

Bylaws of the College Station ISD School Health Advisory Council

(Updates approved 9/25/24)

Article 1: Name

The name of this organization shall be the College Station Independent School District ("CSISD" or "the District") School Health Advisory Council (SHAC).

Section 1: Statute and Policy

[Chapter 28.004, Texas Education Code](#)

The board of trustees of each school district shall establish a local school health advisory council to assist the district in ensuring that local community values are reflected in the district's health education instruction. The SHAC is specifically authorized by the CSISD Board of Trustees ("the Board of Trustees") in District policy [BDF - Legal](#), [EHAA - Legal & Local](#), [EHAB - Legal](#), [EHAC - Legal](#), and [FFA - Legal & Local](#).

Section 2: Limitations

The SHAC shall be an advisory body and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees as is specifically listed 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.

Section 3: Bylaws

Bylaws must be consistent with state law and District policies governing SHACs. Bylaws and changes to the bylaws must be approved by the SHAC membership. All bylaws shall be reviewed by the SHAC for potential changes every even-numbered year in August.

Article 2: Mission & Responsibilities

Section 1: Mission

The mission of College Station ISD SHAC is to develop recommendations for policies and practices that promote a healthy lifestyle and safe environment; ensuring children are ready to learn and fostering lifelong wellness of students, staff, and community.

Section 2: Responsibilities

The SHAC's responsibilities include:

1. Receive updates and review the implementation of the District Wellness policy at least annually and ensure that updates are available on the SHAC webpage.
2. Recommend District Wellness indicators for goals and objectives of K-12 campuses for the coordinated health program at the campus level.
3. Establish Standing Committees, Ad Hoc Committees, and subcommittees to assist the SHAC in completing its stated responsibilities including (not limited to):
 - a. A physical activity and fitness planning subcommittee to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among

students.

b. Responsibilities as defined in FFA [Local]

4. Present to the board, at least annually, a written report that includes:
 - a. Any recommendations to the district's health education curriculum and instruction or related matters that the council has not previously submitted to the board
 - b. Any suggested modification to a SHAC recommendation previously submitted to the board
 - c. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report per Education Code 28.004
5. Recommend policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns, including obesity, cardiovascular disease, Type 2 diabetes, and mental health concerns, including suicide, through coordination of:
 - a. health education, which must address physical health concerns and mental health concerns to ensure the integration of physical health education and mental health education
 - b. physical education and physical activity
 - c. nutrition services
 - d. parental involvement
 - e. instruction on substance abuse prevention
 - f. school health services, including mental health services
 - g. a comprehensive school counseling program under Section 33.005
 - h. a safe and healthy school environment
 - i. school employee wellness
6. Recommend appropriate grade levels and methods of instruction for human sexuality instruction.
7. Recommend joint use agreements or strategies for collaborations between the school district and community organizations or agencies.
8. Recommend strategies to increase parental awareness regarding:
 - a. Risky behaviors and early warning signs of suicide risks and behavioral health concerns, including mental health disorders and substance use disorders
 - b. Available community programs and services that address risky behaviors, suicide risks, and behavioral health concerns
9. Consult regularly with the Superintendent and administration regarding the planning, implementation, and evaluation of the District's coordinated school health program
10. Support the District by promotion of approved health events, grant writing, fundraising, volunteering, and other coordinated school health-related matters

Article 3: Members

Section 1: Membership Criteria

The membership composition of the SHAC shall comply with the following:

1. SHAC members may include parents of students in the district, district students, teachers, administrators, health care professionals, business community, law enforcement, senior citizens, clergy, nonprofit health organizations, local domestic violence programs as stated in TEC, Title 1, Chapter 28, 28.004 or other members as recommended by SHAC. Potential members should demonstrate an interest and commitment to providing their feedback and expertise to ensure quality health programs.
2. The majority of the SHAC members must be parents who are not employees of the District. Parents must live within the district and must be a parent or guardian of a student currently enrolled in CSISD.
 - a. Each campus will be represented on the SHAC. Each campus will strive to have voting members according to their level as follows: two (2) members per elementary school, two (2) members per intermediate school, three (3) members per middle school, four (4) members per comprehensive high school, and one (1) member for each non-comprehensive high school.
3. Membership of the SHAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the District to ensure that local community values are represented.
4. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.

Section 2: Terms of Service for Chairperson

The terms of service for an appointment shall be two years, normally beginning with the last SHAC meeting in the spring semester.

Section 3: Confirmation by Board of Trustees

All SHAC members must be approved by the Board of Trustees annually.

Section 4: Responsibilities

The responsibilities of the SHAC members shall be to:

1. Regularly attend the SHAC general meetings
2. Attend subcommittee meetings as needed
3. Participate in voting
4. Review materials to prepare for the SHAC meetings and subcommittee meetings
5. Participate as needed to help fulfill the SHAC stated responsibilities in Article II

Section 5: Vacancies

The SHAC officers shall have the authority to fill any vacancies that may occur after the Board has annually appointed the SHAC membership. The SHAC District Representative shall notify the Board of Trustees when vacancies are filled in such manner.

Section 6: Change in Member Status

If the status of a member changes, the SHAC officers may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the SHAC officers may allow the member to continue to serve in the current position, if not otherwise prohibited under Section 1 of this Article.

Section 7: 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 recommendations of that committee and decision 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 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.

