

**COPPELL INDEPENDENT SCHOOL DISTRICT SCHOOL HEALTH ADVISORY  
COUNCIL (SHAC) BYLAWS (rev. 06/07/17)**

**Article I: Vision**

The vision of the Coppell Independent School District (CISD) School Health Advisory Council (SHAC) is for a future where every CISD student has the opportunity to live a healthy lifestyle, to be emotionally safe, and to reach their full personal health and academic potential.

**Article II. Mission**

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

These school policies and practices will include the following:

- Health Education
- Physical Education
- Health Services
- Nutrition Services
- Counseling, Psychological, and Social Services
- Special Needs
- Healthy and Safe School Environment
- Health Promotion for Staff
- Family and Community Involvement

**Article III: 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 CISD SHAC is specifically authorized by the Board of Trustees in District policy and Education Code 28.044.

Section Two. Limitations: The CISD 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 other power to expend funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws: It shall be the responsibility of the SHAC Executive Committee to establish and amend the Bylaws.

**Article IV: Responsibilities**

According to state law, and District policy, the CISD SHAC shall have the following responsibilities:

- A. To hold regular meetings.
- B. To meet at least 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 designated to prevent obesity, cardiovascular disease, and Type II diabetes through coordination of: health education, physical education, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- D. To consult regularly with CISD's Director for Student and Staff Services regarding the planning, implementation, and evaluation of the district coordinated school health program.
- E. To approve the district coordinated school health program, subject to adoption by the Board of Trustees.
- F. To consult with the CISD's Director for Student and Staff Services/designee in advance of presenting/submitting the annual report to the Board of Trustees.
- G. To advise and consult with the district in the development of a comprehensive health education curriculum.
- H. To provide a written annual report to the Board of Trustees on or before June 30 of each school year.

## **Article V: Meetings**

Section One. Regular Meetings: The CISD SHAC shall conduct at least, but not limited to four regular meetings a school year. If a meeting is cancelled, all attempts will be made to reschedule for another day during that same 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. 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. Sub-Committee meetings may be open to the public at the discretion of the Committee Chair.

Section Three. Quorum: A quorum shall be a simple majority of the current membership. 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 Four. 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 Director of Student and Staff Services/designee if they know they cannot attend a meeting.

Section Five. Decision-making: Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, voting members (Article VI E) 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. If a majority of voting member is not present, an electronic vote will be allowed.

Section Six. Agendas: Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Parent Chair in consultation with the Director of Student and Staff Services/designee.

## **Article VI: Membership**

Section One. Membership Criteria, The membership composition of the SHAC shall comply with the following:

- A. Member must be a custodial parent or guardian of a student currently enrolled in a district school. Voting parent members may not be employee of CISD.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the district, who are not employed by CISD.
- C. The CISD 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. Voting privilege from above group of members will be determined annually based on size of SHAC membership.
- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district.
- E. The SHAC Council recommends that a minimum of one parent member from each campus participate as a voting member. The voting member should communicate SHAC information/initiatives with their home campus. A representative(s) of the CISD Board of Trustees shall serve in an ex- officio (non-voting) capacity.
- F. Conflict of interest - No individual shall hold a position on the SHAC if that member has a direct financial interest in the recommendation of the committee.

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 minimum two-year commitment. Campus level staff and students will serve a one-year term. Members may serve multiple terms.

Section Three. Vacancies: The SHAC Executive Committee has the responsibility to fill any vacancies that may occur.

Section Four. The Role of the Superintendent: The CISD Superintendent and SHAC will work cooperatively. The Superintendent will ensure CISD staff support as necessary and reasonable.

Section Five. Role of the Board Representative(s): The role of the Representative(s) of the Board of Trustees is to observe without vote in deliberations and activities of the SHAC. The Board Representative(s) shall not speak for the Board of Trustees. The Board Representative(s) may actively participate in discussions by providing guidance that may be appropriate and by responding to questions to the best of his/her ability. The Board Representative(s) will provide updates, verbal or written to the Board of Trustees; however, these updates shall not supplant the annual report to the Board of Trustees.

