

# Bylaws of the Grapevine-Colleyville ISD

School Health Advisory Council (the "Bylaws")

## Article I - Name

The name of this organization shall be the Grapevine-Colleyville Independent School District ("GCISD" or "the District") School Health Advisory Council (SHAC)

### Section 1: Statute and Policy

[Chapter 28.004, Texas Education Code](#)

The board of trustees of each school district shall establish a local school health advisory council to assist the district in ensuring that local community values are reflected in the district's health education instruction. The SHAC is specifically authorized by the GCISD Board of Trustees ("the Board of Trustees") in District policy [EHAA \(LEGAL\)](#), [EMI \(LEGAL\)\(LOCAL\)](#), [FFA](#), [BDF\(LEGAL\)](#), [EHAB\(LEGAL\)](#).

### Section 2: Limitations

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

## Article II - MISSION, RESPONSIBILITIES AND PROJECTS

### Section 1: Mission

The mission of the GCISD SHAC is to serve as a liaison between the community and school district in ensuring that local community values are reflected in GCISD health education programs. The SHAC should reflect the local community values and reflect the diversity of the community.

### Section 2: Responsibilities

The SHAC's responsibilities include:

1. Ensuring that local community values are reflected in GCISD health education instruction
2. Fielding health education concerns from the community and bring them to a SHAC meeting for discussion
3. Providing leadership for health education concerns
4. Serving at the pleasure of the Board of Trustees, submitting recommendations to the GCISD Board of Trustees as needed.

### Section 3: Duties

The SHAC's duties include recommending:

1. The number of hours of instruction to be provided in;
  - a. health education in kindergarten through grade eight; and
  - b. 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;
2. 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:
  - a. health education, which must address physical health concerns and mental health concerns to ensure the integration of physical health education and mental health education;
  - b. physical education and physical activity
  - c. nutrition services;
  - d. parental involvement; and
  - e. instruction on substance abuse prevention;
  - f. school health services, including mental health services;
  - g. a comprehensive school counseling program under [Section 33.005](#);
  - h. a safe and healthy school environment; and
  - i. school employee wellness;
3. Appropriate grade levels and methods of instruction for human sexuality instruction; and
4. Strategies for integrating the curriculum specified by Subdivision (2) with the following elements in a coordinated school health program for the district:
  - a. 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;
  - b. a comprehensive school counseling program under [Section 33.005](#)
  - c. a safe and healthy school environment; and
  - d. school employee wellness.
5. if feasible, joint use agreements or strategies for collaboration between the school district and community organizations or agencies;
  6. strategies to increase parental awareness regarding:
    - a. risky behaviors and early warning signs of suicide risks and behavioral health concerns, including mental health disorders and substance use disorders; and
    - b. available community programs and services that address risky behaviors, suicide risks, and behavioral health concerns;
  7. appropriate grade levels and curriculum for instruction regarding opioid addiction and abuse and methods of administering an opioid antagonist, as defined by Section 483.101, Health and Safety Code; and
- 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, provided that the local school health advisory council's recommendations under this subdivision do not conflict with the essential knowledge and skills developed by the State Board of Education under this subchapter.

### **Article III - Philosophy of Health Education**

The GCISD Health Education program shall provide guidance in the development of health and physical education programs which incorporates (8) components of school health set forth in the Texas Education Agency's (TEA) [Coordinated School Health](#). Any curriculum shall be aligned with District philosophy and the Texas Education Code.

### **Article IV - Memberships**

#### **Section 1: SHAC Composition**

The SHAC membership shall be composed of voting, non-voting, and ex-officio members. All ex-officio members are non-voting members of the SHAC. Voting and non-voting members must comply with all membership and attendance requirements. Members serve for a term of twelve months unless otherwise specified at the time of appointment.

#### **Section 2: Term Limits**

Three (3) year term limits apply to voting members. Ex-officio and Non-Voting members are not subject to term limits.

#### **Section 3: Members Appointed by Board of Trustees**

In accordance with Texas Education Code [§28.004\(d\)](#) the Board of Trustees shall appoint at least five members to the SHAC. A majority of the 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 council. All members appointed by the Board of Trustees pursuant to this provision are voting members.

