



School Health Advisory Council By-Laws

I. Purpose Statement

The primary function of a school is to provide students with the learning experiences necessary for maximum intellectual development. The success of this process is affected by the child's emotional, social and physical health as well as by strong community and family involvement. For this reason, the purpose of coordinated school health programming as overseen by the SHAC is twofold: first, to consider the total human being in the educational process, and second, to motivate students to help themselves and others to live healthy, productive lives. Additionally, the SHAC serves as a liaison between student, families, schools, and community and works to ensure that Troy ISD complies with the Texas Education Code in all aspects of health, safety and physical education requirements.

II. Membership

The Troy ISD SHAC membership shall be representatives of segments of the Troy community as well as representative of the various components of the school health program. These individuals, as nominated by local campus employees and administrators, shall be appointed by the Troy ISD School Board to serve at the district level. The majority of the membership shall be parents who are not employed by the school district per Title 2, Chapter 28, Section 28.004 of the Texas Education Code. School groups represented on the SHAC could include administration, counselors, school nurses, nutrition/cafeteria services, classroom teachers, health teachers, physical education teachers, students, and coaches. All appointed members of the SHAC shall have voting rights with the understanding that the SHAC is an advisory body providing recommendations to the school district Board of Trustees. They are not part of the paid administrative staff or structure of the schools; nor do they have any legal responsibilities within the school district. Additional school or community representatives may be called upon to provide data, input or recommendations to the SHAC as requested. Once appointed, parents, community members, and teachers shall serve on a voluntary basis with a year-to-year commitment until such time that they request that their appointment be terminated or until their status as a district parent, community member or employee be changed. Upon such resignation or termination, the Board of Trustees shall appoint a replacement member upon the beginning of the next school year. Furthermore, appointees who fail to attend a majority of meetings within a school year shall have their membership terminated and shall be replaced by appointment of the School Board at the beginning of the next school year.

III. Meetings

Meetings shall be held at a minimum of four times a year. The meetings shall be held in the conference room at the Troy ISD Central Administration Building unless another location is designated for a specific purpose. Members shall be notified of meeting date, time, and location by at least one of the following methods of communication: mail, email, and/or phone. A meeting agenda, posted on the district website and provided for each attendee at the beginning of each meeting, shall give direction for discussion and business conducted at each meeting. Minutes of each meeting shall be accessible to the public via website posting. Minutes of the previous meeting shall be reviewed and approved by membership at the beginning of each meeting. Robert's Rules of Order (or an approximate equivalent) shall govern the conduct of each meeting. SHAC meetings are not considered to be subject to open meeting laws since they serve an advisory role and not a decision-making role. An "open door" to the SHAC is given through the posting of minutes and agendas on the district website allowing for public input and review. Any member can request that an item be placed on the agenda for the meeting; however the request must be made to one of the co-chairs at least two school days before the scheduled meeting.

IV. Officers

The Troy ISD SHAC shall be governed by two co-chairs: one co-chair shall be a district employee and one co-chair shall be a parent. These shall be elected at the first meeting of the school year by members of the SHAC. Officers shall serve for the course of the school year, August 1 (or date of first meeting) through July 31.

V. Voting Procedures

At least one half of the members shall be present at a meeting to substantiate a quorum, and for a vote to be taken. Electronic votes via email to members are acceptable in the event that items require action between scheduled meetings. At least two thirds of the members must vote in the affirmative for a motion in order for it to be approved. There is no waiting period for motions to be placed on the agenda as an action item. Nor is there a waiting period in order for votes to be taken.

VI. Committees

Troy ISD SHAC shall appoint/elect sub-committees as needed during the course of a regular meeting to address special projects, data collection, etc. Appointment/election shall be by nomination and/or self-nomination.

VII. Communications

Internal communication among SHAC members shall be by mail, email, and/or phone. Internal communications might include notification and reminders of meeting dates and times, relevant articles of interest, data files, materials for preview before meetings, meeting agendas, etc.

External communication to the public regarding SHAC activities shall be by mail, email, website, and/or phone. Most commonly, information related to the School Health Advisory Council, such as agendas and meeting minutes, shall be posted to the Troy Independent School District website on the Medical/School Health page. The Troy ISD Director of Curriculum and Accountability shall be responsible for postings to the SHAC page of the website as well as maintaining records for the SHAC.

VIII. Amendments

SHAC Bylaws can be amended during a regular or special-called meeting of the SHAC with a quorum of members present and by at least two-thirds vote. When amendments to the Bylaws are made, changes to the Bylaws posted on the website shall be made within three days. Furthermore, updated, approved copies shall be made available to all current and new members as well as Troy ISD administrators.