

## **School Health Advisory Council (SHAC)**

### School Health Advisory Council By-Laws

#### **Article One- Authority**

##### Section One. Statute and Policy

Each school district in the State is required in Chapter 28, Subchapter A-C, 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 Marble Falls Independent School District (MFISD) is specifically authorized by the Board of Trustees in District policies BDF (Legal), EFAA (Legal), EHAA (Legal), EHAB (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 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. By-Laws

By-Laws and amendments to the By-Laws must be approved by the SHAC membership, in accordance with the meetings decision making process. By-Laws must be consistent with state law and district policies governing SHAC. By-Laws should be dated at the bottom (for example: By-Laws, page 5: “Approved by Marble Falls ISD Board of Trustees November 2021”)

#### **Article Two- Purposes**

##### Section One.

The SHAC purpose is to promote sound school policies and practices that will improve and maintain the health and wellness of its students, faculty, and community members.

##### Section Two.

The SHAC vision is a future where every child in Marble Falls ISD has the opportunity to live a healthful lifestyle, to be healthy and physically educated, and to transfer that knowledge into action.

#### **Article Three- Duties**

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 consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- C. To advise and consult with the district Curriculum and Instruction department in the development of a comprehensive health education curriculum.

D. To provide a written annual report to the Board of Trustees on or before the last day of the school year.

## **Article Four- Memberships**

### Section One. Terms of Appointment

Members terms shall be for 2 years. Members are able to serve more than one term.

### Section Two. Resignation

If for any reason a council member is unable to fulfill the obligation to the council, he/she may resign with written notice to the co-chairs. Replacement members will serve out the remainder of the term for the member that was replaced.

### Section Three. Eligibility Criteria

To be eligible to serve on the council a person must live within the MFISD community, work for MFISD, or have children that attend MFISD. They must have a strong commitment to the health and well-being of children and a strong desire to attend and participate in the meetings. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender and economic diversity of the District.

### Section Four. 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. SHAC members are expected to follow the conflict of interest rule as per board policy DBD (local).

### Section Five. Size of Council

The council must consist of a minimum of 11 members.

## **Article Five- Meetings**

### Section One. Regular Meetings

The SHAC shall conduct a minimum of four regular meetings per year. If a meeting is cancelled, all attempts will be made to reschedule for another day during the following month; however, if the meeting is not rescheduled, there will not be a make-up meeting scheduled. The first meeting shall be held after the beginning of the school year.

### Section Two. Quorum

A quorum shall be a simple majority of the current membership, as approved by the Board of Trustees, provided that parents represent at least half of the quorum. 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 Three. Attendance

Member attendance shall be monitored by the Co-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 Co-Chairs if they know they cannot attend a meeting.

Section Four. 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 Five. Agendas, Minutes, and Recording of Meetings

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Co-Chairs. The location is to be included in the agenda. The agendas shall be posted 72 hours in advance at all campuses and on the district website. All SHAC meetings will be audio recorded. Audio recordings and minutes of all meetings shall be posted to the district website within 10 days of the SHAC meeting.

**Article Six- Elected Officers**

Section One. Terms of Service

The SHAC shall elect two Co-Chairs and Secretary, each to serve 1 year terms. One co-chair is the district facilitator for SHAC, the other Co-chair is a parent elected by the council. The Parent Co-Chair and Secretary may not serve more than 3 consecutive terms in the same office. Elected Officers will be selected in May or June and installed at the first meeting of the SHAC.

Section Two. Responsibilities

A. The responsibilities of the Chairs shall be to:

- Preside at all meetings of the SHAC.
- Serve as ex officio member of all committees-without vote except the Nominating committee.
- 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, district policy, and direction of the Board.

C. The responsibilities of the Secretary shall be to:

- Preside at meetings when both the Co- Chairs are absent.
- Work with the Staff Facilitator(s) to prepare minutes. 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.

Section Three. Election of Officers

The nomination of elected officers and the voting by the council for those nominated officers will be in two separate consecutive meetings to allow for a waiting period between nomination and election.

Section Four. Removal of an Officer

An officer may be subject to a recall for failing to carry out the duties described above or for failure to adhere to the by-laws aforementioned in this document.

Section Five. Recall Election

A recall election may be held in accordance with the meetings decision making process. The recall election will occur after a 30 day notice of council approval of this election is provided to council members. The most senior officer not being recalled will be responsible for presiding over the recall election. In the event both officers are absent then the responsibility for recall elections would be that of the liaison appointed by the Superintendent.

**Article Seven- Committees**

Section One. Executive Committee

The Executive Committee shall consist of the Co-Chairs and the elected officers.

Section Two. Standing Committees

The council will maintain at least three standing committees:

- Physical Activity and Fitness (required)
- Health & Nutrition
- Human Growth and Development
- Drug / Alcohol / Tobacco
- Social/Emotional Counseling Services

Section Three. Ad Hoc Committees

The council may establish committees or sub committees deemed necessary to conduct the business of the SHAC.

**Article Eight- Communications**

Section One. External Communication

The SHAC will have a webpage on the MFISD website. Meeting times and agendas will be posted to the website in advance of the meetings. Minutes will be posted on the MFISD Website within 10 days of the meeting. Notification of meetings will be sent by e-mail, published on the district website, and posted at all schools within 72 hours of the meeting unless otherwise specified by a council member.

Section Two. Internal Communication

Internal communication will be handled through email to the SHAC Co-Chairs and distributed to all members as needed.

**Article Nine- Staff Facilitator(s)**

The Staff Co-Chair for the SHAC shall be appointed by the MFISD. Responsibilities of the Staff Facilitator(s) 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 Parent Co-Chair of member vacancies and attendance problems.
- F. Provide staff support in the development and submission of the SHAC's annual report.
- G. Informing the Executive Committee 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.

By-Laws Approved by Marble Falls ISD Board of Trustees DATE

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