BYLAWS OF

ECTOR COUNTY ISD SCHOOL HEALTH ADVISORY COUNCIL

Approved October 20, 2026

ARTICLE I

NAME, PURPOSE, AND AUTHORITY

Section 1.1 ***Name*****:**

The name of the Council shall be the "Ector County Independent School District School Health Advisory Council." The Council shall be referred to as the "SHAC" herein.

Section 1.2 ***Purpose*****:**

The Board of Trustees established the SHAC to assist the Ector County Independent School District ("ECISD" or "District") in providing healthy school environments for students, staff, and community members and to teach and promote wellness through healthy lifestyles. The SHAC acts in an advisory capacity to the Superintendent and Board of Trustees. The primary goals of the SHAC are to promote, participate, evaluate, and provide recommendations regarding District school health and wellness initiatives.

Section 1.3 ***Authority:***

Texas Education Code §28.004 requires the Board of Trustees to establish a local school health advisory council. The SHAC shall operate in accordance with applicable state law and district policy, including BDF(LEGAL) and BDF(LOCAL), as applicable.

Section 1.4 ***Limitations****:*

The SHAC is an advisory body and shall provide guidance, counsel, and other assistance to the Board of Trustees and district administration as specified in state law and district policy. The SHAC shall have no power to expend public funds, enter into a contract, or otherwise place obligation or liability upon the district.

Section 1.5 ***Bylaws****:*

Bylaws must be consistent with state law and district policies governing SHAC. Amendments to these bylaws shall require approval of the SHAC and approval of the Board of Trustees. The bylaws shall become effective when approved by the ECISD Board of Trustees and adopted by the SHAC.

ARTICLE II

RESPONSIBILITIES

Section 2.1 ***Responsibilities****:*

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

A. To hold regular meetings at least four times each school year.

B. To meet the responsibilities established in Texas Education Code §28.004, including but not limited to providing recommendations to the district regarding:
    a. The number of hours of instruction to be provided in health education for applicable grade levels.
    b. Policies, procedures, strategies, and curriculum designed to address physical and mental health concerns, including obesity, cardiovascular disease, Type 2 diabetes, suicide prevention, and other behavioral health concerns
    c. Physical education and physical activity;
    d. Nutrition services and nutrition education;
    e. Parent and family engagement in student health and wellness;
    f. Substance use prevention, including drug, alcohol, tobacco, vaping, and opioid misuse prevention;
    g. School health services, including physical and mental health services;
    h. The district's comprehensive school counseling program;
    i. The promotion of a safe and healthy school environment;
    j. School employee wellness initiatives;
    k. Appropriate grade levels, methods of instruction, and curriculum relating to Human Growth and Development and human sexuality education, as required by law;
    l. Strategies to increase parent awareness of suicide risk factors, behavioral health concerns, and available community resources and services;
    m. Collaboration and partnerships with community organizations and agencies that support student health and wellness;
    n. Appropriate grade levels and curriculum related to opioid awareness, including fentanyl abuse prevention and opioid antagonists; and
    o. Appropriate grade levels and curriculum related to child abuse, family violence, dating violence, and sex trafficking prevention.

C. To provide recommendations regarding the district's coordinated school health program as required by state law and district policy.

D. To establish and maintain a Physical Activity and Fitness Planning Subcommittee in accordance with TEC §28.004(l-1) to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students.

E. Perform all duties related to recommendations concerning human sexuality instruction as required by Texas Education Code §28.004.

F. To consult as necessary or when appropriate with the Superintendent and district administration regarding the planning, implementation, and evaluation of the district

coordinated school health program.

G. To consult with the Superintendent and district administration before submitting issues, concerns, reports, and recommendations to the Board of Trustees.

H. To submit to the Board of Trustees, at least annually, a written report that includes:

   a. Recommendations concerning the district's health education curriculum and instruction that have not previously been submitted to the Board.

   b. Suggested modifications to previously submitted recommendations.

   c. A detailed explanation of SHAC activities during the period since the previous report.

   d. Recommendations of the Physical Activity and Fitness Planning Subcommittee.

   e. Other information deemed appropriate by the SHAC or requested by the Board of Trustees.

ARTICLE III

MEETINGS

Section 3.1 ***Regular Meetings*****:**

The SHAC shall conduct no fewer than four regular meetings in a school year. The coordinator shall work with SHAC members to establish a meeting schedule for the SHAC. At least 72 hours before each meeting, notice of the meeting, including the date, time, location, and agenda, shall be posted on the district website, at the district's central administrative office, and at each campus, in accordance with applicable state law and district policy. The SHAC shall prepare and maintain minutes of each meeting and make an audio or video recording of each meeting. Not later than the tenth day after the meeting, the minutes and recording shall be submitted to the district for posting on the district website in accordance with applicable law.

Section 3.2 ***Cancellation of Meetings:***

If necessary, the coordinator and officers may cancel any meeting of the SHAC with good cause (i.e., inclement weather or other adverse conditions) and determine when the meeting should be rescheduled. Members shall be given the reason for meeting cancellations and sufficient notice of canceled or rescheduled meetings.

Section 3.3 ***Open Meetings:***

All regular SHAC meetings shall be open to the public, and the public shall have a reasonable opportunity to provide comments. The Chair and Co-Chair may limit the time given to speakers. Meetings shall comply with all applicable state law and district policy regarding public notice and public access.

