



## **School Health Advisory Council (SHAC) Socorro Independent School District**

### **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 Socorro Independent School District (SISD) 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 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 as needed with 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, food safety, parental involvement, 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<sup>th</sup> of each year.

### **Article III: Meetings**

#### **Section One: Regular Meetings**

The SHAC shall conduct regular meetings throughout the 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. The regular meeting in August shall be considered the first meeting for the year.

#### **Section Two: Public Hearings**

Public hearings and other meetings with the public should be approved by the Board of Trustees in advance of such meetings. This will be coordinated through the SHAC Coordinator.

#### **Section Three: Open Meetings**

All regular 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.

#### **Section Four: Quorum**

A quorum shall be the majority of the membership in attendance at the meeting.

#### **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 Coordinators 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 Executive Committee and Coordinators.

## **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.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by SISD.
- 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. A minimum of two high school students from SISD shall serve on the Council.
- E. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender, and economic diversity of the District.
- F. The Superintendent or designee shall serve in an ex-officio (non-voting) capacity.
- G. 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 a minimum of two years, normally beginning the first SHAC meeting in August. Terms shall be staggered to maintain continuity on the SHAC. Members may serve multiple terms.

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

The Board of Trustees shall annually approve the appointment of all members to the SHAC.

### **Section Four: Vacancies**

The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article IV, Section Three of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually approved 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 Chair, Vice-Chair, and Secretary, each to serve two-year terms. Officers may not serve more than two consecutive terms. Officers will be selected in May or June and installed at the first August meeting of the SHAC. No officer shall be an employee of SISD.

Section Two: **Responsibilities**

- A. The responsibilities of the Chair 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.
  - Work directly with the Executive Committee and the Coordinators 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 Vice-Chair shall be to:
- Preside at SHAC meetings in the absence of the Chair.
  - Serve as ex-officio member of all committees without vote except the Nominating committee.
  - Serve as Chair-elect.
  - 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:
- Preside at meetings when both the Chair and Vice-Chair are absent.
  - Work with the Coordinators to prepare meeting notices, minutes, and arrange the location of the SHAC 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 VI: Executive Committee**

### **Section One: Membership**

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

## **Article VII: Committees**

### **Section One: Substantive Standing Committees**

There will be standing committees for each of the following substantive areas as needed: Nutrition/Food Service, Physical Education and Activity, Health Education, Counseling/Mental/Social Health, Student Health Services, Parent and Community Involvement, Healthy Environment, and Staff Health Promotion. All Committee Chairs shall report directly to the SHAC through the Executive Committee Chair, and Vice-Chair. The Coordinators will serve as resource persons for all committees.

### **Section Two: Ad Hoc Committees**

The Chair may establish and appoint Ad Hoc committees, as he/she deems necessary and appropriate in consultation with the Executive Committee.

## **Article VIII: Coordinators**

The Facilitators of Health Education or the Coordinators of Health Services shall serve as the Coordinators for the SHAC. Responsibilities of the Coordinators shall include:

- A. Ensuring that adequate facilities arrangements and staff support are secured for all the 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.
- G. Informing the Chair and Superintendent of possible member conflicts of interest.
- H. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

***Socorro Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment.***