

La Feria Independent School District School Health Advisory Council Bylaws

Article I: Name

The name of this organization shall be La Feria Independent School District School Health Advisory Council (SHAC)

Article II: Authority

Section One: Statute and Policy

Each school district in the State is required in Chapter 28.004 of the Texas Education Code, to establish and maintain a district level school health advisory council. The School Health Advisory Council of the La Feria Independent School District is specifically authorized by the Board of Trustees in district policy.

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.

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 III: Responsibilities

According to state law, the SHAC shall have the following responsibilities:

- A. To hold regular meetings (at least four times each year).
- B. To report annually to the Board of Trustees.
- C. To provide recommendations to the Board of Trustees regarding health education curriculum and a coordinated school health program through coordination of health education; physical education and physical activity; nutritional services; parental involvement; and instruction to prevent the use of tobacco.
- D. To provide recommendations to the Board of Trustees on appropriate grade levels and methods of instruction for health education instruction.
- E. To provide recommendations to the Board of Trustees on the number of hours of instruction to be provided in health education.
- F. To recommend strategies for integrating the curriculum components with the following elements in a coordinated school health program for the district:
 - a. health education
 - b. physical education
 - c. nutrition services
 - d. parental and community involvement
 - e. school health services;
 - f. counseling and mental health services;
 - g. a safe and healthy school environment; and

- h. school employee wellness.
- G. To assist the school district in any other capacity that falls within the guidelines of health, wellness or physical activity of our students.
- H. To consult regularly with the superintendent and administration regarding the planning, implementation, and evaluation of the District's coordinated school health program.
- I. To consult with the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.

Article IV: Meetings

Section One: SHAC meetings will be held with minutes maintained in the La Feria ISD SHAC Notebook.

Section Two: Regular meetings will be held no less than four times per school year.

Section Three: Special meetings may be called by the School Health Advisory Council chairperson.

Section Four: Voting

A quorum of at least 51% of the current SHAC membership is needed for actions or voting to take place. Meetings may still be held without a quorum for purposes of presentations or discussion.

Section Five: Attendance

Member attendance shall be monitored by the Chairman and or Co-Chairman, who shall work with members to try and resolve any attendance problems. Members are encouraged to contact the Chairman if they know they cannot attend. A sign in sheet will be used at all meetings to keep track of attendance and it will be maintained in the district's SHAC notebook.

Article V: Membership

Section One: Membership Criteria

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

- A. Each member will serve a one-year term and may serve in subsequent years.
- B. Parents must live within the district, not be employed by La Feria ISD and must be a custodial parent or guardian of a student currently enrolled in this district school.
- C. The majority of the SHAC members will consist of parents of students currently enrolled in the district.
- D. The Board of Trustees may also appoint one or more persons from each of the following groups: public school teachers; public school administrators; district students; health care professionals; the business community; law enforcement; senior citizens; the clergy; nonprofit health organizations; and local domestic violence programs.

- E. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district.
- F. A representative of the Board of Trustees may serve in an ex officio (non-voting) capacity.

Section Two: Confirmation by Board of Trustees

The Board of Trustees shall annually appoint all members to the SHAC. SHAC members may also solicit and appoint new members with approval of the Board of Trustees.

Section Three: 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 Four: 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 Five: Size of Council

The SHAC will consist of no more than 30 members and no less than 20 members.

Article VI: Officers

Section One: Terms of Service

The SHAC may elect a Chairman, Vice-Chairman, and Secretary, each to serve 1 year terms. Officers will be selected at the last SHAC meeting of the school year, installing them at the first meeting of the SHAC in the following school year.

Section Two: Responsibilities

The responsibilities of Chairman:

- A. Notification of all members of meetings
- B. Providing members with agendas and background material prior to meeting
- C. Prepare sign in sheets
- D. Designate person to take minutes if secretary is not present or was not appointed
- E. Serve as custodian of all SHAC records

- F. Distribute minutes to all SHAC members
- G. Distribute information to absent members and inform them about missed presentations
- H. Keep track of attendance and possible problems
- I. Solicit new members if vacancies arise and take to the Board of Trustees for approval

The responsibilities of the Vice-Chairman:

- 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 authorizing statute, District policy, and direction of the Board.

The responsibilities of the Secretary:

- A. Preside at meetings when both the Chair and Vice-Chair are absent.
- B. Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
- C. 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 VII: Executive Committee

Section One. Membership

The Executive Committee shall consist of the Officers and the Coordinator.

Article VIII: Coordinator

Section One: The coordinator is appointed by the Superintendent or designee.

Section Two: Responsibilities

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.
- 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.

Article IX: Amendments to Bylaws

The by- laws may be amended by a two-thirds in any regular meeting of the SHAC by a majority vote.