

# Wylie ISD SHAC

## *Bylaws*

### **ARTICLE I: Name**

The name of this group shall be the Wylie ISD School Health Advisory Council (SHAC).

### **ARTICLE II: Purpose and Limitations**

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 as authorized by District policy and guided by the WISD SHAC bylaws. The SHAC shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board 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. It shall be the responsibility of the SHAC to establish and amend the Bylaws.

### **ARTICLE III: Vision**

Mission Statement: The mission of the Wylie ISD SHAC is to assist the district in ensuring that local community values are reflected in health education instruction and strengthens the connection between health and learning. In short, our goal is to assist the district in creating a healthy school environment.

### **ARTICLE IV: Responsibilities**

The SHAC shall have the following responsibilities and shall provide an annual report to the Board of Trustees (Board) as defined by state law and district policies.

- Review and provide recommendations concerning the District's policies, procedures, strategies, and curriculum appropriate for specific grade levels regarding:

School Health Education

Physical Education

School Health Services

Nutrition Services

Healthy School Environment

Counseling Psychological & Social Services

Health Promotion for Staff

Family and Community Involvement

- Review and provide recommendations regarding human sexuality instruction prior to selection and approval by the Board.

## **ARTICLE V: Membership**

The Board shall appoint a minimum of five members to the local school health education advisory council. The majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the district. The Board also may appoint one or more persons from each of the following groups or a representative from a group other than those mentioned: public school teachers, administrators, district students, healthcare professionals, business community, law enforcement, senior citizens, clergy and nonprofit health care organizations.

**Eligibility Criteria:** To be eligible to serve on the council, a person must have children that attend WISD, work for WISD, or be employed with an organization that assists the Wylie community. The individual must have a strong commitment to the purpose of the council, and a strong desire to attend and participate in the meetings.

**Selection:** SHAC members shall be selected on recommendations by other council members, community members or school personnel. Every effort will be made to ensure that the SHAC reflects all geographic areas of WISD.

**Terms of Service:** The term of service for voting members shall be two years beginning with the first meeting of the school year. Members may serve multiple terms. Terms will be staggered to maintain continuity on the SHAC. Members are expected to regularly attend meetings and will serve on committees, as needed.

**Resignation:** If for any reason a council member is unable to fulfill the obligation to the council, he/she may resign with written notice to the Advisor giving the council at least 30 days to find a replacement.

**Vacancies:** The Board of Trustees delegates to the SHAC Chair the responsibility to fill any vacancies that may occur after the Board has annually appointed the SHAC membership.

**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. Members who have a conflict of interest under this provision must disclose said conflict to the council within seven (7) days of being made aware of the conflict of interest.

## **ARTICLE VI: Officers**

The SHAC shall elect a Chair and Co-Chair. The Chair or Co-Chair must be a parent member. Both positions will serve a two year term. These officer positions will be selected at the first meeting of each year.

Chair: The responsibilities of the Chair shall be to:

- Preside at all meetings of the SHAC
- Appoint sub-committees as necessary
- Serve as ex-officio member of all committees
- Work directly with membership and Executive Committee to compile SHAC meeting agendas
- Provide members and support staff with agendas and background materials prior to meetings
- Serve as custodian of all SHAC records
- Presentation of annual report to the Board

Co-Chair: The responsibilities of the Co-Chair shall be to:

- Facilitate the meeting in the absence of the Chair
- Collaborate with Chair on SHAC meeting agenda
- Serve as ex-officio member of all committees

## **ARTICLE VII: Meetings**

Council meetings will be held at least four times per year. The majority of meetings will be held at the Wylie ISD Performing Arts Center

A quorum shall consist of at least 4 voting members present at the meeting. Meetings may still be held without a quorum for purposes of presentations or discussion. No voting may take place without a quorum.

All meetings will be open to the public and guests will have a maximum of 5 minutes to provide public comment.

## **ARTICLE VIII: Committees**

Sub-Committees:

When needed, committees may be established for each of the following substantive areas:

School Health Education	Physical Education
School Health Services	Nutrition Services
Healthy School Environment	Counseling Psychological & Social Services
Health Promotion for Staff	Family and Community Involvement

All committee chairs shall report directly to the SHAC through the Chair. The following are guidelines for each committee:

- The Shac Chair shall oversee the activities of all committees.
- Each committee chair shall be appointed by the Chair.

## **ARTICLE IX: Voting Procedures**

Members shall reach decisions by a majority vote.

Each member shall be entitled to one vote per item.

## **ARTICLE X: Communication**

Information regarding SHAC will be posted on the Wylie ISD website. . The Annual Report to the Board of Trustees will be submitted by the Chair of the SHAC.

For each meeting, the SHAC shall:

At least 72 hours prior to the meeting:

- Post notice of date, time, location, and subject of SHAC meeting at the administrative office and at each campus.
- Post notice above on District's Internet Website

Prepare and maintain minutes of the meeting:

- Include subject and content of each deliberation and each vote, order, decision, or
- other action taken by the council during the meeting
- Make audio or video recording of the meeting
- Submit to district the minutes and recording of the meeting not more than 10 days after meeting was held

- District must post minutes and recording of meeting on district website as soon as practicable

#### **ARTICLE XI: Amendments**

The procedure for making changes to the bylaws shall be a majority vote of the members present.

SHACS are not subject to full Texas Open Meetings Act requirements.

SHAC is responsible for making recommendations to the board, not adopting policy.

Public comment is not required. Communication encouraged and is best practice.