Section 3.4 ***Special Meetings:***

Special meetings for the SHAC may be called upon the request of a majority of the Executive Committee. Notices of special meetings shall be sent out by the Secretary to each Board member at least 10 days in advance via email. Only business within the purpose or purposes described

in the meeting notice may be conducted at a special meeting. Special Meetings shall be reserved for matters which must be dealt with before the next regular meeting.

Section 3.5 ***Quorum:***

A quorum shall be the majority of the current SHAC membership, as approved by the Board of Trustees. 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 3.6 ***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.

Section 3.7 ***Agendas:***

Agendas shall be provided for all SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Executive Committee and Coordinator.

ARTICLE IV

MEMBERSHIP

Section 4.1 ***Membership criteria:***

The membership composition of the SHAC shall comply with the requirements of Texas Education Code §28.004 and District policy and shall be composed as follows:

1. The SHAC shall consist of at least five and no more than 25 members appointed by the Board of Trustees and shall include representatives of the community and District stakeholders who have an interest in promoting student health and wellness. Membership may include parents or guardians of enrolled students, students, teachers, administrators, health care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, representatives of local domestic violence programs, and other individuals deemed appropriate by the Board of Trustees. Potential members should demonstrate a commitment to supporting student health and wellness initiatives.
2. Vacancies in SHAC membership shall be filled by appointment of the Board of Trustees for the remainder of the unexpired term.
3. The district shall annually publicize SHAC membership opportunities and qualifications and encourage interested community members to apply for appointment.
4. A majority of SHAC members shall be parents or guardians of students currently enrolled in the district who are not employed by the district, as required by state law.
5. The Board of Trustees may appoint one or more members from any of the stakeholder groups identified in Texas Education Code §28.004 to ensure broad community representation.

Commented [AR1]: §28.004 allows the Board to appoint 11 other persons from specific groups. This limitation to 14 members seems to undermine the Education Code provisions.

6. Membership should reflect the geographic, cultural, racial, ethnic, linguistic, and socioeconomic diversity of the district to ensure that community values and perspectives are represented.
7. A member of the Board of Trustees may serve as a non-voting liaison to the SHAC.

Section 4.2 **Term.** After the adoption of these Bylaws, a member shall serve a two-year term and may be eligible for reappointment or re-election to serve additional terms.

Section 4.3 **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 decisions 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. Any conflict of interest should be noted on the member's application and/or renewal form and reported annually to the Executive Committee.

Section 4.4 **Attendance.**

1. The failure of a council member to attend three consecutive regular and/or called meetings without providing notice to the administrative representative shall be considered an unexcused absence. Three (3) unexcused absences shall result in the immediate and automatic termination of the council member's position within SHAC.

Section 4.5 **Responsibilities.**

The responsibilities of the SHAC members shall be to:

1. Regularly attend the SHAC general meetings.
2. Actively participate in at least one subcommittee each year.
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.

ARTICLE V
OFFICERS

Section 5.1 **Terms of Service**

The SHAC shall elect a Chair, Co-Chair, and Secretary, each to serve 2-year terms. The Chair and Co-Chair shall each be a parent or guardian of a student currently enrolled in the District and shall not be employed by the District.

Section 5.2 **Responsibilities**

A. The responsibilities of the Chair shall be to:
   a. Preside at all the meetings of the SHAC
   b. Appoint committees as necessary

Commented [AR2]: Do we have them roll off after a certain period?

Commented [TL3R2]: There is no limit to the number of terms they can serve, but they have to be re-elected after each 2-year term.

Commented [TL4R2]:

c. Work directly with the Coordinator to compile agendas for all the meetings of the SHAC

d. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, district policy, and the direction of the Board

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

a. Preside at the SHAC meetings in the absence of the Chair

b. Serve as Chair-elect

c. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, district policy, and the direction of the Board

C. The responsibilities of the Secretary shall be to:

a. Preside at the meetings when both the Chair and Co-Chair are absent

b. Work with the Coordinator to prepare meeting minutes

c. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, district policy, and the direction of the Board

ARTICLE VI

COORDINATOR

Section 6.1 **Responsibilities**

The Superintendent shall assign administrative support personnel in accordance with BDF(REGULATION) to serve as non-voting resources to the SHAC. The responsibilities of the SHAC Coordinator shall be to:

1. Ensure that adequate facilities arrangements and staff support are secured for all meetings
2. Provide the members and support staff with agenda and background materials prior to meetings
3. Serve as custodian of all SHAC records
4. Promote public awareness of the SHAC and maintain the database of persons interested in serving as SHAC members
5. Inform the Chair and General Counsel of possible member conflicts of interest
6. Provide other assistance as requested in accordance with the SHAC's authorizing statute, district policy, and the direction of the Board.

ARTICLE VII

RULES OF PROCEDURE

Section 7.1 **Rules of Order & Procedure**

The proceedings and business of the SHAC shall be governed by Robert's Rules of Parliamentary Procedures unless otherwise provided herein.

ARTICLE VIII

REMOVAL

Section 8.1 **Removal Proceedings**

A Council member may be removed from office by the affirmative vote of two-thirds (2/3) of all the members present at any regular meeting or special meeting called for that purpose so long as quorum is met. A member may be removed for nonfeasance, malfeasance, misfeasance, for conduct detrimental to the interests of the SHAC, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes. Any member proposed to be removed shall be entitled to at least five (5) days' notice in writing by mail of the meeting of the SHAC at which such removal is to be voted upon. An SHAC member subject to removal shall be entitled to appear before and be heard by the SHAC Council at such meeting.