



# **School Health Advisory Council**

## **Bylaws**

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## **Governance**

### **Purpose and Authority**

Pursuant to Texas Education Code 28.004, Cypress Fairbanks ISD must establish a School Health Advisory Council (SHAC) to make sure that the school District's health education programs reflect local community values.

### **Limitations**

The SHAC shall be an advisory body and shall serve to provide guidance, recommendations, and other assistance to the Superintendent and Board of Trustees as 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.

### **Bylaws**

According to Robert's Rules of Order, bylaws are the rules a group makes that control its setup and how it works. Bylaws reduce confusion among members because they provide guidance on how to carry out CFISD SHAC business. The CFISD SHAC Bylaws shall be reviewed annually by the Bylaws subcommittee. Should any CFISD SHAC member have revisions or recommendations, these may be added to a regular meeting agenda for discussion. If bylaw changes are recommended by the Bylaw subcommittee, the recommended changes will be brought forth as a regular meeting agenda item for approval. After amending the CFISD SHAC Bylaws, all CFISD SHAC members shall be given a copy and the new version immediately provided to the Coordinator to be posted on the CFISD website.

## **Responsibilities of the SHAC**

All CFISD SHAC recommendations presented to the CFISD Board shall include (1) an understanding of the community's values, (2) evidence of effectiveness, (3) considerations of the fiscal impact on the District, and (4) the school-community needs.

Pursuant to the Texas Education Code, the CFISD SHAC is responsible for recommending to the CFISD Board the areas below:

### **Instruction Hours**

The CFISD SHAC is responsible for recommending the number of hours of instruction provided in (1) health education in kindergarten through grade eight and (2) if the school District requires health education for high school graduation,

health education, including physical health education and mental health education, in grades 9 through 12. Tex. Educ. Code §28.004(c)(1)(A)-(B).

### **Policies, Procedures, Strategies, and Curriculum**

The CFISD SHAC is responsible for recommending policies, procedures, strategies, and curriculum appropriate for specific grade levels designed to prevent physical health concerns, including obesity, cardiovascular disease, Type 2 diabetes, and mental health concerns, including suicide, through coordination of (1) health education, which must address physical health concerns and mental health concerns to ensure the integration of physical health education and mental health education; (2) physical education and physical activity; (3) nutrition services; (4) parental involvement; (5) instruction on substance abuse prevention; (6) school health services, including mental health services; (7) a comprehensive school counseling program under Texas Education Code Section 33.005; (8) a safe and healthy school environment; and (9) school employee wellness. Tex. Educ. Code Section 28.004(c)(A)-(I).

### **Physical Activity & Fitness Planning**

The CFISD SHAC shall consider and make policy recommendations to the District concerning the importance of daily recess for elementary school students. The CFISD SHAC must consider research regarding unstructured and undirected play, academic and social development, and the health benefits of daily recess in making the recommendations. The council shall ensure that local community values are reflected in any policy recommendation made to the District. The SHAC shall establish 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. Tex. Educ. Code §28.004(l)(l)-(1).

### **Coordinated School Health Program**

The CFISD SHAC is responsible for recommending to the CFISD Board strategies for integrating the curriculum components with the following elements in a coordinated school health program (Tex. Educ. Code §38.013) for the District: (1) school health services, including physical health services and mental health services, if provided at a campus by the District or by a third party under a contract with the District; (2) a comprehensive school counseling program under Tex. Educ. Code Section 33.005; (3) a safe and healthy school environment; and (4) school employee wellness. Tex. Educ. Code §28.004(C)(4)(A)-(D).

### **Collaboration with CFISD and the Community**

If feasible, the CFISD SHAC is responsible for recommending to the CFISD Board any joint use agreement or strategies for collaboration between the school

District and community organizations or agencies. Any joint use agreement must address liability for the school District and community organization or agency in the agreement. Tex. Educ. Code §28.004(c)(5) & 28.004(l)(n).

### **Parental Awareness, Suicide Risks**

The CFISD SHAC is responsible for recommending to the CFISD Board strategies to increase parental awareness regarding (1) risky behaviors and early warning signs of suicide risks and behavioral health concerns, including mental health disorders and substance use disorders; and (2) available community programs and services that address risky behaviors, suicide risks, and behavioral health concerns. Tex. Educ. Code §28.004(c)(6)(A)-(B).