#### **Section 4: Campus Representatives**

Each campus shall be represented on the SHAC. Each campus will have voting members according to their level as follows: **two (2) members per elementary school, three (3) members per middle school; four (4) members per comprehensive high school, and one (1) member for each non-comprehensive high school.**

If the number of delegates from a campus to the SHAC exceeds the number of voting positions assigned to the campus, the campus delegates shall collectively determine which delegates will be recommended to the Board of Trustees to serve as voting member(s) for their campus. If a determination is not made by the Wednesday prior to the GCISD Board of Trustees consideration of the SHAC membership, the SHAC chair in consultation with the campus principal shall make the determination and recommendation to the Board of Trustees. The Board of Trustees shall appoint all voting members of the SHAC. All other campus delegates will be non-voting members.

All (voting and non-voting) campus delegates shall coordinate with the campus principal, who shall have final discretion and approval, to provide updates to the campus regarding SHAC affairs including, as needed, to campus staff, campus excellence committee (CEC), parent teacher association (PTA), etc.

### **Section 5: Community Members**

At its sole discretion in accordance with Texas Education Code [§28.004\(d\)](#), the Board of Trustees may also appoint one or more persons from each of the following groups or a representative from a group other than a group specified under this subsection:

- (1) classroom teachers employed by the district;
- (2) school counselors certified under [Subchapter B, Chapter 21](#), employed by the district;
- (3) school administrators employed by the district;
- (4) district students;
- (5) health care professionals licensed or certified to practice in this state, including medical or mental health professionals;
- (6) the business community;
- (7) law enforcement;
- (8) senior citizens;
- (9) the clergy;
- (10) nonprofit health organizations; and
- (11) local domestic violence programs.

If the Board of Trustees exercises this option available to them, they will designate whether the appointed community members serve as voting or non-voting members of the SHAC. If no designation is made, the community members serve as non-voting members.

### **Section 6: Trustee as Ex-Officio Member**

GCISD Board of Trustees that also serve on the SHAC shall be non-voting ex-officio members. The Chair shall make all reasonable efforts to facilitate participation by member(s) of the Board of Trustees.

### **Section 7: Application and Approval**

Individuals interested in serving on the SHAC shall complete an open membership form. There will not be automatic assignments from any organization or group. SHAC members for the District may serve on other campus and District committees.

The SHAC Membership Committee shall prepare a SHAC membership list for consideration and approval by the GCISD Board of Trustees during the months of September and January. The membership list submitted by the SHAC Membership Committee shall clearly identify whether and what campus each individual has a student or students at and whether the individual is a District employee. In their recommendation to the GCISD Board of Trustees, the SHAC Membership Committee shall certify to the Board the proposed membership includes at least five individuals and that a majority of the proposed membership are individuals who are parents of students enrolled in the District and who are not employed by the District. The Board of Trustees, at its sole discretion, may augment the proposed membership list provided the majority of the voting membership remains individuals who are parents of students enrolled in the District and who are not employed by the District.

All new members (voting and non-voting) must complete and execute a commitment form acknowledging the terms and responsibilities of their SHAC membership.

### **Section 8: Attendance Requirements**

All members must stay for the duration of the SHAC meeting. Missing more than (15) fifteen minutes of the regularly scheduled SHAC meeting (arriving late or leaving prior to the regularly scheduled end time) will be considered an absence.

A member of the SHAC with two (2) or more absences from meetings in a GCISD school year may result in the Executive Board's request for that member's resignation from the SHAC. Said member may reapply for membership, at the discretion of the Executive Board. Ex-officio members are excused from the attendance requirement.

### **Section 9: Resignations**

A member who is unable to fulfill the obligations to the SHAC for any reason may resign as soon as this knowledge becomes available to him/her by sending an email or letter to the Membership Chair.

### **Section 10: Vacancies**

The SHAC Executive Board will fill any vacancies that may occur after the Board of Trustees has annually appointed the SHAC, at its discretion, and at the recommendation of the Membership Committee. Any appointed member will be clearly identified for the Board of Trustees during their biannual review of the SHAC membership.

