

Fort Bend ISD 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 Fort Bend Independent School District (FBISD) is specifically authorized by the Board of Trustees in District policies BDF (Legal), BQ (Legal), EHAA (Legal), EHAC (Legal), and FFA (Local).

Section Two. Name. The name of this advisory body will be known as Fort Bend ISD School Health Advisory Council or FBISD SHAC. For the purposes of this document, SHAC refers to FBISD SHAC.

Section Three: Vision and Mission. The FBISD SHAC shall use the Whole School, Whole Child, Whole Community (WSCC) model, the Board of Trustee Goals and the Fort Bend ISD Profile of a Graduate attributes to support the FBISD District community for the purpose(s) of effectively implementing the District Wellness Policy - FFA (Local), while promoting evidence-based wellness resources that encourage and foster lifelong wellness of students, staff and the community.

Section Four. Purpose. The FBISD School Health Advisory Council (SHAC) was established by the Board of Trustees to assist the District in meeting its strategic objectives to provide healthy school environments for students, staff and community members and to teach and promote wellness through healthy lifestyles. The School Health Advisory Council acts in an advisory capacity to the Superintendent and Board of Trustees. The primary goals of the SHAC are to promote, participate, evaluate, and provide recommendations regarding District school health and wellness initiatives.

Section Five. Limitations. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the District. Although the Texas Public Meetings Act does not specifically apply to the SHAC, the SHAC should strive to align to the intent of the law with regards to transparency.

Section Six. Bylaws. Bylaws must be consistent with state law and District policies governing SHACs. Bylaws and changes to the bylaws must be approved by the SHAC membership. All bylaws shall be reviewed by SHAC Executive Committee for potential changes at least every even-numbered year.

Article II: Responsibilities

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

1. Receive updates and review implementation of District Wellness policy (FFA[Local]) at least annually and ensure that updates are available on SHAC webpage.
2. Recommend District Wellness indicators for goals and objectives of K-12 campuses for the coordinated health program at the campus level as per BQ[Legal]
3. Establish Standing Committees, Ad Hoc Committees and subcommittees to assist the SHAC in completing its stated responsibilities including (not limited to):
 - a. a physical activity and fitness planning subcommittee to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students. Education Code 28.004(l-1) [BDF]
 - b. Responsibilities as defined in FFA [Local].
4. Present to the board, at least annually, a written report that includes:
 - a. Any recommendations to the district's health education curriculum and instruction or related matters that the council has not previously submitted to the board
 - b. Any suggested modification to a SHAC recommendation previously submitted to the board
 - c. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report per Education Code 28.004, subsection(m)
 - d. Any recommendations made by the physical activity and fitness planning subcommittee
5. At least biannually, to review and approve the District Health Education curriculum prior to changes as well as any proposed changes (BDF[Legal]), subject to adoption by the Board of Trustees.
6. Recommend the number of hours of instruction to be provided in health education
7. Provide evidence-based (when available) recommendations regarding policy, procedures, strategies and curriculum prior to decisions pertaining to the areas of health education curriculum appropriate for specific grade levels that may include (but are not limited to) a coordinated school health program designed to prevent obesity, reduce BMI's, reduce cardiovascular disease and Type II diabetes, and promote mental health through coordination of:
 - a. Health education and Curriculum
 - b. Physical Education and Physical Activity
 - c. Nutrition Services
 - d. Parent Involvement and Engagement (including Parent Educators)
 - e. Instruction to prevent the use of e-cigarettes as defined by Section 161.081, Health and Safety Code, and tobacco
 - f. School Health Services
 - g. Counseling and Guidance Services
8. Recommend appropriate grade levels and methods of instruction for human sexuality instruction as directed by local and state policy

9. Recommend joint use agreements or strategies for collaborations between school district and community organizations or agencies including but not limited to District and State Agencies.
 - i. Any joint use agreement that a school district and community organization or agency enter into based on a recommendation of the local school health advisory council under Subsection (c)(5) must address liability for the school district and community organization or agency in the agreement. (Chapter 28.004)
10. Consult regularly with the Superintendent and administration regarding the planning, implementation, and evaluation of the District's coordinated school health program.
11. To the extent practical, consult with the Superintendent and administration in advance of submitting issues, concerns, reports, and recommendations to the Board of Trustees.
12. Advise and consult with appropriate District Departments, including Curriculum, in the development of a comprehensive health education curriculum.
13. Promote wellness resources, opportunities and the general committee and sub-committee meeting accomplishments at the district and campus level.
14. Identify opportunities and obstacles to improve school wellness by requesting feedback from District, staff or SHAC members
15. Support the District by promotion of approved health events, grant writing, fundraising, volunteering, and other coordinated school health related matters

Article III: Meetings

Section One. Regular Meetings. The SHAC shall conduct regular meetings. Unless otherwise specified by the SHAC Officers, regular meetings shall be held five times per year. If a meeting is canceled, 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 first regular SHAC meeting in the Fall shall be considered the first meeting for the year. The final meeting of the year in the Spring shall be a joint meeting between the incoming and outgoing members.

