Duncanville Independent School District

School Health Advisory Council Bylaws

Article I: Authority

Section One. Statute and Policy. Each school district in the State is required in Chapter 28, Subchapter A-K, and Chapter 38.013 of the Texas Education Code to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the Duncanville Independent School District is specifically authorized by the Board of Trustees in District policy EHAA (legal).

Section Two. Limitations. The SHAC shall be an advisory body that provides guidance, recommendations, and other assistance to the Board of Trustees as 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 Three. Bylaws. The SHAC shall have responsibility to establish and amend bylaws by a majority vote of a quorum.

Article II: Responsibilities

According to state law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:

A. To hold regular meetings 4 times annually.

B. To report on an as-needed basis to the Board of Trustees.

C. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, high-risk behaviors, Type II diabetes, drug, alcohol, and tobacco use through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.

D. To consult regularly with the Superintendent and/or his/her designee regarding the planning, implementation, and evaluation of the district-coordinated school health program.

E. To advise regarding the District Coordinated School Health Program, subject to adoption by the Board of Trustees.

F. To advise and consult with the Superintendent and/or his/her designee in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.

G. To advise and consult with the District in the development of a comprehensive health education curriculum.

H. To provide a written annual report of SHAC activities to the Board of Trustees on or before June 30 of each year.

Article III: Meetings

Section One. Regular Meetings. The SHAC shall conduct regular meetings. Unless otherwise specified by the SHAC Officers, regular meetings shall be held 4 times annually. If such a meeting is canceled, all attempts will be made to reschedule for another day; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled.

Section Two. Public Hearings. Public hearings and other meetings with the public should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the SHAC Coordinator.

Section Three. Open Meetings. All meetings of the full SHAC shall be open to the public, and notice of such meetings shall be placed on the District webpage and/or in other public media sources as deemed feasible and appropriate. The Chair may limit the time given to speakers. Committee meetings may be open to the public at the discretion of the Committee Chair.

Section Four Quorum. A quorum shall be one-quarter of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. Any actions will be ratified at the next meeting or by electronic vote.

Section Five. Attendance. Member attendance shall be monitored by the Chair, who shall work with members to try and resolve any attendance problems. Non-attendance for two consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Chair or the Coordinator if they know they cannot attend a meeting.

Section Six. 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 of the quorum. Each member shall be entitled to one vote per item. Voting may take place via electronic ballot by members.

Section Seven. Agendas. Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Coordinator.

Article IV: Membership

Section One. Membership Criteria. The membership composition of the SHAC shall comply with the following:

A. The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by Duncanville Independent School District.
B. Parents on the SHAC may also be employees of the district as long as they do not make up the majority.
C. Parents must live within the district, and must be a custodial parent or guardian of a

student currently enrolled in a district school.

D. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.
E. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District. Broad community participation is sought for SHAC membership.

Section Two. Terms of Service. The term of service for an appointment shall be two years, normally beginning the first SHAC meeting. Terms will be staggered to maintain continuity on the SHAC. Members may serve multiple terms.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually appoint all members to the SHAC.

Section Four. Vacancies. The Board of Trustees delegates to the SHAC membership, pursuant to Article II of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership and in accordance with the provisions of Article IV hereof.

Section Five. Change in Member Status. If the status of a member changes, the SHAC membership by quorum vote may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the SHAC membership by quorum vote may allow the member to continue to serve in the current position, if not otherwise prohibited hereunder.

Section Six. Conflict of Interest. Any 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 Seven. The Role of the Superintendent. SHAC and the Superintendent and/or his designee will work cooperatively. The Superintendent will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Section Eight. Size of Council. The SHAC will consist of no more than 35 members and no less than the required number of members as outlined in the board policy. The current legal requirement is at least 5 members.

Article V: Officers

Section One. Terms of Service. The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve two-year terms. Officers may not serve more than two consecutive terms in the same office. Officers will be selected at the last meeting in Spring and installed at the first meeting of the SHAC in the Fall. It is preferred that no officer be an employee of the District.

Section Two. Responsibilities.

A. The responsibilities of the Chair shall be to:

- Preside at all meetings of the SHAC.

- Appoint committees as necessary.
- Serve as ex officio member of all committees-without vote except the Nominating committee.
- Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.
- 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.

B. The responsibilities of the Vice-Chair shall be to:

- Preside at SHAC meetings in the absence of the Chair.
- Serve as ex officio member of all committees without vote except the Nominating committee.
- Serve as Chair-elect.
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC authorizing statute, District policy, and direction of the Board.

C. The responsibilities of the Secretary shall be to:

- Preside at meetings when both the Chair and Vice-Chair are absent.
- Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
- 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.

Article VI: Ad Hoc Committees

The SHAC membership by quorum vote may establish and appoint Ad Hoc committees as deemed necessary.

Article VII: Coordinator

The Coordinator of Health Services shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

A. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.

B. Providing members and support staff with agendas and background materials prior to meetings.

C. Serving as custodian of all SHAC records.

D. Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.

E. Informing the Chair of member vacancies and attendance problems.

F. Provide staff support in the development and submission of SHAC's annual report of activities.

G. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.