

School Health Advisory Council (SHAC) Bylaws

Article I: Name, Purpose, Vision and Authority

Section One. Name. The name of this group shall be the Carrollton Farmers Branch Independent School District School Health Advisory Council (SHAC).

Section Two. Statute and Policies. Each school district in the State is required in [Chapter 28.004 of the Texas Education Code \(TEC\)](#) to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the Carrollton-Farmers Branch Independent School District is specifically authorized by the Board of Trustees in district policy BDF(Legal) and BDF(LEGAL) and is guided by the CFBISD SHAC bylaws.

Section Three. 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 Four. Vision and Mission. We envision a future where healthy lifestyle, knowledge, and practices are integrated throughout the community for students and their families to achieve their highest potential (success). Our mission is to promote healthy lifestyle choices and to create a climate of wellness for all staff, children and their families in the CFBISD community.

Section Five. Authority (Bylaws). It shall be the responsibility of the SHAC to adopt bylaws to ensure the operations of the body, in accordance with statute and policy. Amendments to the bylaws shall be by a two-thirds majority vote of the members present.

Article II. Responsibilities

Section One. 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 requirements as listed in TEC 28.004 (c)(1-8) that include but are not limited to:
 - a. Provide advice and 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, and through coordination of health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
 - b. Approve the district coordinated school health program, subject to adoption by the Board of Trustees.
 - c. To advise and consult with the district in the development of a comprehensive health education curriculum.
- C. To consult as necessary or appropriate with the Superintendent and district administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- D. To consult with the Superintendent and district administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.

- E. To present and discuss a written annual report in a meeting of the Board of Trustees on or before their final meeting of the school year.

Article III. Meetings

Section One. Regular Meetings. The SHAC shall conduct no less than four regular meetings a 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. Notification of meetings will be posted on the District's website.

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

Section Three. Quorum. A quorum shall be the current Council Membership in attendance at the meeting with a minimum of 5 members. Meetings may still be held without a quorum for purposes of presentations or discussion. No voting may take place without a quorum.

Section Four. Voting. A simple majority of the Council Members present at the SHAC meeting is needed to approve and carry a motion.

Section Five. Attendance. Member attendance shall be monitored by the Chairs, who shall work with Council Members to try to resolve any attendance problems. Non-attendance for three consecutive meetings within a one-year period may result in removal. Council Members are encouraged to contact the Chair or District SHAC Advisor if they know they cannot attend a meeting.

Section Six. Virtual Meetings and Attendance. Attendance at any virtual meeting shall count as actual attendance for purposes of determining a quorum. Attendance at a virtual meeting shall also be noted in the minutes of the meeting.

Section Seven. Agendas. Agendas shall be provided for all full SHAC meetings, and posted on the SHAC website at least 72 hours in advance of meetings. Agenda items shall be determined by the Chairs and Advisor with input from the Council Members.

Section Eight. Minutes. The Advisor shall ensure that minutes are kept for all SHAC meetings. Minutes are records of meeting highlights and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings shall be approved by the SHAC and posted on the SHAC website.

Article IV: Membership on the Council

Section One. Membership Definition. Those individuals who have been officially appointed to the SHAC (or "Council") are considered Members, and are the voting body of the SHAC.

Section Two. Membership Criteria. Membership of the SHAC will strive to reflect the geographic, ethnic, gender, disability, and economic diversity of the district. The membership composition of the SHAC shall comply with the following:

- A. Parents 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 shall consist of parents, as defined above.
- C. The membership of the SHAC may also include: teachers, administrators, students, health care professionals, business community, law enforcement, senior citizens, clergy, nonprofit health organizations, and local domestic violence programs.
- D. A representative of the Board of Trustees may serve in a non-voting capacity

Section Three. Membership Selection. Each Trustee may appoint up to two individuals to serve as members on the SHAC. Trustees may consult with the Advisor to identify member candidates and to obtain their applications for consideration.

In addition, the Board of Trustees delegates to the Superintendent the designation of one student, one mental health professional and one health care professional to serve as members of the SHAC. The Superintendent shall designate a representative from the following District Departments: Health Services, Athletics & Physical Education, Nutrition Services, SEL and Postsecondary Readiness, Employee Wellness and Security Services. These selections do not prevent the Trustees from naming other teachers, administrators, students, mental health professional, or health care professionals as their appointed members of the SHAC.

Section Four. Terms of Service. The Trustees shall appoint members to the SHAC annually on or before the final Trustee meeting of the school year. The term of service for an appointment shall be two years, normally beginning after the last SHAC meeting of the school year. Members may serve multiple terms. Members are expected to attend all regular meetings, and will serve on committees as needed. Members appointed after the last SHAC meeting shall serve for the remainder of the term period. Trustees may allow members to serve multiple terms. In such case, a Trustee shall notify the Advisor through the Board Secretary.