Section Two. Special Meetings. Special meetings of the SHAC may be called upon the request of a majority of the Executive Committee. Notices of special meetings shall be sent out by the Secretary to each Board member at least 10 days in advance via email. Only business within the purpose or purposes described in the meeting notice may be conducted at a special meeting. Special Meetings shall be reserved for matters which *must* be dealt with before the next regular meeting.

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. Subcommittee meetings may be open to the public at the discretion of the Subcommittee Chair. Invitations for members of the public to attend meetings should be encouraged. Notice of meetings shall be posted and meetings recorded in accordance with governing law (HB 1525).

Section Four. Quorum. A quorum shall be the majority of the current SHAC 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. 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 Six. Agendas. Agendas shall be provided for all SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Executive Committee and Coordinator.

Article IV: Membership

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

1. SHAC members may include parents of students in district, district students, teachers, administrators, health care professionals, business community, law enforcement, senior citizens, clergy, nonprofit health organizations, local domestic violence programs as stated in TEC, Title1, Chapter 28, 28.004 or other members as recommended by SHAC. Potential members should demonstrate an interest and commitment to providing their feedback and expertise to ensure quality health programs.
2. The majority of the SHAC members must be parents who are not employees of the District. Parents must live within the district, and must be a parent or guardian of a student currently enrolled in FBISD. (per Chapter 28)
3. All SHAC members must undergo District volunteer background check and be approved by the SHAC executive committee and Board of Trustees annually.
4. The Board of Trustees may also appoint one or more persons from each of the following groups: teachers, parent educators, administrators, district students, health care professionals, business community, law enforcement, senior citizens, clergy, and nonprofit health organizations.
5. Membership of the SHAC will strive to reflect the geographic, ethnic, gender and economic diversity of the District to ensure that local community values are represented.
BDF[Legal]
6. A representative of the Board of Trustees may 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 last SHAC meeting in Spring Semester. Terms may be staggered to maintain continuity on the SHAC. Members may serve multiple terms.

Section Three. Confirmation by Board of Trustees. Nominees for vacant positions on the SHAC shall be presented to the Board of Trustees for approval annually.

Section Four. Responsibilities. The responsibilities of the SHAC members shall be to:

1. Regularly attend the SHAC general meetings.
2. Actively participate in at least one subcommittee each year.
3. Participate in voting.
4. Review materials to prepare for the SHAC meetings and subcommittee meetings.
5. Participate as needed to help fulfill the SHAC stated responsibilities in Article II.

Section Five: Vacancies. The SHAC Executive Committee shall have the authority to fill any vacancies that may occur after the Board has annually appointed the SHAC membership. The SHAC Executive Committee shall notify the Board of Trustees when vacancies are filled in such manner.

Section Six. Change in Member Status. If the status of a parent member changes (e.g., the parent's child is no longer a student in FBISD or the parent becomes an employee of the District), the parent will be allowed to complete the current term of service. The Executive Committee may allow the member to fill an open community vacancy, if one exists. If the parent member's change in status creates a vacancy, the Executive Committee will have the authority to fill that vacancy with another interested parent.

Section Seven. 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. Any conflict of interest should be noted on the member's application and/or renewal form and reported annually to the Executive Committee.

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

Section Nine. Size of Council. The SHAC will consist of no more than 40 members and no less than 10 members.

Section Ten. Consecutive Absences. If a SHAC member misses two (2) consecutive meetings of the full SHAC, the Executive Committee shall request the member to declare his or her intention to continue. If the member misses a third consecutive meeting, the member will be removed from the roster. The Executive Committee will then fill the vacancy created by the member's removal.

Article V: Officers

Section One. Terms of Service. The SHAC shall elect a Chair, Vice-Chair, and Secretary, each to serve 2-year terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be installed at the last SHAC meeting in the Spring semester. Each officer must be a current FBISD parent and may not be an employee of FBISD.

Section Two. Responsibilities.