Section 8: Role of the Board Representative

The role of the Representative of the Board of Trustees is to observe without a vote in deliberations and activities of the SHAC. The Board Representative shall not speak for the Board of Trustees unless a majority of the Board in a public meeting in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance as may be appropriate and by responding to questions to the best of his/her ability. The Board Representative will provide updates, verbal or written, to the Board as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

Section 9: Role of the District Representative

The Superintendent shall recommend to the Board a district representative to facilitate SHAC activities. The Superintendent recommends the Director of Federal and State Programs as the District Representative. Responsibilities of the District Representative shall include:

1. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
2. Providing members and support staff with agendas and background materials prior to meetings.
3. Serving as custodian of all SHAC records.
4. Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
5. Informing the Vice-Chair of member vacancies and attendance concerns.
6. Providing staff support in the development and submission of SHAC's annual report.
7. Informing the Chair and General Counsel of possible member conflicts of interest.
8. Providing such other assistance as requested in accordance with the SHAC authorizing statute, District policy, and the direction of the Administration or Board of Trustees.

Article 4: Officers

Section 1: Terms of Service

The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve 2-year terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be installed at the last SHAC meeting in the spring semester. Each officer must be a current CSISD parent and the Chair and Vice-Chair may not be an employee of CSISD.

Section 2: Responsibilities

1. The responsibilities of the Chair shall be to:
 - a. Meet with the District Representative prior to the first meeting of the year to learn about current CSISD priorities and set a general agenda for the year.
 - b. Preside at all meetings of the SHAC.
 - c. Appoint subcommittees as necessary.
 - d. Work with the District Representative to finalize agendas for all SHAC meetings.
 - e. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, district policy, and direction of the Board.
 - f. Organize and prepare the final report to the Board of Trustees each year.
2. The responsibilities of the Vice-Chair shall be to:
 - a. Preside at SHAC meetings in the absence of the Chair.
 - b. Assist Chair with the management of wellness policy review.
 - c. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, district policy, and direction of the Board.
 - d. Ensure membership criteria and membership composition are met.
3. The responsibilities of the Secretary shall be to:
 - a. Preside at meetings when both the Chair and Vice-Chair are absent.
 - b. Confirm attendance of any speakers or presenters for the next SHAC meeting.
 - c. Prepare meeting minutes in a timely fashion and send a draft to the District Representative.
 - d. Ensure quorum prior to voting.
 - e. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, district policy, and direction of the Board.
 - f. Ensure distribution of meeting minutes to SHAC members within a week after the meeting and again within a week in advance of the following meeting.
 - g. Oversee the nomination of candidates for SHAC officer vacancies.

Article 5: Meetings

Section 1: Regular Meetings

The SHAC shall conduct regular meetings. Unless otherwise specified by the SHAC Officers, regular meetings shall be held at least five times per year. If a meeting is canceled, all attempts will be made to reschedule for another day during the month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled. The regular meeting in September shall be considered the first meeting for the year. Regular meetings will be held in person on Wednesdays.

Section 2: Open Meetings

All meetings of the full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The Chair may limit the time given to speakers. Subcommittee meetings may be open to the public at the discretion of the Chair. Invitations for members of the public to attend meetings should be encouraged. Notice of meetings shall be posted and meetings recorded in accordance with governing law. (HB 1525)

Section 3: Quorum

A quorum shall be one more voting parent member than the number of CSISD employees present. 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.

Section 4: Decision-Making

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, members shall reach a decision by majority vote. Each member shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted; a member must be present to vote. However, if a quorum is not met electronic voting can be utilized at the discretion of the SHAC officers.

Article 6: Executive Committee

Section One: Membership

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and District Representative.

Article 7: Committees

Section One: Committees

Standing, Ad Hoc, and Sub-Committees shall be determined by the Chair and District Representative as necessary and appropriate in consultation with the Executive Committee.

1. Standing Committees are Committees, consisting of members of the SHAC, responsible for fulfilling the administrative duties of the SHAC including, but not limited to, the Executive Committee.
2. Ad-Hoc Committees are Committees, consisting of members of the SHAC, established on an as-needed basis to help perform the duties and responsibilities of the SHAC (e.g. Bylaws Committee, Wellness Policy Review Committee, Curriculum Review Committee).
3. Sub-Committees are Committees established to help coordinate efforts to utilize the Whole School, Whole Child, Whole Community (WSCC) model for the purpose of effectively implementing the District Wellness Policy - FFA (Local).

Section Two: Sub-Committees

Sub-Committees should align to the WSCC model developed by the CDC to the extent possible. Sub-Committees should also reflect the upcoming work to be done by the SHAC. All Sub-Committee chairs shall report directly to the SHAC.

1. The District Representative shall oversee the activities of Sub-Committees to ensure that they are functional and accountable.
2. Each Sub-Committee chair shall be appointed by the Executive Committee.
3. Each Sub-Committee chair may organize their Sub-Committee in ways that help to accomplish the work (e.g., create sub-committees, delegate responsibilities, etc.)
4. Sub-Committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for Sub-Committees. 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.
5. Sub-Committee members are not required to be SHAC members. CSISD employees may be appointed to Sub-Committees.
6. The District Representative will serve as a resource to all Sub-Committees.
7. Sub-Committee chairs will be members of the SHAC. If the Sub-Committee chair is not a parent of a CSISD student, a parent member will be designated as co-chair of the Sub-Committee, to the extent possible.
8. Sub-Committees should strive for representation reflecting the diversity of the community served by CSISD.
9. Sub-Committees should be composed of at least 3 members.

Article 8: Amendments

The Bylaws may be amended by a two-thirds vote in any regular meeting of the SHAC by a majority vote. Legislative updates will be automatically adopted by and incorporated into these Bylaws by the Executive Committee without any need for a vote of approval.