

BYLAWS OF THE CONROE INDEPENDENT SCHOOL DISTRICT SCHOOL HEALTH ADVISORY COUNCIL

A. AUTHORITY

1. **Statute and Policy.** Each school district in the State is required by Texas Education Code §28.004, to establish and maintain a district-level school health advisory council to assist in ensuring that local community values are reflected in the district's health education instruction. The School Healthy Advisory Council (SHAC) of the Conroe Independent School District (CISD or District) is specifically authorized by District policies BDF (Legal), EFA (Legal), EHAA (Legal and Local), and FFA (Local).
2. **Limitations.** The SHAC is an advisory body and shall serve to provide guidance, recommendations, and other assistance to the Board of Trustees and administration as specified 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.
3. **Bylaws.** It shall be the responsibility of the Board of Trustees to establish and amend the SHAC Bylaws. After initial establishment of the Bylaws by the Board of Trustees, any recommended changes to the SHAC Bylaws must be voted on by the full SHAC prior to being recommended to the Board of Trustees for adoption and only become effective upon approval of the Board of Trustees.

B. DUTIES & RESPONSIBILITIES

The SHAC shall have the duties as set forth in the Texas Education Code and Board Policy, including but not limited to providing an annual report to the Board of Trustees, making recommendations before the District changes the health education curriculum or instruction, and other recommendations to the Board as set out in Texas Education Code §28.004. Annually, at the September regular meeting of the Board of Trustees, the Board will set priorities for the SHAC for the coming school year.

C. SHAC MEMBERSHIP

1. **Board of Trustees Appointees.** Each Board member shall appoint two (2) members of the SHAC each year. Appointees must be parents as defined in these Bylaws. To assist the Board, the District will solicit parents interested in serving on SHAC and Trustees may choose to consult with the Superintendent to identify parents who have indicated an interest in serving. Board member appointments shall be made by giving the names of the selected individuals to the Superintendent. The Superintendent or designee shall ensure that the appointed individuals meet eligibility requirements and that there are no duplicate appointments.

To serve as a parent member, a person must be the parent or legal guardian of a current CISD student during the year of appointment to SHAC, must live within CISD boundaries, not be or be related in the first degree of consanguinity or affinity to a District employee, District Board member, or any contractor or vendor who may benefit monetarily from SHAC recommendations, and not be a current member of any other District level committee. Should a parent move out of the District or should the parent's student(s) stop attending CISD during the year, the parent is no longer eligible to serve as a member of SHAC.

2. **Superintendent Appointees.** The remaining seven (7) members of the SHAC shall be appointed by the Superintendent. The Board delegates to the Superintendent the authority to appoint seven (7) District employees or other residents of the District with particularized knowledge in matters related to the SHAC. Should a Superintendent appointee cease to be in their current position, the Superintendent may choose to terminate their membership and appoint another individual in their place. The Superintendent shall appoint an employee Co-Chair from among the Superintendent's appointees. Once the appointments are finalized by the Superintendent, the Superintendent shall announce the names of the Board member appointees and the Superintendent appointees to the Board of Trustees at the Board's September regular meeting. Once announced, the appointees shall constitute the SHAC membership for the school year.

3. **Terms of Service.** Superintendent and Board appointments will be for 1-year beginning in October of each year. An appointee cannot serve more than three (3) consecutive one-year terms. For the 2024-2025 school year, SHAC members will be appointed by the Superintendent and the Board in accordance with the appointment procedures herein and following the Board's consideration and approval of the SHAC Bylaws. The term of members appointed for the 2024-2025 school year shall end on September 30, 2025.

4. **Attendance.** Members are expected to attend every full SHAC meeting. Members are encouraged to contact one of the Co-Chairs if they know they cannot attend a meeting. Should a member miss two consecutive meetings, the employee Co-Chair will report the absences to the appointing Board member and Superintendent; the appointing Board member or Superintendent, as applicable, may choose to dismiss the member and appoint a replacement. If the appointing Board member is no longer a member of the Board, the Board President will choose whether to dismiss the member and appoint a replacement.

5. **Vacancies.** In the event of a vacancy, the Board member who appointed the SHAC member creating the vacancy will appoint a successor for the remainder of the year. If the Board member is no longer sitting, new members shall be appointed with the Board President making the first appointment, the Board Vice President making the second appointment, and the Board Secretary making the third appointment. For any other remaining vacancies, appointments will be made by the remaining Board members based on their position number with the Board member with the lowest number position going first. If the appointee was a Superintendent appointment, the Superintendent shall fill the vacancy.