### **Section 11: Conflict of Interest**

Individuals with a conflict of interest are not eligible to serve on the SHAC. Conflicts of interest shall include, but are not necessarily limited to, the following:

- (1) Having a financial interest in any discussions or recommendations of the SHAC; and
- (2) Involvement in any litigation or procedural challenges against the District

### **Section 12: Honor Code**

All members of the SHAC shall follow the GCISD District Honor Code as adopted annually by the Board of Trustees. While serving on and participating in SHAC activities, including but not limited to meetings, members shall focus on the mission, responsibilities, and duties of the SHAC. SHAC members are individually responsible for ensuring personal agendas and/or issues do not impede the mission responsibilities, and duties of the SHAC. A member that does not follow the GCISD District Honor Code and/or impedes the mission, responsibilities, and duties of the SHAC may be recommended by the SHAC Executive Board to the GCISD Board of Trustees for removal from the SHAC.

## **Article V - Officers**

### **Section 1: Executive Board**

The elected officers of the executive board shall be Chair, Vice-Chair, Membership Chair, Communication/Education Chair, Parliamentarian and Secretary. The Parliamentarian, Immediate Past Chair and the GCISD Administrative Liaison will be on the Executive Board as non-voting Members. Terms of office shall be from July 1st to June 30th.

### **Section 2: Responsibilities**

The Executive Board shall have the primary responsibility for conducting the business of the SHAC. Actions of the Executive Board shall be reported to the SHAC.

### **Section 3: Duties of Officers**

The primary duties of the officers shall be as follows, but not limited to those described:

**Chair:** Leads the Executive Board in creating the agenda for SHAC and Executive Board meetings; plans and presides at the meetings of the SHAC; administers the business of the SHAC; breaks the tie in any split vote of the Executive Board or the SHAC; appoints additional committees and their chairs as deemed necessary to conduct the business of the SHAC; may serve as non-voting ex officio member, or appoint a non-voting ex officio representative, for all committees [except the Nominating Committee], as desired; and serves as spokesperson for the SHAC. Performs other responsibilities as may be prescribed by the SHAC, in accordance with SHAC's authorizing statute, District policy, and direction of the Board of Trustees.

**Vice-Chair:** Serves as a voting member of the SHAC; conducts meetings in the absence of the Chair; assists in the planning of the meetings; and shall succeed to Chair in the event of a vacancy during the remaining term. Performs other responsibilities as may be prescribed by the SHAC, in accordance with SHAC's authorizing statute, District policy, and direction of the Board of Trustees.

**Membership Chair:** Serves as a voting member of the SHAC, executes the membership policies and procedures as defined by Article IV; chairs the Membership Committee if such a committee is appointed by the Chair; maintains a roster of current members, keeps attendance records and sends acceptance and dismissal letters; provides a roster of membership each year; and makes sure quorum requirements are met at each meeting. Performs other responsibilities as may be prescribed by the SHAC, in accordance with SHAC's authorizing statute, District policy, and direction of the Board of Trustees.

**Communications/Education Chair:** Serves as a voting member of the SHAC; creates, implements, monitors, documents and manages communication plans and materials for the SHAC; chairs the Communications/Education Committee if such a committee is appointed by the Chair; works with the Chair and officers to ensure important dates and other communication are publicized; submits items to be posted on SHAC webpage, and maintains social media presence. Performs other responsibilities as may be prescribed by the SHAC, in accordance with SHAC's authorizing statute, District policy, and direction of the Board of Trustees.

**Secretary:** Serves as a voting member of the SHAC; maintains and presents minutes of SHAC and Executive Board meetings; arranges posting of the minutes online; prepares the end of year report to the Board of Trustees; and prepares and disseminates election

ballots. Performs other responsibilities as may be prescribed by the SHAC, in accordance with SHAC's authorizing statute, District policy, and direction of the Board of Trustees.

**Parliamentarian:** Serves as a non-voting member of the SHAC; has knowledge of correct parliamentary procedure for conducting meetings and interpreting the Bylaws and Standing Rules; serves as an "advisor" to the Chair, at the discretion of the Chair, and other officers or members on matters related to the SHAC; provides "opinion" or "advice" on parliamentary issues, but not a "ruling" since the Chair rules; and serves as a consultant to the committees on rules, bylaws, elections, and resolutions; and chairs the Bylaws Committee.

**Past-Chair:** Serves as a non-voting member of the SHAC. Serves as an advisor to the Executive Board.

**Administrative Liaison:** Serves as a non-voting member of the SHAC. Serves as a liaison between the SHAC and the District administrative staff. The Administrative Liaison is appointed by the District Superintendent.