### **Instruction - Human Sexuality**

The CFISD SHAC is responsible for recommending the appropriate grade levels and methods of instruction for human sexuality instruction. Any course materials and instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome shall be selected by the Board of trustees with the advice of the local SHAC, and must: (1) present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age; (2) devote more attention to abstinence from sexual activity than to any other behavior; (3) emphasize that abstinence from sexual activity, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, infection with human immunodeficiency virus or acquired immune deficiency syndrome, and the emotional trauma associated with adolescent sexual activity; (4) direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, and infection with human immunodeficiency virus or acquired immune deficiency syndrome; (5) teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates, if instruction on contraception and condoms is included in curriculum content. Tex. Educ. Code §28.004(e)(1)-(5).

### **Policy**

If the CFISD Board decides the District will provide human sexuality instruction to students, then the CFISD SHAC must hold two public meetings on the curriculum materials before adoption recommendations and provide the recommendations adopted at a public meeting of the CFISD Board. Tex. Educ. Code 28.004(e-1)(2)(A)-(B).

### **Curriculum and Instruction**

The CFISD SHAC will make recommendations and obtain Board approval for any course materials and instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome. Tex. Educ. Code §28.004(e).

### **Instruction - Opioid Abuse**

The CFISD SHAC is responsible for recommending the appropriate grade levels and curriculum for instruction regarding opioid addiction and abuse, including addiction to and abuse of synthetic opioids such as fentanyl and methods of administering an opioid antagonist. Tex. Educ. Code §28.004(c)(7)(A)-(B).

### **Instruction - Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**

The CFISD SHAC is responsible for recommending to the CFISD Board appropriate grade levels and curriculum for instruction regarding child abuse, family violence, dating violence, and sex trafficking, including likely warning signs that a child may be at risk for sex trafficking, providing that the CFISD SHAC recommendations do not conflict with the essential knowledge and skills developed by the State Board of Education. Tex. Educ. Code §28.004(c)(8).

### **Policy**

The CFISD Board must adopt a resolution convening the CFISD SHAC to make recommendations regarding the curriculum materials. Tex. Educ. Code §28.004(q-1)(1).

### **Curriculum and Instruction**

The CFISD SHAC must hold at least two public meetings on the curriculum materials before adopting recommendations and provide the recommendations to the CFISD Board at a public meeting of the Board. Tex. Educ. Code §28.004(q-1)(2)(A)-(B).

### **Reporting to Board of Trustees**

The CFISD SHAC shall submit to the CFISD Board of trustees, at least annually, a written report that includes (1) any council recommendation concerning the school District's health education curriculum and instruction or related matters that the council has not previously submitted to the Board; (2) any suggested modification to a council recommendation previously submitted to the Board; (3) a detailed explanation of the council's activities during the period between the date of the current report and the date of the last prior written report; and (4) any recommendations made by the physical activity and fitness planning subcommittee. Tex. Educ. Code §28.004(m)(1)-(4).

## **Membership Recruitment, Application & Selection**

### **Members**

The Membership composition of the CFISD SHAC shall comply with the following guidelines:

### **Parent Majority and Representation**

- (a) The majority of the SHAC members must be parents who are not employees of CFISD. Parents must live within the District and must be a parent or guardian of a student currently enrolled in a CFISD school.
- (b) One parent member from each principal cluster group will be selected by the principal cluster group leader. The parent member must be the parent or guardian of a student who attends a school within the cluster group and reside in CFISD.
- (c) The CFISD Board of Trustees shall appoint at least five members to serve on the SHAC who may be selected from the following groups: teachers, administrators, District students, health care professionals, business community, law enforcement, senior citizens, clergy, nonprofit health organizations, and local domestic violence programs. Tex. Educ. Code §(2)(d)(1)-(11). The appointed members must reside in CFISD.
- (d) Membership of the SHAC will strive to reflect the geographic, ethnic, gender, and economic diversity of the District.
- (e) District employees serving on the CFISD SHAC are not required to reside in CFISD.

### **Membership Nepotism Restriction**

CFISD SHAC members may not be related to another CFISD SHAC member by blood or marriage.

### **Terms of Service**

The term of service for an appointment shall be two years, typically beginning the first SHAC meeting in September. Terms will be staggered to maintain continuity on the SHAC. Parents and community members will serve a two-year appointment. Although there is no limit on the total number of years of service, members may serve no more than two consecutive terms. By June 30, each active member shall confirm continued interest in participating in the SHAC for the subsequent school year.