6. **Resignation.** If for any reason a SHAC member is unable to fulfill their obligation to the SHAC, the member may resign with written notice to the Co-Chairs, giving the Co-Chairs at least 45 days' notice. A replacement will be appointed by the Board member who appointed the member departing or the Superintendent if the departing member is a Superintendent appointee. If the appointing Board member is no longer sitting, new members shall be appointed in the same order as stated above with the Board President making the first appointment.

7. **Conflicts of Interest.** Conflicts of interest shall include, but are not limited to, having a pecuniary interest in any discussions or recommendations of the SHAC or involved in any litigation or procedural challenges against the District. A SHAC member shall report a known or

suspected conflict of interest of themselves or any other SHAC member to the employee Co-Chair. The Superintendent shall report any and all known or suspected conflicts of interest to the Board of Trustees. If a member is determined to have a conflict of interest, appropriate action may include recusal from participation in a particular item or items; recusal from participating in a particular meeting or removal from the SHAC.

8. **Decorum/Code of Conduct.** SHAC members shall conduct themselves with courtesy and respect toward fellow members, District staff, and Board members. In meetings, members must be recognized by the presiding officer before speaking. Unless otherwise authorized by the SHAC, members shall not speak for the SHAC, and, unless otherwise authorized by the District Administration, members shall not speak for the District Administration. If asked to speak on behalf of SHAC, members must reflect talking points agreed upon by the SHAC. Members, by their comments and actions, shall not reflect badly on the SHAC. Violation of this Code of Conduct, including failure to fulfill the duties expected of a Member, may result in dismissal by the appointing Trustee or Superintendent, as applicable and appropriate.

D. OFFICERS

1. **Officers and Terms of Service.** The SHAC shall elect a parent Co-Chair and Secretary, each to serve a one (1) year term. Elected officers may not serve more than two (2) consecutive terms in the same office. Elected officers must be parents of current CISD students and may not be an employee or contracted employee of CISD.

2. **Elected Officer Responsibilities.**

- a. The responsibilities of the parent Co-Chair shall be to:
 - (1) Preside at all meetings of the SHAC.
 - (2) Work directly with the employee Co-Chair to compile agendas for all meetings of SHAC.
 - (3) Compile and submit to the Co-Chair data requests and information requests from SHAC, a SHAC subcommittee or SHAC work group.
 - (4) Know and understand the requirements of Texas Education Code §28.004.
 - (5) Perform other responsibilities as may be prescribed by the Board of Trustees, which are in accordance with the SHAC's authorizing statute and District policy.
- b. The responsibilities of the Secretary shall be to:
 - (1) Provide members and support staff with meeting notices, agendas, minutes, and background materials prior to meetings in coordination with the officers and staff.
 - (2) Take attendance and keep minutes for all SHAC meetings.
 - (3) Perform other responsibilities as may be prescribed by the SHAC Co-Chairs, in accordance with these Bylaws, SHAC's authorizing statute, District policy, and the direction of the Board of Trustees.

3. **Non-Elected Officer Responsibilities**

- a. The responsibilities of the employee Co-Chair shall be to:
 - (1) Preside at SHAC meetings in the absence of the parent Co-Chair.
 - (2) Promote public awareness of the SHAC.
 - (3) Inform the parent Co-Chair of any vacancies or resignations.
 - (4) Know and understand the requirements of Texas Education Code §28.004.

- (5) Create and submit Board agenda items in accordance with District procedures.
- (6) Submit information and data requests from the Co-Chair to the Superintendent for submission to the Board of Trustees as appropriate.
- (7) Serve as custodian of all SHAC records.
- (8) Serve as the liaison between the SHAC and the District – keeping the SHAC abreast of any changing laws or curriculum requirements.
- (9) Perform other responsibilities as may be prescribed by the Board of Trustees or Superintendent, which are in accordance with the SHAC’s authorizing statute and District Policy.
- (10) In addition, the employee Co-Chair or their designee is responsible for:
 - (i) Ensuring the availability of adequate facilities for all SHAC meetings and set the day, time, and location for SHAC meetings in consideration of available facilities and appropriate technology availability.
 - (ii) Ensuring all SHAC meetings are properly recorded.
 - (iii) Providing staff support in the development of SHAC’s annual report to the Board of Trustees and submitting the report to the Superintendent to provide to the Board of Trustees.
 - (iv) Giving any recommendations and the annual report to the Board of Trustees along with any selected Officers or SHAC members.
 - (v) Maintaining the SHAC website.
 - (vi) Facilitating the required postings of meetings, minutes, and recordings in accordance with Texas law.

