

**EDGEWOOD ISD**  
**School Health Advisory Council (SHAC)**  
**BYLAWS**

**ARTICLE I: AUTHORITY**

Section One – Each school district in the State is required in Chapter 28.004 of the Texas Education Code (TEC) to establish and maintain a district-level school health advisory council. The School Health Advisory Council (SHAC) of the Tolar Independent School District is specifically authorized by the Board of Trustees in district policy BDF(Legal).

Section Two – As defined by the Texas Department of State Health Service (DSHS), a SHAC is appointed by the school district to serve at the district level and to provide guidance to the district on coordinated school health programming and its impact on student health and learning. The group of individuals represents segments of the community. More information regarding school health advisory councils can be found on the DSHS.

Section Three – This organization shall be known as the “Edgewood ISD School Health Advisory Council (SHAC)” hereinafter referred to as “EISD SHAC”.

Section Four – Bylaws. It shall be the responsibility of the Coordinator of District Advisory Bodies, upon the advice and counsel of the coordinator, and upon any direction given by the Board of Trustees, to establish and amend the SHAC bylaws. The SHAC shall observe the bylaws. Any changes to the responsibilities or membership structure of the SHAC must be approved by the Board. Any changes to standard bylaws clauses made by the Coordinator of District Advisory Bodies do not have to be approved by the Board (such changes usually result from incidents that arise that are not clearly addressed in the bylaws, or to correct omissions or errors that have been identified).

**ARTICLE II: MEMBERSHIP**

Section One – In Texas, a district school board must appoint at least five members to the SHAC (TEC Section 28.004). The law also requires that a parent member serve as the chair or co-chair of the SHAC. Primarily, there are three methods for selecting SHAC members: appointment, election, or volunteer. SHACs may use only one method or mix and match the methods. The board shall appoint at least five members to the SHAC. A majority of members must be persons who are parents of students enrolled in the district and who are not employed by the district. One of those members shall serve as chair or co-chair of the SHAC.

**ARTICLE III: OFFICERS**

Section One – Terms of Service: The SHAC shall elect a Chairperson and Co-Chairperson. Each will serve a two-year term. The Chairperson and Co-Chairperson may serve two consecutive terms if re-elected. Officers of the SHAC will be elected at the first

meeting of the year. Newly elected officers will assume their position immediately after election by the full SHAC membership. The Chairperson and Co-Chairperson shall serve staggered terms, offset by one year, to ensure continuity of operations. Election of officers shall be the first order of business. If the Chairperson and Co-Chairperson are vacant, the SHAC Facilitator shall coordinate an open nomination process. The Director of Physical Education shall serve as Facilitator for the SHAC.

#### Section Two – Responsibilities:

##### A. The responsibilities of the Chairperson shall be to:

- Preside over all meetings of the SHAC.
- Appoint committees as necessary.
- Serve as ex-officio member of all committees without vote.
- Work directly with the Facilitator to compile agendas for all meetings of the SHAC as set forth in Board Policy BDF (LOCAL).
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with SHAC's authorizing statutes, District policy, and direction of the Board.
- Assist the Facilitator with the annual SHAC presentation at the Board of Trustees meeting each May.

##### B. The responsibilities of the Co-Chairperson shall be to:

- Preside over all SHAC meetings in the absence of the Chairperson.
- Serve as ex-officio member of all committees without vote.
- Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with
- SHAC's authorizing statutes, District policy, and direction of the Board.

##### C. The responsibilities of the SHAC Facilitator:

- Preparing and distributing meeting notices, minutes, and arranging the location of SHAC meetings.
- Providing members and support staff with agendas and all background materials at least one week prior to meetings.
- Recording and preparing minutes of all SHAC meetings and serving as custodian of all SHAC records.
- Promoting public awareness of the SHAC and maintaining a database of SHAC Volunteer Application submissions.
- Informing the Board of Trustees and SHAC Chairperson of member vacancies and member absences, as appropriate.
- Providing staff support in the development and submission of SHAC's annual report.
- Maintaining regular communication with the SHAC Chairperson on all issues pertinent to the SHAC mission.

- Providing any assistance, as requested, in accordance with the SHAC authorizing statutes, district policy, and the direction of the Board of Trustees.

#### **ARTICLE IV: EXECUTIVE BOARD**

The Executive Committee shall consist of the Chairperson, Co-Chairperson, standing committee chairpersons, and the SHAC Facilitator or their designee.

#### **ARTICLE V: COMMITTEES**

Section One - Standing Committees: There will be one standing committee for each of the following areas:

- Classroom Health and Sex Education
- Fitness and Physical Activity
- Nutrition
- Safe and Healthy Schools

All committee chairpersons shall report directly to the SHAC through the Executive Committee, Chairperson, and Co-Chairperson.

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.

- a. The Co-Chairperson shall oversee the activities of all standing committees.
- b. Each standing committee chairperson shall be a parent/legal guardian. The SHAC chairperson, Co-Chairperson, and Facilitator will request volunteers for each standing committee chairperson. If there are multiple volunteers, the committee will vote, and such voting shall continue until the chair has been selected by the majority of the committee.
- c. The Facilitator will serve as a resource to all committees.
- d. Standing Committees shall be comprised of a minimum of one parent from each Single Member District.

#### **ARTICLE VI: MEETINGS**

Section One - Regular Meetings: The SHAC shall conduct a minimum of four regular meetings each year. The exact number of meetings will be determined by the workload of the SHAC. The first SHAC meeting will be held no later than September 30<sup>th</sup> of each school year. The last full SHAC meeting will be held no later than June 30<sup>th</sup> each year.

Section Two - Open Meetings: SHAC meetings are open to the public in accordance with applicable policy. Any written request for an agenda item will be considered, and may be

included on an upcoming agenda, at the collaborative discretion of the Chairperson, Co-Chairperson, and SHAC Facilitator. Additionally, individuals wishing to contact the SHAC membership may do so by emailing [SHAC@eisd.net](mailto:SHAC@eisd.net) at any time. The Facilitator shall ensure all SHAC-related emails are shared with the full SHAC membership in a timely manner.

Section Three - Public Hearings as required by law: This will be coordinated through the SHAC Facilitator.

Section Four – Quorum: A quorum shall be the majority of the 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 Chairperson, who will prepare a monthly attendance report and provide it to the Board. Non-attendance of three consecutive meetings of either SHAC or standing committees within a one-year period may result in removal. Members are encouraged to contact the Chairperson, the Facilitator, or their designee 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. The Chairperson and Facilitator shall report the final tally of all votes to the Board.

Section Seven – Agendas: Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chairperson in consultation with the Facilitator.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

The SHAC adopts *Robert's Rules of Order* as the parliamentary authority to give binding rules of order to SHAC meetings.

Bylaws approved by the Edgewood ISD Board of Trustees *April 22, 2024*