**Vacancies**

The principal cluster group leader shall have the authority to fill any parent vacancies that may occur after the Board has appointed SHAC membership.

**Change in Member Status**

If the status of a parent member changes (e.g., the parent's child is no longer a student in CFISD or the parent becomes an employee of the District), the parent will be allowed to complete the current term of service. If the parent membership change in status creates a vacancy, the principal cluster group leader will have the authority to fill that vacancy with another interested parent.

**Conflict of Interest**

No individual shall be nominated for or hold a position on the SHAC if that individual has a direct financial 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.

**Size of Council**

The SHAC will consist of no less than 15 members and not more than 35 members.

**Attendance**

If a SHAC member misses two (2) meetings of the full SHAC within a school year, the Co-Chairpersons may request the member to declare his or her intention to continue. If the member misses a third meeting within the school year, membership may be removed, and the principal cluster group leader or Board members may select a new parent member.

**Code of Conduct**

CFISD SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, District parents and students, CFISD staff and Board, and members of other District advisory committees. In meetings, CFISD SHAC members must be recognized by the SHAC Chair before speaking, and otherwise respect the order maintained by the SHAC Chair. Unless otherwise authorized by the CFISD SHAC, members shall not speak for the SHAC, and, unless otherwise authorized by the administrations, SHAC members shall not speak for CFISD. Members, by their comments and/or actions, shall not reflect poorly on the CFISD SHAC. Violation of the code of conduct may

result up to and including removal from the CFISD SHAC by the SHAC Chair and District Co-Chair.

## **SHAC Officers**

### **Terms of Service**

The SHAC shall elect a parent Co-Chairperson and Secretary, each to serve 1-year terms. Officers may not serve more than 2 consecutive terms in the same office. Officers will be selected in September and installed at the November meeting of the SHAC. Each officer must be a current CFISD parent and may not be an employee of CFISD. If an officer is unable to fulfill the duties of the role, resigns, or is removed from the CFISD SHAC for any reason, the CFISD SHAC will nominate and vote on an interim officer from the current SHAC membership to fulfill the responsibilities for the remainder of the school year.

### **SHAC Parent Co-Chair**

The parent Co-Chairperson is responsible for ensuring that the CFISD SHAC performs all items in the Responsibilities section of these by-laws. The parent Co-Chairperson is responsible for the following:

- (a) Preside at all meetings of the SHAC.
- (b) Work with the district-appointed Co-Chairperson to appoint committees as necessary.
- (c) Work directly with the district-appointed Co-Chairperson to compile agendas for all meetings of the SHAC.
- (d) 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.

### **Secretary**

The Secretary is responsible for the following:

- (a) Preside at meetings when both Chairpersons are absent.
- (b) Work with the Chairpersons to prepare meeting notices and minutes and arrange the location of the SHAC meetings.
- (c) Distribute meeting minutes to the district-appointed Co-Chairperson in a timely manner for posting on the District web page.

- (d) 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.

### **District-appointed Co-Chairperson**

The district-appointed Co-Chairperson is responsible for the following:

- (a) Ensure that adequate facilities arrangements and staff support are secured for all meetings.
- (b) Provide members and support staff with agendas and background materials prior to meetings.
- (c) Serve as custodian of all SHAC records.
- (d) Promote public awareness of the SHAC and maintain a database of SHAC members.
- (e) Provide staff support in the development and submission of SHAC's annual report.
- (f) Provide other assistance as requested in accordance with the SHAC authorizing statute, District policy, and the direction of the Administration or Board of Trustees.

## **Meetings**

### **Regular Meetings**

The CFISD SHAC Co-Chairs will determine the regular meeting schedule for the SHAC, which must meet four times per year. Prior to regular meetings, the CFISD SHAC Chair is responsible for drafting the agenda and providing it to the district-appointed Coordinator for posting on the CFISD District website. The SHAC Chair may solicit agenda requests from the CFISD SHAC for consideration. During regular meetings, the SHAC Chair's responsibilities include calling the meeting to order, assisting with meeting flow and ensuring reasonable progression of the agenda in a timely manner, adjourning the meeting, and ensuring that Robert's Rules of Order is followed. The regular meeting in September shall be considered the first meeting of the year.