4. **Mid-term Vacancies.** If a vacancy occurs after either of the parent officers’ terms have commenced, the SHAC shall elect a new officer to serve for the remainder of the term.

5. **Removal of Officers.** The parent officers serve at the will of the SHAC. A simple majority vote of the SHAC may at any time remove a parent officer. Such action in itself does not equate to dismissal from the SHAC except as provided pursuant to these Bylaws.

E. MEETINGS

1. **Regular Meetings.** The SHAC shall meet at least four (4) times each year. If a meeting is canceled, all attempts will be made to reschedule for another day during the semester. The first meeting shall be held after the beginning of the school year. Regular meetings shall occur during the CISD business day in order to ensure availability of staff and resources. Full SHAC meetings shall occur in person, and members must be present in person.

2. **Quorum.** A quorum shall be a simple majority of the current membership, provided parents represent a majority of the quorum. 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 as outlined in this section.

3. **Votes.** Members shall reach a decision by simple majority vote as long as a quorum, as defined above, is met. Each member shall be entitled to one vote per item. Proxy voting and absentee voting is not permitted; a member must be present in person to vote.

4. **Open Meetings/Public Comment.** All meetings of the full SHAC shall be open to the public who may attend in person. There will be no public comment at SHAC meetings.

5. **Agendas & Meeting Notice.** Agendas shall be created for all SHAC meetings. Agenda items for the full SHAC meeting shall be determined by the Co-Chairs. Members of the SHAC may submit agenda items to the Co-Chairs for consideration. The agenda must be emailed to SHAC members and posted on the SHAC webpage and a bulletin board in the central administration office of each campus at least 72 hours in advance of meetings. The location, date, and time must be included on the agenda.

6. **Minutes.** Minutes shall be kept for all regular SHAC meetings. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings.

7. **Governance.** Meetings will be governed by Robert's Rules of Order. Such parliamentary authority is only binding to the extent it does not conflict with the SHAC Bylaws and Texas law.

F. COMMITTEES & WORK GROUPS

1. **Required Subcommittees.** The SHAC shall establish a physical activity and fitness planning subcommittee as required by law.

2. **Optional Subcommittees and Work Groups.** The SHAC must submit a request to the Board of Trustees to establish additional subcommittees or other types of work groups. The Board, when it sets its priorities for SHAC, may establish one or more subcommittees or work groups for each of the Board's priorities for that school year.

3. **Recommendations and Meeting Times:** Any recommendations made by a subcommittee must be presented in full to the full SHAC before any final recommendations or determinations are made. All subcommittee meetings must be held on days staff are working according to the District's work calendar.

G. MISCELLANEOUS

1. **Requests for Information.** The SHAC Co-Chairs may request information from the District that is readily available and requested by SHAC to fulfill their duties under Texas Education Code 28.004. Requests for information that is not readily available and would require staff to create new records or reports will be submitted to the Superintendent, who will submit the request to the Board of Trustees for approval. The District will provide requested information approved by the Board of Trustees to the SHAC within a reasonable amount of time. Records provided to SHAC are confidential and are not otherwise subject to public disclosure. The District will track and report on the SHAC website all SHAC requests for information not readily available including the cost of responding to each request.

2. **Communication.** The SHAC will maintain a webpage on the District website. Meeting notices/agendas and minutes of SHAC meetings will be posted on the website. The SHAC email account will be monitored by the employee Co-Chair or designee. Communications

relating to the duties of SHAC will be provided to the parent Co-Chair with redactions necessitated by the Family Educational Rights and Privacy Act and The Texas Public Information Act. Co-Chairs will distribute communications to SHAC members on an as needed basis and at the discretion of the Co-Chairs.

The Bylaws of the CISD SHAC were approved and adopted at the regularly held meeting of the Board of Trustees on the ____ day of _____, 2024.

President, Board of Trustees

Secretary, Board of Trustees

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