

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 Texas Education Code, Title 2, Subtitle F, Chapter 28, Subchapter A, §28.004, 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, a minimum of 4 times a school year.
- B. To provide a written report annually to the Board of Trustees.
- C. To provide recommendations prior to Board or District decisions pertaining to the areas of health education, physical education, nutrition services, parental involvement, instruction on substance abuse, school health services, school counseling programs, a safe and healthy school environment, and school employee wellness.
- D. To implement the District's coordinated school health program.
- E. To consider and make policy recommendations concerning recess for elementary school students.
- F. To make recommendations to increase parental awareness of suicide-related risk factors, warning signs and available community suicide prevention services.
- G. To advise and consult with the District Curriculum and Instruction Department to recommend a comprehensive health education curriculum, at the direction of the Board.

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Article III: Meetings

Section One. Regular Meetings

The SHAC shall conduct a minimum of four regular meetings each school year. Meeting dates, times and locations for the year will be announced and published on the LCISD SHAC web site by September 1 of each school year. If a meeting is canceled, 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. Committee meetings will be called at the discretion of the committee chair and are not required to be open to the public. Agendas for each meeting will be published in advance on the SHAC website. Minutes from each full SHAC meeting will be published following their approval at the next meeting. An audio or visual recording of each meeting will be published on the SHAC website within 10 business days of each 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, in attendance at a meeting in person or online, who has completed a SHAC Membership Application by the date of the previous meeting shall be entitled to one vote per item. Proxy voting and absentee ballots shall not be permitted; a member must be present, in person or online, to vote. When in the event a Quorum is unable to be met, the executive board, at its sole discretion, has the option to vote on any item before the board as to prevent the stagnation of progress.

Section Five. Agendas

Agendas shall be provided in advance 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 board of trustees shall be asked to appoint at least five members to the local school health advisory council.
- 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, local domestic violence programs, or any other group it deems appropriate.
- C. General membership will be open to parents of LCISD students by completing a *Membership Application* annually.
- D. A majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the district.
- E. One of those members shall serve as chair or co-chair of the council.
- F. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District.
- G. A representative of the Board of Trustees may serve in an ex-officio (non-voting) capacity.
- H. A designee of the Superintendent will serve in an ex-officio (non-voting) capacity and serve as the SHAC Coordinator for the District.

Section Two. Notification to Board of Trustees

The Board of Trustees shall be notified of current SHAC membership in December and May of each year.

Section Three. Vacancies

The SHAC Executive Committee shall have the authority to fill any vacancies that may occur after the Board has annually appointed SHAC membership. The SHAC Executive Committee shall notify the Board of Trustees when vacancies are filled through the December and May notification of members.

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Section Four. Conflict of Interest

No individual shall be nominated for or hold a position on the SHAC if that individual has a direct financial 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. 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 written report to the Board of Trustees.

Article V: Officers

Section One. Terms of Service

The SHAC shall elect a Chair, Vice-Chair, and Secretary annually. Officers will be selected at the fourth of the year and installed at the first meeting of the following year. 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.
- Facilitate committee meetings as necessary.
- Work directly with the Executive Committee and the Coordinator to compile agendas, minutes and recordings of all meetings of the SHAC.

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- B. The responsibilities of the Vice-Chair shall be to:
 - Preside at SHAC meetings in the absence of the Chair.
 - Facilitate committee meetings as necessary.
 - Work with the Executive Committee to plan meetings and arrange for speakers and presentations.
- 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.

Article VI: Executive Committee

Section One. Membership

The Executive Committee shall consist of the three elected officers and the district designated SHAC Coordinator.

Article VII: Committees

Section One. Standing Committees

- A. Standing committees may be formed to ensure that the SHAC completes all assigned tasks in Article II. All committee chairs report directly to the SHAC membership at each meeting.
- 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. Standing committee members are not required to be SHAC members. LCISD employees, including school Health Services staff, may be appointed to committees.
- D. Standing committees should be comprised of at least 3 members.

Section Two. Special Committees

- A. Special committees may be formed at the direction of the Board of Trustees, Superintendent, or Executive Committee to address a special or timely topic. All committee chairs report directly to the SHAC membership at each meeting.
- B. Special committees shall follow the same guidelines outlined for standing committees.

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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. Publishing agendas, minutes and meeting information on the SHAC website.
- 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. Providing staff support in the development and submission of SHAC's annual report.
- F. Informing the Chair of possible member conflicts of interest.
- G. Providing such other assistance as requested in accordance with the SHAC authorizing statute, District policy, and the direction of the Superintendent or Board of Trustees.

LCISD SHAC By-Laws as approved January 25, 2022