### **Cancellation of Meetings**

If necessary, the CFISD SHAC Chair and officers may cancel any meeting of the SHAC with good cause (i.e., inclement weather or other adverse conditions), and determine when the meeting shall be rescheduled. Members shall be given the

reason for meeting cancellations and be given sufficient notice of canceled or rescheduled meetings.

### **Open Meetings**

All meetings of the full SHAC shall be open to the CFISD community, and parents/guardians of CFISD students shall have a reasonable opportunity to provide comments. The Chairpersons may limit the time given to speakers. Invitations for members of the public to attend meetings should be encouraged. Notice of the meetings should be posted on the District website and distributed to the campuses for inclusion with campus communications to parents (e.g., campus calendars and newsletters). Tex. Educ. Code §28.004(d-1)(A)-(B).

### **Public Comment**

During meetings, the public shall have a reasonable opportunity to provide comments. The CFISD SHAC will hear from citizens who desire to make comments (both agenda and non-agenda items) to the SHAC if the citizen has emailed the SHAC at least 96 hours prior to the meeting. The CFISD SHAC may not be able to deliberate or decide on any matter that is not included on the agenda posted with notice of the meeting.

### **Recording of Meetings**

The CFISD SHAC shall make an audio or video recording of every meeting. For every CFISD SHAC regular meeting, the Coordinator will ensure that an audio recording is made of the meeting. Tex. Educ. Code §28.004(d-1)(3).

### **Attendance**

Member attendance at regular meetings shall be taken and recorded by the Secretary to elevate any attendance problems or discrepancies. Members should make every effort to be in attendance at every general meeting. Members must be physically present to be counted in attendance and to vote. Members are expected to attend at least half of the general meetings annually. If a member cannot attend a meeting, this individual should notify an officer with as much notice as possible prior to the meeting. If a member does not fulfill attendance expectations, their membership status may be reviewed by the CFISD SHAC Co-Chairpersons.

### **Quorum and Voting**

For regular meetings, the CFISD SHAC Chair will ensure a quorum. A quorum shall be the majority of the current parent and community membership. 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. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be

obtained, members shall reach a decision by majority vote if a quorum exists. 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. SHAC advisor roles are appointed and do not follow the CFISD SHAC Membership Recruitment, Application & Selection Process; therefore, they are not considered voting members of the SHAC. For voting items, member names shall be read by the Secretary via a verbal roll call, and each member in attendance shall respond verbally to ensure proper and accurate voting record.

### **Agendas**

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chairpersons.

### **Committees**

The Chairpersons may establish and appoint Ad Hoc committees as necessary and appropriate.

- (a) The district-appointed Co-Chairperson shall oversee the activities of all committees to ensure that they are functional and accountable.
- (b) Ad Hoc committees serve the SHAC's decision-making process. They are the focal point for SHAC activity. Community participation is sought for committees. The committee will 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.
- (c) The district-appointed Co-Chairperson will serve as a resource to all committees.
- (d) Committees should strive for representation reflecting the diversity of the community served by CFISD.
- (e) Ad Hoc committees should be comprised of at least three SHAC members.

### **Notice of Meetings & Posting of Materials**

At least 72 hours before the meeting, the Coordinator must post a meeting notice including the date, time, physical meeting location, agenda of the meeting, instructions on how to request to participate in the public comment section of the agenda, and materials for review during the meeting at the following locations: 1) the central administrative office of each campus in the school District; and 2) the CFISD website. Tex. Educ. Code §28.004 (d-1)(1)(A)-(B).

**Meeting Recordings, Minutes, & Materials**

The CFISD SHAC shall prepare and maintain minutes of the meetings that state the subject and content of each deliberation and each vote, order, decision, or other action taken by the council during the meeting. No later than the 10th day after the meeting, the SHAC shall submit the minutes and audio recording of the meeting to the District. Tex. Educ. Code §28.004(d-1)(4).

**Parliamentary Authority**

Meetings will be governed by Robert’s Rules of Order to the extent to which it does not conflict with the CFISD SHAC Bylaw and Texas law. The Ranking Rules of Order shall be Texas law, CFISD SHAC Bylaws, and Robert’s Rules of Order.

**Bylaw Revision History**

| Version # | Sections Revised | CFISD SHAC Approval Date |
|-----------|------------------|--------------------------|
| 1         | All              | January 15, 2012         |
| 2         | All              | February 28, 2024        |