



School Health Advisory Council (SHAC)
Bylaws

Article I: Name, Purpose and Vision

Section One. Name. The name of this group shall be the Rockwall ISD School Health Advisory Council (SHAC).

Section Two. 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 (TEA), to establish and maintain a district-level school health advisory council as authorized by District policy EHAA(LEGAL) and BDF(LEGAL) and guided by the RISD 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.

Section Three. Vision and Mission. We envision a future where healthy lifestyle, knowledge, and practices are integrated throughout the community for students and their families to achieve their highest potential (success). Our mission is to promote healthy lifestyle choices and to create a climate of wellness for all staff, children and their families in the RISD community.

Article II. Responsibilities

Section One. Responsibilities. The SHAC shall have the following responsibilities and shall prepare an annual report to the Board of Trustees (Board) as defined by state law and Policy BDF(LEGAL) and EHAA(LEGAL):

- A. Review and provide recommendations concerning the District's policies, procedures, strategies and curriculum appropriate for specific grade levels regarding:
 - a. obesity prevention
 - b. cardiovascular disease prevention
 - c. type 2 diabetes prevention
 - d. mental health concerns
- B. Review and provide recommendations concerning the District's wellness policy and wellness goals as found in Policy FFA(LOCAL) required by the Healthy, Hunger-Free Kids Act of 2010 including:
 - a. Review and consideration of evidence-based strategies and techniques;
 - b. Solicitation of input and involvement from persons knowledgeable of wellness or interested in the wellness plan; and
 - c. Annually review all campus improvement plan goals specific to the District's wellness policy.
- C. Review District policies, procedures and practices to ensure compliance with vending machine and food service guidelines regarding student access to vending machines.
- D. Review District policies, procedures, strategies and instruction designed to prevent the use of tobacco products and e-cigarettes by students.



- E. Establish a physical activity and fitness planning committee to consider issues relating to student physical activity and fitness. The committee will review and make recommendations to the SHAC regarding:
 - a. Campus procedures to ensure that elementary school through junior high school students engage in at least the amount and level of physical activity required by TEA.
 - b. Strategies and evidence-based research to physical activity and improve fitness among students.
 - c. Strategies and evidence-based research regarding daily recess for elementary school students.
 - d. Joint use agreements or collaboration between the District and community organizations or agencies regarding physical fitness and physical activity.
 - e. District procedures to ensure that parents may request in writing their child's physical fitness assessment results at the end of the school year.
- F. Review and provide recommendations regarding human sexuality instruction prior to selection and approval by the Board including:
 - a. Appropriate grade levels and methods of instruction for human sexuality instruction.
 - b. Course materials and instruction relating to human sexuality, sexually transmitted diseases or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS).
- G. Review implementation of TEA's coordinated health program at the elementary and junior high school level, and review changes to District-approved coordinated health program prior to adoption by the Board.

Section Two. Bylaws. It shall be the responsibility of the SHAC to adopt bylaws to ensure the operations of the body, in accordance with statute and policy. Amendments to the bylaws shall be by a two-thirds majority vote of the members present.

Article III. Meetings

Section One. Regular Meetings. The SHAC shall conduct no less than four regular meetings a 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. Notification of meetings will be posted on the District's website.

Section Two. Open Meetings. All regular meetings of the full SHAC shall be open to the public, and the public shall have reasonable opportunity to provide comment. The presiding Chair may limit the time given to speakers.

Section Three. Quorum. A quorum shall be the current membership in attendance at the meeting with a minimum of 5 members. Meetings may still be held without a quorum for purposes of presentations or discussion. No voting may take place without a quorum.

Section Four. Voting. A simple majority of the members present at the SHAC meeting is needed to approve and carry a motion.

Section Five. Attendance. Member attendance shall be monitored by the Chairs, who shall work with members to try to 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 District SHAC Advisor if they know they cannot attend a meeting.

Section Six. Agendas. Agendas shall be provided for all regular SHAC meetings. Agenda items shall be determined by the Chairs and Advisor with input from the members.

