

**NORTH EAST 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 North East 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 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 report annually, and more frequently if requested by 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, and Type II diabetes 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 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 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 a minimum of four regular meetings each year. The exact number of meetings will be determined by the workload of the SHAC. The first regular meeting will be held no later than September of each school year.

Section Two. Open meetings. SHAC meetings are open to the public with limitations. A written request to include name, contact information, and concern or issue must be submitted to the chair two weeks prior to scheduled meeting. Any written request will be considered at the collaborative discretion of the chair, co-chair, and coordinator.



Section Three. Public Hearings. Public hearings and other meetings with the public that occur outside of regularly-scheduled SHAC meetings should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the SHAC Coordinator.

Section Four. Quorum. A quorum shall be the majority of the current 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 Five. Attendance. Member attendance shall be monitored by the Chairperson, 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 Chairperson, the Coordinator, or their designee 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 full SHAC meetings. Agenda items shall be determined by the Chairperson in consultation with the Executive Committee and Coordinator.

#### **Article IV: Membership**

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

- A. Parents must live within the District, and must be a custodial parent or guardian of a student currently enrolled in a District school. Parents may not also be employees of the District.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District who are not employed by NEISD.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, administrators, health care professionals, business
- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District. Specific quotas shall not be applied for membership.

Section Two. Terms of Service. The term of service for an appointment shall be two years, beginning with the first SHAC meeting in September. Terms will be staggered to maintain continuity on the SHAC. All members will serve a two- year appointment. 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 Executive Committee, 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. Change in Member Status. If the status of a member changes, the Executive Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position, if not otherwise prohibited under Section Two (A) of the Article.

Section Six. 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.



Section Seven. Size of Council. The SHAC will consist of no more than 50 members and no less than 30 members.

## **Article V: Officers**

Section One. Terms of Service. The SHAC shall elect a Chairperson and Vice-Chairperson from parent members of the existing Council. Each will serve a two-year term. The Chairperson and Vice-Chairperson may serve multiple terms. Officers of the SHAC will be selected at the last scheduled meeting of the school year. Newly elected officers will assume their positions no later than June 30 following their election. No officer shall be an employee of NEISD.

Section Two. Responsibilities.

A. The responsibilities of the Chairperson 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.
- oWork directly with the Executive Committee, the Vice-Chairperson, 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-Chairperson shall be to:

- Preside at SHAC meetings in the absence of the Chairperson.
- Serve as ex officio member of all committees without vote except the Nominating committee.
- 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.

## **Article VI: Executive Committee**

Section One. Membership. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, standing committee chairpersons, and the Coordinator or their designee.

## **Article VII: Committees**

Section One. The Nominating Committee. The Nominating Committee shall be a standing committee consisting of seven parent members of the SHAC. Nominating Committee members shall be appointed by the Chairperson in consultation with the Executive Committee and confirmed by SHAC. The Nominating Committee will be responsible for filling SHAC officer vacancies.

Section Two. Standing Committees. There will be one standing committee for each of the following areas: Healthy School Environment/Staff Wellness; Health Education, Physical Education/Activity and Nutrition; Social and Emotional Wellness/Family and Community Involvement; and Health Services. All committee chairpersons shall report directly to the SHAC through the Executive Committee, Chairperson, and Vice-Chairperson.

Standing committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for 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.

A. The Vice-Chairperson shall oversee the activities of all standing committees.

- B. Each standing committee chairperson shall be a member of the SHAC. The SHAC Chairperson, Vice-Chairperson, and Coordinator will appoint each standing committee chairperson. If the standing committee chairperson is not a parent of an NEISD student, a parent will be designated as Co-Chairperson.
- C. Each standing committee chairperson, subject to the approval of the SHAC Chairperson, may appoint the members of their committees.
- D. Standing committee members are not required to be SHAC members. NEISD employees may be appointed to committees.
- E. Standing committees should be comprised of at least 3 members.
- F. The Coordinator will serve as a resource to all committees.
- G. Committees should strive for representation reflecting the diversity of the community served by NEISD.

Section Three. Ad Hoc Committees. The Chairperson may establish and appoint Ad Hoc committees as deemed necessary and appropriate in consultation with the Executive Committee.

### **Article VIII: Coordinator**

The Director of ~~Health Services~~ **Physical Education, Health and Athletics** shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

- A. Preparing and distributing meeting notices, minutes, and arranging the location of the SHAC meetings.
- B. Providing members and support staff with agendas and background materials prior to meetings.
- C. Recording and preparing minutes of all SHAC meetings and 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 Chairperson of member vacancies and member absences.
- F. Providing staff support in the development and submission of SHAC's annual report.
- G. Maintaining regular communication with the SHAC Chairperson on all issues pertinent to the SHAC mission.
- H. Providing any assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.