

**Clyde Consolidated Independent School District
School Health Advisory Council (SHAC)
Bylaws**

Article I: Authority

Section One: Statute and Policy

Each school district in the State is required in Chapter 28.004, 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 Clyde Consolidated 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, and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees and Clyde C.I.S.D. 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 Three: Bylaws

It shall be the responsibility of the Board of Trustees, upon the advice and counsel of the SHAC to establish and amend the Bylaws.

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.
- B. To meet with the Board of Trustees as needed.
- 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 designated to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutritional services, parental involvement, and instruction to prevent the use of tobacco, staff wellness, environmental health, mental/emotional wellness, and health services.
- D. To consult regularly with the Superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- E. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- F. To consult with the Superintendent and his/her administration 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 to the Board of Trustees on or before June 30 of each year.

Article III: Meetings

Section One: Regular Meetings

The SHAC shall conduct at least four meetings each year. The SHAC Coordinator and SHAC Chairman are responsible for setting the meeting and the meeting agenda.

Section Two: Public Hearings

Public hearings and other meetings with the public should be approved by the Superintendent 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 the public shall have reasonable opportunity to provide comment. The Chair may limit the time given to speakers. Sub-Committee meetings may be open to the public at the discretion of the Committee Chair.

Section Four: Quorum

A quorum shall be a simple majority of the current membership. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no voting may take place without a quorum.

Section Five: Attendance

Member attendance shall be monitored by the Chairs, who shall work with members to try and resolve any attendance problems. Non-attendance for three 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. 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 Seven: Agendas

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

Article IV: Membership

Section One: Membership Criteria

The membership of the SHAC shall meet the following criteria:

- A. Parents of school age children currently enrolled within the district.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the district, who are not employed by CCISD.
- C. 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.
- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district.
- E. The Superintendent or designee of the Superintendent shall serve in an ex-officio (non-voting) capacity.
- F. A representative of the Board of Trustees shall serve in an ex-officio (non-voting) capacity.

Section Two: Terms of Service

The term of service for an appointment shall be two years, normally beginning the first SHAC meeting in September. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment. Campus level staff and students will serve a one-year term. Members may serve multiple terms.

Section Three: Confirmation by Board of Trustees

The Board of Trustees shall annually appoint all new members to the SHAC.

Section Four: Vacancies

The Board of Trustees delegates to the SHAC, 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.

Section Five: The Role of the Superintendent

The Superintendent or designee and SHAC will work cooperatively. The Superintendent or designee will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Section Six: Role of the Board Representative

The role of the Representative of the Board of Trustees is to observe without 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 is in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance and that 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 of Trustees as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

Section Seven: 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.

Article V. Officers

Section One: Terms of Service

The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve 2 years terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be selected during the first SHAC meeting of the school year. No officer shall be an employee of CCISD.

Section Two: Responsibilities

- A. The Responsibilities of the Chair shall be to:
 - o Preside at all meetings of the SHAC
 - o Appoint committees as necessary.
 - o Serve as ex officio member of all committees-without vote except the Nominating committee.
 - o Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.

- o 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:
- o Preside at SHAC meetings in the absence of the Chair
 - o Serve as ex officio member of all committees without vote except the nominating committee.
 - o Serve as Chair-elect.
 - o 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:
- o Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
 - o 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. Executive Committee

Section One: Membership

The Executive Committee shall consist of the officers, chairs of all substantive standing committees and the immediate Past Chair.

Article VII: Committees

Section One: Right to Form Committees

The council may establish one or more committees as the need arises.

Article VIII. Coordinator

The Coordinator shall be appointed by the Superintendent.

- o Responsibilities of the Coordinator shall include:
- o Work with the Chair to set up meetings.
- o Serve as Board representative unless it is necessary that the Chair appoint an additional member or alternative member to meet with the Board.
- o Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
- o Providing members and support staff with agendas and background materials prior to meetings
- o Serving as custodian of all SHAC records
- o Promoting public awareness of the SHAC and maintaining a database of persons interested in service of SHAC members.
- o Informing the Chair of member vacancies and attendance problems.
- o Provide staff support in the development and submission of SHAC's annual report.
- o Informing the Chair and council of possible member conflicts of interest.
- o Providing such other assistance as required in accordance with the SHAC authorizing statute, District policy, and the direction of the Board of Trustees.