

# WOODVILLE ISD School Health Advisory Council Bylaws

## *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 Woodville Independent School District is specifically authorized by the Board of Trustees in District policy.

## *Section Two: Limitation*

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 place obligation or liability on the district.

## *Section Three: Bylaws.*

The Bylaws must be consistent with state law and District policies governing SHACs. Bylaws must be approved by the SHAC membership.

## **Article II: Responsibilities**

A. To hold at least 4 meetings per year.

B. To provide advice and recommendations/counsel prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services

C. To advise and consult with the District Curriculum and Instruction Department in the development of a comprehensive health education curriculum.

## **Article III: Meetings**

### *Section One: Regular Meetings*

The SHAC shall conduct a minimum of four regular meetings per year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled.

### *Section Two: 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. Committee meetings may be open to the public at the discretion of the Committee Chair.

### *Section Three: 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 Four: 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 Five: **Agendas***

Agendas shall be provided and 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. Parents must live within the district, and must be a custodial parent or guardian of an enrolled student.
- B. The majority of the SHAC will consist of parents of students currently enrolled and who are not employed by Woodville ISD.
- C. Membership shall strive to reflect the geographic, ethnic, gender and economic diversity of the District.

*Section Two: **Terms of Service***

The term of service for an appointment shall be two years, normally beginning the first meeting.

*Section Three: **Confirmation by Board of Trustees***

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

*Section Four: **Vacancies***

The Board of Trustees delegates to the SHAC Executive Committee, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

*Section Five: **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 Six: **The Role of the Superintendent***

The Superintendent and SHAC 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.

## **Article V: Officers**

### *Section One: Terms of Service*

The SHAC shall elect a Co-Chair and Secretary, each to serve two-year terms. Officers may not serve more than two consecutive terms. No officer shall be an employee of Woodville ISD.

### *Section Two: Responsibilities*

- A. The responsibilities of the Chair shall be to:
  - Preside at all meetings of the SHAC.
  - Appoint committees as necessary.
  - Work directly with 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, direct policy, and direction of the Board.
  
- B. The responsibilities of the Co-Chair shall be to:
  - Work with the Chair to compile agenda for all meetings of the SHAC.
  - To preside at meetings if the Chair is absent.
  - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.
  
- C. The responsibilities of the Secretary shall be to:
  - Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the 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 VIII: Coordinator**

The 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.