Section Five. New Trustees. A new Trustee may allow an existing SHAC member to continue to serve or make a new member appointment. In such case, a Trustee shall notify the Advisor through the Board Secretary.

Section Six. Vacancies. Should a SHAC member resign or be removed, creating a vacancy, a Trustee or the Superintendent, as applicable, may select a replacement member.

Section Seven. Conflict of Interest. No individual shall be nominated for or hold a position on the SHAC if that individual has a direct interest in the recommendations of that Council 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 decision and voting as to that issue.

Section Eight. Role of the Superintendent. The Superintendent and SHAC will work cooperatively. The Superintendent will designate a staff member to serve as the SHAC Advisor to ensure staff support as is necessary and reasonable. The Advisor will participate in the deliberations and activities of the SHAC.

Section Nine. Role of the Trustee Representative. The Board of Trustees may designate a trustee to serve as a representative to the SHAC. The role of the board representative is to observe, without vote, on 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 in accordance with the Texas Open

Meetings Act has so directed. The Board representative may actively participate in discussions by providing guidance as 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 as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

Section Ten. Code of Conduct. The District welcomes freedom of expression and debate. However, SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. Council Members may not communicate to school district personnel or media as representing the SHAC unless authorized to do so by the Membership. SHAC members shall not be entitled to privileges that are not due to any other school district taxpayer because of their position on the SHAC.

Section Eleven. Size of Council. The SHAC will consist of no fewer than 10 members.

Article V: Committees

Committees shall serve the SHAC's decision-making process. Broad participation may be sought for committees to gather information, analyze available data and make recommendations to the SHAC. The SHAC may develop these recommendations into action items for SHAC vote. Committees shall report directly to the SHAC.

Section One. Purpose, Structure and Membership. The Advisor and Officers may form standing (permanent) or special (ad-hoc) committees on any matter deemed necessary or appropriate. The Chair, in consultation with the Advisor and other Officers, is responsible for overseeing committees, the selection of their chairs and membership, and may provide specific charges or procedures for those committees (which may allow the inclusion of nonmembers to serve only in a consultative capacity). Committees may not constitute a quorum of the SHAC. Unless otherwise directed by the Chair, committee meetings shall be held at the discretion of the committee. The Chair shall determine whether committee meetings are open to the public (if they are open to the public, meetings must be posted under provisions of Article III Section Two above). Committees are not required to have a regular meeting schedule. Committees shall report findings and recommendations to the SHAC for its consideration.

Section Two. Physical Activity and Fitness Planning Standing Committee. The Physical Activity and Fitness Planning Committee shall be comprised of at least three members.

Section Three. Special Committees. Special committees may be formed to carry out specific actions or duties of the SHAC. Special committee members are not required to be SHAC members.

Article VI: Officers

Section One. Officers and Their Election. The officers of the SHAC shall be a Chair, a Co-Chair and a Secretary, elected at the final SHAC meeting of the school year to begin their term at the close of the school year. The superintendent or designee shall appoint a District staff member to serve as Advisor.

Section Two. Eligibility. The Chair or Co-Chair must be a parent member and at least one of the remaining two officer positions shall be held by a parent or community member not employed by the District. The third position may be held by a CFBISD employee.

Section Three. Responsibilities.

- A. The responsibilities of the Chair shall be to:
- Preside at all meetings of the SHAC.
 - Appoint committees as necessary.
 - Appoint an acting parliamentarian as necessary.
 - Serve as ex-officio member of all committees.
 - Work directly with membership and Co-Chair to compile agendas for all meetings of the SHAC.
 - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, District policy and direction of the Board of Trustees.
- B. The responsibilities of the Co-Chair shall be to:
- Preside at SHAC meetings in the absence of the Chair.
 - Serve as ex-officio member of all committees.
 - 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 of Trustees.
- C. The responsibilities of the Secretary shall be to:
- Preside at meetings when the Chair and Co-Chair are absent.
 - Work with the Chairs and Advisor to prepare meeting notices and minutes.
 - Record the minutes of all 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 of Trustees.
- D. The responsibilities of the Advisor shall be to:
- Preside at the SHAC meetings in the absence of the members of the Executive Committee.
 - Ensure that adequate facilities arrangement and staff support are secured for all meetings.
 - Provide members and support staff with agendas and background materials prior to meetings.
 - Serve as a custodian of all SHAC records.
 - Promote public awareness of the SHAC and maintain a database of persons interested in service as SHAC members.
 - Inform the Officers of member vacancies and attendance problems.
 - Maintain the SHAC website.
 - Provide support in the development and submission of SHAC's annual report.
 - Inform the Superintendent or designee of possible member conflicts of interest.
 - Provide such other assistance as requested in accordance with the SHAC authorizing statute, District policy, and the direction of the Board of Trustees.