
Keller ISD School Health Advisory Council (SHAC)

February 10, 2025

Article 1 – Name and Objective

Authority

This council is established and shall operate in accordance with **Texas Education Code (TEC) §28.004**, which requires each school district to establish a local School Health Advisory Council (SHAC) to assist the district in ensuring that local community values are reflected in health education instruction.

Section 1: Name

The name of this organization is the Keller Independent School District (KISD) School 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 **and to strengthen the connection between health and learning**. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place an obligation or liability on the District.

Article 2 – SHAC Representation

Section 1: Eligibility

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 may 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 demonstrated commitment to the purpose of the council and a desire to serve in this capacity.

Section 2: Appointment

Potential SHAC members shall complete an Interest Form. The SHAC Executive Council members and District Sponsors review the Interest Form.

The majority of the members must be parents or legal guardians 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. Each trustee will have the opportunity to appoint equal members to the SHAC, with that number determined by the trustees with input from the prior year's SHAC Executive Council.

SHAC members, with that number determined by the trustees with input from the prior year's SHAC Executive Council. If an elected Executive Council member is not appointed by the trustees, that position will go through a nomination and election process as outlined in Section 4, in the same manner as a resignation.

Section 3: Member Terms of Service

The term of service for a member shall be one academic school year beginning with the member's first meeting of the school year. Members may serve multiple terms.

All members are expected to attend at least three (3) of the four (4) regular meetings per year and serve on committees as needed.

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

Section 4: Resignation

Any SHAC member wishing to resign must submit a written notice to the Chair.

When a member resigns, the vacated position shall be filled as soon as practicable, if necessary to maintain quorum, through a special election.

If an Executive Council member resigns, written notice shall be submitted to the Chair and SHAC Advisor. The date of the letter shall serve as the effective date of resignation. The vacancy will be filled following the established nomination and election process before the next regularly scheduled meeting.

This process may take place virtually to ensure efficiency.

Section 5: Removal of an Executive Officer

The SHAC Executive Council shall review the recommendation and, by majority vote, determine whether sufficient justification exists to proceed with removal consideration. The Executive Council's vote to proceed does not constitute removal but authorizes consideration by the full SHAC Committee.

If the Executive Council votes to proceed, the officer shall receive written notification of the proposed removal and the reasons for such action no fewer than ten (10) calendar days before the meeting at which removal will be considered.

Removal shall require a two-thirds (2/3) affirmative vote of the SHAC Committee members present at a duly called meeting where a quorum is established. The officer shall be allowed to address the SHAC Committee before the vote.

Section 6: 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 a recommendation of the committee. Any actual or perceived conflict of interest should be avoided.

A single agenda item shall not automatically disqualify an individual's membership; however, the individual shall refrain from participating in discussion or voting related to that issue.

Section 7: Executive Council / Officers

The SHAC Executive Council shall consist of the following officers: **Chair, Co-Chair, Parliamentarian, and Secretary.**

The Chair or Co-Chair must be a parent or legal guardian member. At least two of the remaining three officer positions shall be held by a parent or community member not employed by the District. **A KISD employee may hold the fourth position.**

Executive Council members must have served on the KISD SHAC for **at least one (1) year** before assuming an officer role.

The SHAC shall meet no later than May each year to elect officers for the upcoming school year.

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

Chair Responsibilities

- Preside at all SHAC meetings

- Appoint subcommittees as necessary
 - Serve as **ex officio** member of all subcommittees
 - Work with the Executive Council to develop meeting agendas
 - Assist in the development of the annual board report presented by the Advisor
 - Appoint a Meeting Minutes Review Committee at each general and Executive Committee meeting
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Co-Chair Responsibilities

- Facilitate meetings in the absence of the Chair
 - Collaborate with the Chair on meeting agendas
 - Serve as **ex officio** member of all subcommittees
 - Assist in **the** development of the annual board report
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Parliamentarian Responsibilities

- Assist the SHAC in conducting meetings using Robert's Rules of Order
 - Establish quorum for meetings requiring action items
 - Serve on the Meeting Minutes Review Committee
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Secretary Responsibilities

- Preside at meetings **only when both the Chair and Co-Chair are absent**
 - Prepare and distribute meeting notices and minutes in coordination with the Chair and Advisor
 - Submit draft meeting minutes to the Meeting Minutes Review Committee within ten (10) days
 - Post approved meeting minutes to the website following committee approval
 - Assist in the development of the annual board report
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Advisor Responsibilities

- Preside at meetings in the absence of the Executive Committee
- Ensure adequate facilities are available for meetings
- Provide agendas and background materials before meetings
- Serve as custodian of SHAC records
- Promote public awareness of SHAC and maintain a member interest database
- Inform the Executive Committee of vacancies and attendance concerns
- Deliver the SHAC annual report to the KISD Board of Trustees

- Notify leadership of potential conflicts of interest
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Co-Advisor Responsibilities

- Preside at meetings in the absence of the Executive Committee and Advisor
 - Assist the Advisor as needed
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Section 8: Executive Council Nominations and Elections

Any action to nominate an officer must be done through a move to nominate and must be seconded by an active member of SHAC. Executive Council nominations will take place at the third regularly scheduled SHAC meeting of the school year.

To nominate or be nominated, a SHAC member must be present and have attended both regular fall semester SHAC meetings, unless there was an extenuating circumstance the SHAC Executive Council considers excused, and the member listened to the recording of the missing meeting.

Elections shall take place at the final meeting of the school year. Only members who have attended at least three (3) of the four (4) regular meetings are eligible to vote.

In special circumstances requiring virtual meetings, nominations and elections may be conducted virtually.

All officer elections require approval by a quorum majority.

No individual may serve more than three (3) consecutive years in the **same position as an officer**.

Article 3 – Meetings

Section 1: Meeting Days

There shall be a minimum of **four (4)** SHAC meetings per school year. Meeting dates shall be determined before the start of the school year.

The Meeting Agenda will be published and posted 3 (three) business days before the meeting is scheduled.

Meetings will be held in person unless special circumstances require virtual meetings. Subcommittee meetings may be held in person or virtually.

Section 2: Quorum

A quorum shall consist of **one more voting parent or community member than the number of District employees present**, with a minimum of eight (8) voting members in attendance.

A quorum must be established to conduct official SHAC business and vote on action items.

Section 3: Special Meetings

Special meetings may be called to fill vacancies or address matters requiring immediate action. These meetings may be held in person or virtually.

Article 4 – Bylaws

Section 1: Bylaws Review

The KISD SHAC Bylaws shall be reviewed every two (2) years or as required by local or state guidance.

Proposed amendments shall be reviewed by the Executive Council before submission to the full SHAC for approval.

Written notice of proposed changes shall be distributed at least ten (10) days before the meeting at which the changes will be considered.

Upon approval, the updated bylaws shall be posted on the SHAC website.