



**Lamar Consolidated Independent School District (LCISD)  
School Health Advisory Council (SHAC) 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 Lamar Consolidated Independent School District (District) is specifically authorized by the Board of Trustees in District policies EHAA (Legal), EHAB (Legal), EFAA (Legal), and FFA (Local).

Section Two. Limitations

The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Superintendent and 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

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

**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 report periodically to the Board of Trustees.
- C. To provide advice, recommendations, and counsel prior to decisions pertaining to the areas of health education curriculum and the overall well-being appropriate for specific grade levels that may include (but are not limited to) a coordinated school health program designed to prevent obesity, reduce BMI's, cardiovascular disease, Type II diabetes and positively impact attendance and academic achievement through coordination of: health education, physical education and physical activity, nutrition environment and services, social and emotional school climate, family and community involvement, school employee wellness, a healthy and safe school environment, counseling, psychological and social services, and health services.
- D. To consult regularly with the Superintendent and administration regarding the planning, implementation, and evaluation of the District's coordinated school health program.
- E. To approve the District's Whole School, Whole Child, Whole Community (WSCC) ~~coordinated school health (CSH)~~ program, subject to adoption by the Board of Trustees.

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- F. To consult with the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- G. To advise and consult with the District Curriculum and Instruction Department in the development of a comprehensive health education curriculum.
  
- H. To provide a written annual report to the Board of Trustees.

**Article III: Meetings**

Section One. Regular Meetings

The SHAC shall conduct a minimum of four regular meetings each school year. Unless otherwise specified by the SHAC Officers, regular meetings shall be held on the second Tuesday of the month. 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 September 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 Superintendent and the Board of Trustees in advance of such meetings. Approval 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 presentations or discussion. However, no actions or voting may take place without a quorum.

Section Five. 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 Six. Agendas

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

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**Article IV: Membership**

Section One. Membership Criteria

The membership composition of the SHAC shall comply with the following:

- A. The majority of the SHAC members must be parents who are not employees. Parents must live within the district and 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 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.
- C. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- D. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.
- E. A Superintendent or designee may serve in an ex-officio (non-voting) capacity.

Section Two. Terms of Service

The term of service for an appointment shall be two years, normally beginning the first SHAC meeting in September. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two- year appointment. Campus level staff and students (if any) will serve a one-year term. Members may serve multiple terms. Initial assignment of term length for existing SHAC members will be determined by the SHAC Executive Committee.

Section Three. Confirmation by Board of Trustees

The Board of Trustees shall annually approve nominees for vacancies on the SHAC.

Section Four. Vacancies

The SHAC Executive Committee shall have the authority to fill any vacancies that may occur after the Board has annually appointed the SHAC membership. The SHAC Executive Committee shall notify the Board of Trustees when vacancies are filled in such situations.

Section Five. Change in Member Status

If the status of a member changes, the Executive Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position, if not otherwise prohibited under Section One (A) of this Article.

Section Six. 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

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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 Seven. Role of the Board Representative

The role of the Representative of the Board of Trustees is to observe without vote in 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 Seven. Role of the Superintendent

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

### Section Eight. Size of Council

The SHAC will consist of no more than 40 members and no less than 20 members.

## **Article V: Officers**

### Section One. Terms of Service

The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve 2 year terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be selected in May and installed at the September meeting of the SHAC. No officer shall be an employee of LCISD.

### Section Two. Responsibilities

The responsibilities of the Chair shall be to:

- Preside at all meetings of the SHAC.
- Appoint committees as necessary.
- Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.
- Serve as ex officio member of all Committees-without vote except the Nominating Committee.
- 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.

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- B. The responsibilities of the Vice-Chair shall be to:
- Preside at SHAC meetings in the absence of the Chair.
  - Serve as Chair-elect.
  - Serve as ex officio member of all Committees-without vote except the Nominating Committee.
  - 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 Coordinator 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 and the Coordinator.

### **Article VII: Committees.**

#### Section One. The Nominating Committee

The Nominating Committee shall be a standing committee consisting of five members of the SHAC serving a two-year term beginning September 1st. The Nominating Committee members shall be appointed by the Chair in consultation with the Executive Committee and Coordinator and confirmed by SHAC. The Nominating Committee will be responsible for nominating candidates for SHAC officer vacancies and recommending member appointments for the SHAC as necessary.

#### Section Two. Substantive Standing Committees

Standing committees may be formed to ensure that the ten components of the Whole School, Whole Community, Whole Child model (Health Education, Nutrition Environment and Services, Employee Wellness, Social and Emotional School Climate, Physical Environment, Health Services, Counseling/Psychological/and Social Services, Community Involvement, Family Engagement, and Physical Education and Physical Activity ~~eight components of CSH (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)~~ are addressed. All committee chairs report directly to the SHAC.

- A. Standing committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for committees. They gather information, analyze available data, make

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recommendations to the SHAC, and report to the SHAC. The SHAC may develop these recommendations into action items for a SHAC vote. Committees should strive for representation reflecting the diversity of the community served by LCISD.

- B. Committee chairs shall be members of the SHAC. It is desirable that the committee chair shall be a parent of a LCISD student, when possible, though it is not a requirement.
- C. Committee chairs shall solicit input from committee members regarding potential agenda items in advance of scheduled SHAC meetings.
- D. Standing committee members are not required to be SHAC members. LCISD employees, including school Health Services staff, may be appointed to committees.
- E. Standing committees should be comprised of at least 3 members.

**Article VII: Coordinator**

The Athletic Director or his/her designee 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 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 concerns.
- F. Providing staff support in the development and submission of SHAC's annual report.
- G. Informing the Chair and General Counsel 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 Administration or Board of Trustees.

## **Lamar Consolidated ISD School Health Advisory Council**

### **MISSION STATEMENT**

The mission of the Lamar Consolidated Independent School District School Health Advisory Council is to advocate health and wellness throughout the LCISD community. We will strive to inspire and equip all school-age children and staff to have healthy bodies and minds through programs, practices, and education based on the Whole School, Whole Community, Whole Child (WSCC) model and with health education, healthy practices and modeling of good health behaviors.

### **VISION**

All Lamar Consolidated Independent School District students will grow and develop healthy life skills with the support and resources of our community. Our children will embrace all aspects of health and wellness as our schools provide opportunities to reach their overall personal, physical, psychological, and academic potential.

### **PURPOSE**

The purpose of the Lamar Consolidated ISD School Health Advisory Council (SHAC) is to promote school health and wellness in compliance with the TEC. The LCISD SHAC will review and recommend policies, programs and procedures to LCISD decision makers that impact the overall wellness of students, staff and families in LCISD. Through these actions, it will provide the support for a healthy and safe school environment that fosters learning, establishes healthy behaviors that last a lifetime and strengthen academic success by enriching health and physical activity opportunities and champion the practice of coordinated school health (CSH) by effectively implementing the CSH and WSCC components.