

**Lubbock Independent School District**  
**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 Lubbock Independent School District is specifically authorized by the Board of Trustees in District policy EHAA(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 in specifically listed contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. Bylaws must be consistent with the State law and District policies governing SHAC's. Bylaws and changes to the bylaws must be approved by the SHAC membership.

**Article II: Responsibility**

According to State law, District policy, and the direction of the Board of Trustees, the SHAC shall have the following responsibilities:

- A. To hold a minimum of four meeting per year.
- B. 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 prevent obesity, cardiovascular disease, nutritional services, parental involvement, staff wellness, environmental health, mental/emotional wellness, and health services.
- C. To approve the District coordinated school health program, subject to adoption by the Board of Trustees.
- D. To consult with the Superintendent or his/her designee in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
- E. To advise and consult with the District in the development of a comprehensive health and sex education curriculum.
- F. To provide a written annual report to the Board of Trustees.

**Article III: Membership**

Section One. Member criteria. The membership composition of the SHAC shall comply with the following:

- A. Parents must be custodial parent and/or guardian of the 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, and district staff representing the eight components of Coordinated School Health, 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 Superintendent shall designate an Administrative Liaison. The primary responsibility of the Administrative Liaison will be to facilitate the smooth and timely flow of accurate information between LISD and the SHAC.

Section Two. Terms and Service. The term of service for an appointment shall be three full years. The terms of service will be initially determined by random draw within each district at the first meeting after the adoption of the bylaws. Terms of service shall normally begin the first SHAC meeting of the school year. A member can serve no more than two terms consecutively, but may return after one year if reappointed. District staff appointed by the Board of Trustees: Directors of Food Services, Guidance and Counseling, Physical Education, Health Education, Employee Partnerships shall be standing members, without term limitations.

Section Three. Confirmation by Board of Trustees. The Board of Trustees shall annually appoint member to fill vacancies on the SHAC.

Section Four. Change in Member Status. If the status of a member changes, the Executive Committee may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the Executive Committee may allow the member to continue to serve in the current position.

Section Five. 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 the committee and decisions by the Board of Trustees. Any such individual who has a conflict of interest shall be recused from voting on that issue.

Section Six. The Role of the Superintendent or designee. The Superintendent and/or designee and SHAC will work cooperatively. The Superintendent and/or designee will ensure staff support as is necessary and reasonable and will participate without vote in the deliberations and activities of the SHAC.

Section Seven. Size of Council. The SHAC will consist of no more than twenty-five members and no less than seven members.

Section Eight. Initial Terms. Appointees selected for the inaugural SHAC will serve two or three year terms to be approved by the LISD Board of Trustees.

## **Article IV: Officers**

Section One. Terms of Service. The SHAC shall elect a Chair who is a parent, Vice-Chair, and Secretary. Officers will serve two year terms. Nominations for officers will be taken at the first meeting of the school year and voted upon and installed at the second meeting of the school year.

Section Two. Responsibilities;

- A. The responsibilities of the Chair shall be to:
- Preside at all meetings of the SHAC
  - Appoint committees as necessary
  - Serve as ex officio member of all committees
  - Work directly with the Executive Committee and the Administrative Liaison to compile agendas for all meeting of the SHAC
  - Follow-up on recommendations to the Board and Board decisions
  - 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
  - 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:
- Preside at meetings when both the Chair and Vice-Chair are absent
  - Work with the Administrative Liaison 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 direction of the Board.

## **Article V: Executive Committee**

Section One. Membership. The Executive Committee shall consist of the officers, the immediate Past Chair, if reappointed, the Administrative Liaison, and the Chairs of each Substantive Standing Committee (see Article VI).

Section Two. Duties. Duties of the Executive Committee shall include meeting prior to SHAC meetings to review and determine the meeting agenda.

## **Article VI: Committees**

Section One. Substantive Standing Committees. Standing committees will be established as necessary for each of the eight components of Coordinated School Health: Nutrition/Food Service,

Physical Education, Health Education, Counseling/Mental Health Services, Parent and Community Involvement, Student Health Services, Staff Health Promotion, and Safe and Healthy Environment. All committee chairs shall report directly to the SHAC Executive Committee. All committee chairs must be member of the SHAC.

- A. The Chair and Vice-chair shall oversee the activities of all standing committees. The Chair and Vice-chair shall ensure that no important function is unfilled.
- B. Each committee chair shall be appointed by the Chair with the advice of the Vice-Chair.
- C. Standing 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.
- D. Non-SHAC members may be invited to serve on standing committees on a consultative non-voting basis.
- E. The Administrative Liaison will serve as a resource to all committees.
- F. Committees should strive for representation reflecting the diversity of the community served by LISD.
- G. Standing committees should be comprised of at least three members.

Section Three. 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 VII: Administrative Liaison**

The Superintendent or his/her designee shall appoint a District employee to serve as Administrative Liaison. The Administrative Liaison shall be responsible for the organization and activities of the SHAC. Responsibilities of the Administrative Liaison shall include:

- A. Ensuring 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 problems.
- F. Provide staff support in the development and submission of SHAC's annual report.
- G. Informing the Chair and District General Counsel of possible member conflicts of interest.
- H. Providing such other assistance as requested in accordance with the SHAC authorizing statute, district policy, and the direction of the Board of Trustees.

## **Article VIII Meetings**

Section One. Regular Meetings. The SHAC shall conduct regular meetings as mandated by State law. The meeting schedule will be established at the first meeting of the school year. 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.

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 Administrative Liaison.

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 Chairperson shall designate the allotted time per speaker. 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 purposes of presentations or discussion. However, no actions or voting may take place with a quorum.

Section Five: Attendance. Member attendance shall be monitored by the Chairperson, who shall work with members to try and resolve any attendance problems. Non-attendance for two consecutive meetings within a one-year period may result in removal. Members are encouraged to contact the Chairperson or the Administrative Liaison if they know they cannot attend a meeting.

Section Six: 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 Administrative Liaison and with input from the members.

Section Seven. Decision-making. 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 Eight. Governance. Meetings will be governed by Robert's Rules of Order.