1. The responsibilities of the Chair shall be to:
 - Meet with the District representative and Previous Chair (optional) prior to the first meeting of the year to learn about current District priorities and set a general agenda for the year.
 - Preside at all meetings of the SHAC.
 - Appoint Subcommittees as necessary.
 - Work directly with the Executive Committee and the Coordinator to finalize agendas for all meetings of the SHAC.
 - 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.
 - Organize and prepare the final report to the Board of Trustees each year.
2. The responsibilities of the Vice-Chair shall be to:
 - Preside at SHAC meetings in the absence of the Chair.
 - Serve as Chair-elect.
 - Assist Chair with management of wellness policy review.
 - 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.
3. The responsibilities of the Secretary shall be to:
 - Preside at meetings when both the Chair and Vice-Chair are absent.
 - Confirm attendance of any speakers or presenters for next SHAC meeting
 - Prepare meeting minutes in a timely fashion and send a draft to the SHAC Executive Committee.

- In the absence of a Membership Chair, ensure quorum prior to voting.
- 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.
- Ensure distribution of meeting minutes to SHAC members within a week after the meeting and again within a week in advance of the following meeting.

Article VI: Executive Committee

Section One. Membership. The Executive Committee shall consist, at a minimum, of the Chair, Vice-Chair, Secretary, Past Chair (if possible) and the Coordinator.

Article VII: Committees.

Section One.

Committees. Standing, Ad Hoc and Sub-Committees shall be determined by the Chair as necessary and appropriate in consultation with the Executive Committee.

1. Standing Committees are Committees, consisting of members of the SHAC, responsible for fulfilling the administrative duties of the SHAC including, but not limited to, the Executive Committee and the Membership Committee.
2. Ad-Hoc Committees are Committees, consisting of members of the SHAC, established on an as needed basis to help perform the duties and responsibilities of the SHAC (e.g. Bylaws Committee, Wellness Policy Review Committee, Curriculum Review Committee).
3. Sub-Committees are Committees established to help coordinate efforts to utilize the Whole School, Whole Child, Whole Community (WSCC) model for the purpose of effectively implementing the District Wellness Policy - FFA (Local).

Section Two. Sub-Committees. Sub-Committees should align to the WSCC model developed by the CDC to the extent possible. Sub-Committees should also reflect the upcoming work to be done by the SHAC. All Sub-Committee chairs shall report directly to the SHAC.

1. The Coordinator shall oversee the activities of Sub-Committees to ensure that they are functional and accountable.
2. Each Sub-Committee chair shall be appointed by the Executive Committee.
3. Each Sub-Committee chair may organize their Sub-Committee in ways that help to accomplish the work (e.g., create sub-committees, delegate responsibilities, etc.)
4. Sub-Committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Broad community participation is sought for Sub-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.
5. Sub-Committee members are not required to be SHAC members. FBISD employees may be appointed to Sub-Committees.

6. The Coordinator will serve as a resource to all Sub-Committees.
7. Sub -Committee chairs will be members of the SHAC. If the Sub- committee chair is not a parent of a FBISD student, a parent member will be designated as co-chair of the Sub-Committee, to the extent possible.
8. Sub-Committees should strive for representation reflecting the diversity of the community served by FBISD.
9. Sub-Committees should be composed of at least 3 members.

Section Three . The Nominating Committee. The Nominating Committee shall be a Standing Committee consisting of all Standing Committee and Sub-Committee Chairs and Co-Chairs. The Nominating Committee will be responsible for nominating candidates for SHAC officer vacancies. The Nominating Committee shall convene at least once a year to review any vacancies and to recommend potential candidates. The officer slate shall be presented to the SHAC membership at the second to last general meeting of the Spring semester.

Article VIII: Coordinator

The District Wellness Coordinator shall serve as Coordinator for the SHAC. Responsibilities of the Coordinator shall include:

1. Ensuring that adequate facilities arrangements and staff support are secured for all meetings, including telemeeting if appropriate.
2. Providing SHAC members and support staff with agendas and background materials prior to meetings.
3. Serving as custodian of all SHAC records per District Wellness policy, updating SHAC District webpage including but not limited to updated meeting dates, District Wellness policy, approved minutes, membership information.
4. Promoting public awareness of the SHAC and maintaining a database of persons interested in service as SHAC members.
5. Serving as liaison to PTO/PTA and VIPS groups to distribute information about the SHAC and its activities.
6. Periodically developing and distributing brief topical articles concerning coordinated school health issues to local media outlets.
7. Informing the Executive Committee of member vacancies and attendance concerns.
8. Providing staff support in the development and submission of SHAC's annual report.
9. Informing the Executive Committee and General Counsel of possible member conflicts of interest.
10. Providing such other assistance as requested in accordance with the SHAC authorizing statute, District policy, and the direction of the Administration or Board of Trustees.

Changes to bylaws approved by the FBISD SHAC on February 9, 2022.