

Lufkin Independent School District
School Health Advisory Council (SHAC)
Bylaws

Article I: Purpose

The purpose of the Lufkin Independent School District (LISD) School Health Advisory Council (SHAC) is to ensure that our local school system creates and implements an age-appropriate, sequential health education program that responds to the individual needs and the unique values of our community.

Article II. Mission

The mission of the LISD SHAC is to promote healthy lifestyles in order to develop physically fit children by promoting the implementation of coordinated school programs.

A coordinated school program includes the following:

- Health Education
- Physical Education
- Health Services
- Nutrition Services
- Counseling, Psychological, and Social Services
- Healthy and Safe School Environment
- Health Promotion for Staff
- Parent 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 School Health Advisory Council (SHAC) of the Lufkin Independent School District is specifically authorized by the Board of Trustees in District policy BDF (legal).

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. 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 IV: 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.
- B. To meet periodically 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, Health Services, Nutrition Services, Counseling, Psychological/Social Services, Healthy/Safe School Environment, Health Promotion for Staff, and Parent/Community Involvement.
- D. To consult regularly with the Superintendent and his/her administration 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 Superintendent and his/her administration in advance of submitting issues, concerns, reports, and recommendations 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 April 1st of each year.

Article V: Meetings

Section One. Regular Meetings, The SHAC shall conduct regular meetings. Unless otherwise specified by the SHAC officers, regular meetings shall be held on each second Thursday of the scheduled month. If a meeting is cancelled, 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 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. Sub-Committee meetings may be open to the public at the discretion of the Committee Chair.

Section Four. Quorum, A quorum shall be a simple majority of the current membership, as approved by the Board of Trustees. 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 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 Executive Committee and Coordinator.

Article VI: Membership

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

- A. Parents must live within the district, and must be a custodial parent or guardian of a student currently enrolled in a district school. Parents may not also be employees of the district.
- B. The majority of the SHAC will consist of parents of students currently enrolled in the district, who are not employed by LISD.
- C. 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.
- D. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the district.
- E. The Asst. Superintendent shall serve in an ex-officio (non-voting) capacity.
- F. A representative of the Board of Trustees shall serve in an ex-officio (non-voting) capacity.

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 two-year appointment. Campus level staff and students will serve a one-year term, with the exception of ongoing LISD staff SHAC members. Members may serve multiple terms.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually appoint all new members to the SHAC.

Section Four. Vacancies. The Board of Trustees delegates to the SHAC Executive Committee, pursuant to Article II of these Bylaws, the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

*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. 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 is in accordance with the Texas Open Meetings Act has so directed. The Board Representative may actively participate in discussions by providing guidance and that 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 of Trustees as desirable; however, these updates shall not supplant the annual report to the Board of Trustees.

Section Seven. Size of Council, The SHAC will consist of no more than 25 members and no less than 12 members.

Article VII. Officers

Section One. Terms of Service, The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve 2 years terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be selected between May through early September and installed at the first September meeting of the SHAC. No officer shall be an employee of LISD.

Section Two:

- A. The Responsibilities of the Chair shall be to:
 - o Preside at all meetings of the SHAC
 - o Appoint committees as necessary.
 - o Serve as ex officio member of all committees-without vote except the Nominating committee.
 - o Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.
 - o 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.

B. The Responsibilities of the Vice-Chair shall be to :

- Preside at SHAC meetings in the absence of the Chair
- Serve as ex officio member of all committees without vote except the nominating committee.
- Serve as Chair-elect.
- 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.

C. The Responsibilities of the Secretary shall be to:

- Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statute, district policy, and directions of the Board.

Article VIII. Executive Committee

Section One. Membership, The Executive Committee shall consist of the officers, chairs of all substantive standing committees and the immediate Past Chair.

Article IX. Committees

Section One. The council may establish one or more committees as the need arises.

Article X. Communications

Any internal or external communication shall be reviewed and disseminated through LISD Administration office via mail, e-mail, fax, telephone, website or by any other means. All recommendations made from the SHAC committee will be presented to the Board for approval. The LISD board does not have to adopt any recommendations.

Adopted this _____ day of _____

Coordinator _____

Members Present _____

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