Article IV: Membership

The Board shall annually appoint all members to the SHAC.

Section One. Membership Criteria. The Board shall use the following process for selection of members of the SHAC:

- A. Board appointments of the SHAC shall occur at the start of each school year.
- B. The SHAC shall meet no later than October each year to elect a Chairman, Co-Chairman and Secretary.
- C. The majority of the SHAC will consist of parents of a student currently enrolled in the District and who are not employed by RISD.
- D. The Board may also appoint one or more persons from the following groups:
 - a. District teachers
 - b. District administrators
 - c. District students
 - d. health care professionals
 - e. members of the business community
 - f. law enforcement representatives
 - g. senior citizens
 - h. clergy
 - i. representatives of nonprofit health organizations
 - j. representatives of local domestic violence programs
 - k. representatives of other groups residing in or serving Rockwall County
- E. Member qualities shall include: demonstration of interest in youth; awareness of the community; professional ability; and commitment of time. Membership shall strive to reflect the diversity of the District.

Section Two. Terms of Service. The term of service for an appointment shall be one year, normally beginning the first SHAC meeting of the school year. Members may serve multiple terms. Members are expected to attend all regular meetings, and will serve on committees, as needed.

Section Three. 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 decision and voting as to that issue.

Section Four. The Role of the Superintendent. The Superintendent and SHAC will work cooperatively. The Superintendent will designate a staff member to serve as the SHAC Advisor to ensure staff support as is necessary and reasonable. The Advisor will participate in the deliberations and activities of the SHAC.

Section Five. Size of Council. The SHAC will consist of no less than 10 members.

Article V: Committees

Committees shall serve the SHAC's decision-making process. Broad participation may be sought for committees to gather information, analyze available data and make recommendations to the SHAC. The SHAC may develop these recommendations into action items for SHAC vote. Committees shall report directly to the SHAC.

Section One. Executive Committee. The Executive Committee shall consist of the Chair, Co-Chair, Secretary, and chairs of all special and permanent committees. The District SHAC Advisor shall serve as an ex-officio member. The Superintendent or designee may serve as an ex-officio member.

Section Two. Physical Activity and Fitness Planning Committee. The Physical Activity and Fitness Planning Committee shall be comprised of at least three members. The committee chair shall be appointed by the Chair in consultation with the Executive Committee.

Section Three. Special Committees. Special committees may be formed to carry out specific actions or duties of the SHAC. The committee chair shall be a member of the SHAC and be appointed by the Chair in consultation with the Executive Committee. Special committee members are not required to be SHAC members.

Article VI: Officers

Section One. Terms of Service. The SHAC shall elect a Chair, Co-Chair, and Secretary. The Chair or Co-Chair must be a parent member and at least one of the remaining two officer positions shall be held by a parent or community member not employed by the District. The third position may be held by a RISD employee. The superintendent or designee shall appoint a District staff member to serve as Advisor.



Section Two. Responsibilities.

- A. The responsibilities of the elected 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 membership and Co-Chair to compile agendas for all meetings of the SHAC.
 - Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, District policy and direction of the Board.
- B. The responsibilities of the Co-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 Advisor shall be to:
- Preside at the SHAC meetings in the absence of the members of the Executive Committee.
 - Ensure that adequate facilities arrangement and staff support are secured for all meetings.
 - Provide members and support staff with agendas and background materials prior to meetings.
 - Serve as a custodian of all SHAC records.
 - Promote public awareness of the SHAC and maintain a database of persons interested in service as SHAC members.
 - Inform the Executive Committee of member vacancies and attendance problems.
 - Provide support in the development and submission of SHAC's annual report.
 - Inform the Superintendent or designee of possible member conflicts of interest.
 - Provide such other assistance as requested in accordance with the SHAC authorizing statute, District policy, and the direction of the Board.
- D. The responsibilities of the Secretary shall be to:
- Preside at meetings when the Chair and Co-Chair are absent.
 - Work with the Chairs and Advisor 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.