timeline of the resignation and upcoming meeting.

### **Section 5: 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 recommendation of that committee. Even the appearance of a conflict of interest should be avoided at all times. A lone agenda item shall not be cause for elimination of an individual's membership; however, any such individual shall refrain from participating in decisions and voting as to that issue.

### **Section 6: Executive Committee/Officers**

SHAC Executive Committee shall consist of officers: Chairman, Co-Chair, Parliamentarian and Secretary. The Chair or Co-Chair must be a parent or legal guardian member and at least two of the remaining three officer positions shall be held by a parent or community member not employed by the District. The fourth position may be held by a KISD employee. Executive Committee members must have served on the KISD SHAC for a minimum of one year prior to taking a leadership role. The SHAC shall meet no later than May each year to elect a Chair, Co-Chair, Parliamentarian and Secretary for the upcoming school year.

The KISD Director of Health Services shall serve as Advisor and the District designee(s), shall

serve as the Co-Advisor.

Chairman responsibilities include:

- Preside at all meetings of the SHAC
- Appoint sub-committees as necessary
- Serve as ex-officio member of all sub committees
- Work directly with membership and SHAC Executive Committee to compile SHAC meeting agendas
- Assist in development of annual board report presented by Advisor
- At each general SHAC Meeting and Executive Committee Meeting, appoint a Meeting Minutes Review Committee.

Co-Chair responsibilities include:

- Facilitate the meeting in the absence of the Chair
- Collaborate with Chair on SHAC meeting agenda
- Serve as ex-officio member of all sub committees
- Assist in development of annual board report presented by Advisor

Parliamentarian responsibilities include:

- Assist SHAC Executive Committee and members conduct meetings with efficiency and order using the Robert's Rules of Order
- Establish quorum for the purpose of conducting SHAC business which requires voting on action items
- Be part of the Meeting Minutes Review Committee for all SHAC meetings.

Secretary responsibilities include:

- Preside at meetings when Chair, Co-Chair are absent
- Work with Chair and Advisor to prepare meeting notices and minutes for each SHAC meeting
- Meeting Minutes will be submitted to the Meeting Minutes Review Committee within 10 days of the meeting. This will be considered a DRAFT which will be uploaded to the website.
  - The Meeting Minutes Review Committee will have 10 days to approve or send comments on the meeting minutes.
  - Upon approval by all Meeting Minutes Review Committee the final version of the meeting minutes will be uploaded to the website.
- Assist in development of annual board report presented by Advisor

Advisor responsibilities include:

- Preside at SHAC meetings in the absence of the Executive Committee
- Ensure that adequate facilities are available for all meetings
- Provide members and support staff with agendas and background materials prior to meetings

- Serve as custodian of SHAC records
- Promote public awareness of the SHAC and maintain a database of persons interested in serving as SHAC members
- Inform Executive Committee of member vacancies and attendance problems
- Provide support in the development of the SHAC annual report and deliver report to the KISD Board of Trustees
- Inform the Executive Committee and Superintendent of possible member conflicts of interest

Co-Advisor responsibilities include:

- Preside at SHAC meetings in the absence of the Executive Committee and Advisor
- Assist the Advisor in carrying out Advisor responsibilities as needed

## **Section 7: Executive Committee Nominations and Elections**

Any action to nominate an officer must be done through a motion to nominate and must be seconded by an acting member of SHAC Executive Committee. Nominations will take place at the third regularly scheduled SHAC meeting of the school year. In order to nominate or be nominated, a SHAC member must be present and have attended both regular fall semester SHAC meetings.

Election of SHAC Executive Committee members will take place at the final meeting of the school year by members present at the meeting. Only members who have fulfilled the obligation of attending at least 3 of the 4 regular business meetings are eligible to vote for the Executive Committee.

As referenced in Article 3, Section 1, in the event of special circumstances requiring virtual meetings, nominations and elections of the Executive Committee may take place virtually.

Any election of an officer must be approved via a quorum majority.

All officer terms shall last for the academic year. An individual may not serve for more than 3 consecutive years.

## **Article 3: Meetings**

### **Section 1: Meeting Days**

There will be a minimum of 4 per school year. The regular SHAC Meetings will be determined before the beginning of the school year. Regular meetings will be held in person unless special circumstances require virtual meetings (i.e. public health crisis). Subcommittee meetings may be held in person or virtually.

## **Section 2: Quorum**

Quorum will be set at 1 more voting parent member than the number of District employees plus a minimum of 8 in attendance. Quorum will include parents or legal guardians, community members and district personnel appointed by the Board of Trustees . A quorum must be established for SHAC voting on action items at each SHAC Meeting.

## **Section 3 : Special Meetings**

Special meetings will be called in order to fill vacancies or for subjects requiring any special vote. These meetings may be held in-person or virtually.

## **Article 4: Bylaws**

### **Section 1: Bylaws review**

The KISD SHAC bylaws will be reviewed every 2 years and as needed per local or state government guidance.

Changes to the SHAC Bylaws require a vote by the SHAC Committee. The Parliamentarian will submit changes to the Executive SHAC Committee for review and approval of the changes being sent to the General SHAC Committee for approval.

Notification to the SHAC Committee should be distributed 10 days prior to the scheduled SHAC Committee Meeting. Upon approval of the Bylaw changes, an updated and approved version of the Bylaws will be posted on the website.