

# San Saba ISD - 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 San Saba Independent School District is specifically authorized by the Board of Trustees in the 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 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 periodically 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, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- D. To consult regularly with the superintendent and his/her administration regarding 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 regular meetings. Unless otherwise specified by the SHAC officers, regular meetings shall be held two times per year.

### ***Section Two: Public hearings***

Public hearings and other meetings with the public should be approved by the Board of Trustees in advance to 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. Committee meetings may be open to the public at the discretion of the committee chair.

***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 discussion or presentation. However, no actions or voting may take place without a quorum.

***Section Five: Attendance***

Member attendance shall be monitored by the officers, 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 can not attend a meeting.

***Section Six: Decision Making***

Members shall attempt to reach decisions by consensus. However, if a clear consensus can not be reached, 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***

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

**Article IV: Membership**

***Section One: Membership Criteria***

The SHAC and the District Site Based Decision Making (SBDM) team shall function as one team and membership terms will follow District SBEM policy.

***Section Two: The Role of the Superintendent/Assistant Superintendent***

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

**Article VII: Committees**

***Section One: Right to Form Committees***

The SHAC, under the direction of the Executive Committee, can form committees as deemed necessary to assist the SHAC in meeting roles and obligations in the following areas: 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.

**Article VIII: Coordinator**

The Director of Student Health Services shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

- A. Ensuring that adequate facilities arrangements and staff support are secured for all meetings.
- B. Providing the members and support staff with agenda 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 serving as SHAC members.
- E. Informing the Chair and the General Counsel of possible member conflicts of interest.
- F. Providing such other assistance as requested in accordance with the SHAC's authorizing statute, district policy, and the direction of the Board.