Section Six. Size of Council: The SHAC will consist of not less than fifteen (15) voting members.

## **Article VII. Officers**

Section One. Terms of Service: The SHAC Executive Committee shall appoint a Parent Chair to serve a 2-year term, with the Immediate Past Parent Chairman serving as Secretary. Officers may not serve more than two consecutive terms in the same office. Officers will be selected in May or June and installed at the first September meeting of the SHAC. No officer shall be an employee of CISD.

Section Two. Officer Responsibilities:

A. Responsibilities of the Parent Chairman shall be to:

- Preside at all meetings of the SHAC.
- Appoint committees as necessary.
- Work directly with the Executive Committee and the Director of Student & Staff Services/designee to compile agenda for all meetings of the SHAC
- Serve as ex-officio member of all other committees-without vote.
- Perform other responsibilities as may be prescribed by SHAC.

B. Responsibilities of the Immediate Past Parent Chair shall be to:

- Preside at SHAC meetings in the absence of the Chair
- Serve as ex-officio member of all committees without vote.
- Work with the CISD Director of Student and Staff Services/designee to prepare meeting notices, take meeting minutes, and arrange the SHAC Meeting locations.
- Perform other responsibilities as may be prescribed by the SHAC.

## **Article VIII. Executive Committee**

The Executive Committee shall consist of the Parent Chair, the Immediate Past Chairman, and the Director of Student & Staff Services/designee.

## **Article IX. Committees**

Section One. Committees: There will be a standing committee, including but not limited to, the following substantive areas:

- Social/Emotional Wellness
- Nutritional Wellness
- Physical Wellness
- Public Relations

All committee chairs shall report directly to the SHAC through the Executive Committee:

- A. The Parent Chair and the Director of Student & Staff Services/designee shall oversee the activities of all standing committees. The Parent Chair and the Director shall insure that no important function is unfulfilled.
- B. Each committee chair shall be appointed by the Parent Chair. The composition of each committee shall be as approved by the Executive Committee.
- C. Each committee chair may appoint the members of their committees, designate subcommittees and appoint their subcommittee chairs and members.

- D. Sub 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 recommendations to the SHAC, and report to the SHAC. The SHAC may develop these recommendations into action items for a SHAC vote.
- E. Committee chairs will be members of the SHAC. If the committee chair is not a parent of CISD student, a parent will be designated as co-chair.
- F. Committees should strive for representation reflecting the diversity of the community served by CISD.
- G. Sub committees should be comprised of an equal distribution of members.

Section Three. For Ad Hoc Committees: The Chair may establish and appoint Ad Hoc committees as he/she deems necessary and appropriate in consultation with the Executive Committee.

### **Article X. Director**

The Director of Student and Staff Services/designee shall serve as the Director for the SHAC. Responsibilities 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 serving as SHAC members.
- E. Informing the Parent Chair of member vacancies and attendance problems.
- F. Provide staff support in the development and submission of SHAC's annual report.
- G. Informing the Parent Chair of possible member conflicts of interest.
- H. Providing such other assistance as requested in accordance with the SHAC Bylaws and district policy.

### **Article XI. Communications**

The Annual Report shall be reviewed and disseminated through CISD Administration office via mail, e-mail, CISD website, or by any other appropriate means. The CISD board does not have to adopt any recommendations.

### **Article XII. Adoption and Amendment of Bylaws**

Section One. Adoption:

- A. These Bylaws shall become effective and binding upon the SHAC immediately upon their adoption.
- B. A two-thirds majority vote of voting members shall be required for adoption of these Bylaws.

Section Two. Amendment:

- A. These Bylaws may be rescinded or amended at any regular meeting of the SHAC upon recommendation of the Executive Committee.
- B. Notice of proposed amendment shall be included in the agenda for the meeting when the note shall take place.
- C. A two-thirds majority vote of the members present shall be required for such action

Section Three. Distribution:

- A. A copy of the currently adopted Bylaws shall be made available to all new members, appropriate school personnel, and the community.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Director \_\_\_\_\_

Executive Committee Members:

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