

**STUDENT HEALTH ADVISORY COMMITTEE (SHAC)**  
**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 Gause Independent School District (GISD) is specifically authorized by the Board of Trustees in District Policy.

*Section Two: Limitation*

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 the 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 at least four (4) regular meetings.
- B. To meet annually 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 promote overall general wellness through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental /emotional wellness, and health services.
- D. To promote awareness in the prevention of (including but not limited to) obesity, cardiovascular disease, and Type II diabetes.
- E. To consult regularly with the superintendent and his/her administration regarding the planning, implementation, and evaluation of the district coordinated school health program.
- F. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- G. To consult with the Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendation to the Board of Trustees.
- H. To advise and consult with the district in the development of a comprehensive health education curriculum.

## **Article III: 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. The regular meeting in August or September shall be considered the first meeting for the year.

### **Section Two: Public Meetings**

Public hearings and other meetings with the public should be approved by the Board of Trustees in advance of 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 the purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

### **Section Five: Attendance**

Member attendance shall be monitored by the 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 Chair or the Coordinator if they know they cannot attend a meeting.

### **Section Six: 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 Seven: Agendas**

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

## **Article IV: Membership**

### **Section One: Membership**

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 the district school.

- B. The majority of the SHAC will consist of parents of students currently enrolled in the District, who are not employed by GISD.
- C. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.
- D. Membership of the SHAC shall strive to reflect the geographic, ethnic, gender, economic diversity, and health care professionals within our community.
- E. The Superintendent or designee shall serve in an ex-officio (non-voting) capacity.

**Section Two: Confirmation by Board of Trustees**

The Board of Trustees shall annually appoint all members of SHAC.

**Section Three: Vacancies**

The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article IV, Section Two of these Bylaws, the responsibilities to fill any vacancies that occur after the Board has annually appointed the SHAC membership.

**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. 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 Five: The Role of the Superintendent**

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

**Section Six: Size of Council**

The SHAC will consist of no more than 12 members and no less than 7 members.

**Article V: Officers**

**Section One: Terms of Service**

The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve two-year terms. Officers will be selected in May or June and installed at the first August or September meeting of the SHAC.

**Section Two: Responsibilities**

- A. The responsibilities of the Chair shall be to:
  - a. Preside at all meetings of the SHAC.
  - b. Appoint committees as necessary.

- c. Work directly with the Superintendent to compile agendas for all meetings of the SHAC.
  - d. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.
- B. The responsibilities of the Co-Chair shall be to:
- a. Preside at SHAC meetings in the absence of the Chair.
  - b. Serve as Chair-elect.
  - c. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.
- C. The responsibilities of the Secretary shall be to:
- a. Preside at meetings when both the Chair and Co-Chair are absent.
  - b. Work with the Coordinator to prepare meeting notices and minutes.
  - c. Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, direct policy, and direction of the Board.