#### **Section 4: Vacancies**

In case of vacancy in the Office of the Chair, the Vice-Chair shall succeed to the chair. All other vacancies on the Executive Board shall be filled for the unexpired term by the Nominating Committee and approved by the Executive Board. The Nominating Committee shall call for nominations from the SHAC and the Executive Board must hold a special election to fill vacancies within thirty (30) days after receiving notice of the vacancy.

#### **Section 5: Requirements**

In order to serve as an officer on the Executive Board, a member must have served as a SHAC member for at least one (1) term. The Chair must be a parent of a student enrolled in GCISD and cannot be an employee of GCISD. ([TEC, Title 2, Chapter 28, §28.004](#))

### **Article VI Nominations and Elections**

#### **Section 1: Nominating Process**

Nominations for Chair, Vice-Chair, Membership, Chair, Communications/Education Chair, Secretary and Parliamentarian shall be made by the SHAC as stated in Standing Rules and in accordance with Roberts Rules of Order (RONR) with elections held in April.

#### **Section 2: Election Process**

The secretary shall prepare a ballot that includes the names of the nominated Officers and space for nominations from the floor. Officers shall be elected by a majority of the votes cast. Only voting members shall vote for Officers. Officers shall be announced at the meeting of the SHAC.

### **Article VII - Meetings**

#### **Section 1: Composition of Meetings**

SHAC meetings are open to the general public. Non-Members of the SHAC shall be called Visitors. Voting Members and all officers of the SHAC may participate in discussion during meetings. Voting Members may vote on voting matters of the SHAC. Community Members may participate in discussion during meetings but may not vote on voting matters of the SHAC. Visitors may participate in Public Comment, as stated in Article VII, Section 6. Visitors may not participate in discussion or vote on voting matters of the SHAC.

#### **Section 2: Format**

Meetings may be conducted in person, virtually (by phone or videoconference), electronically, or a combination of those formats, at the discretion of the Executive Board or Committee Chairs, as applicable.

#### **Section 3: Schedule of Meetings**

The local SHAC shall meet at least four times each year. For each meeting, the council shall:

- (1) at least 72 hours before the meeting:
  - (A) post notice of the date, hour, place, and subject of the meeting on a bulletin board in the central administrative office of each campus in the District; and
  - (B) ensure that the notice required under Paragraph (A) is posted on the District's Internet website, if the District has an Internet website;
- (2) prepare and maintain minutes of the meeting that state the subject and content of each deliberation and each vote, order, decision, or other action taken by the council during the meeting;

- (3) make an audio or video recording of the meeting; and
- (4) not later than the 10th day after the meeting, submit the minutes and audio or video recording of the meeting to the District.

(d-2) As soon as practicable after receipt of the minutes and audio or video recording under Subsection (d-1)(4), the District shall post the minutes and audio or video recording on the District's Internet website, if the District has an Internet website.

#### **Section 4: Agenda**

Agendas shall be provided for all full SHAC meetings. Agenda items shall be determined by the Chair in consultation with the Executive Board. Prior to each meeting, the agenda shall be posted on the GCISD SHAC website at least three (3) days prior to the scheduled meeting.

#### **Section 5: Public Comment**

A Public Comment will be held at each meeting during which individuals may present concerns to the SHAC. Three (3) minutes will be allotted per speaker, and remaining time may not be ceded to another individual. A SHAC majority vote will be required in order to extend Public Comment past fifteen (15) minutes during a three (3) minute time limit. Personnel issues shall not be discussed. At the conclusion of the public comment, the SHAC meeting will address the formal agenda. Delegations of more than three (3) persons shall appoint one (1) person to present their views before the SHAC. Persons wishing to speak must sign up with the Secretary prior to the meeting start time with the speaker's name, title, and topic to be addressed.

#### **Section 6: Quorum**

Quorum for the SHAC meetings will be defined as one (1) more voting parent member than the number of District employees present.

#### **Section 7: Executive Board Meetings**

Executive Board Meetings will be held in between SHAC meetings. The time and the place of such meetings shall be determined by the Chair.

### **Article VIII - Committees**

Standing Committees are:

- (1) Membership Committee;
- (2) Communications/Education Committee;
- (3) Nominating Committee;
- (4) Bylaws Committee; and
- (5) Other Ad Hoc Committee(s), if applicable.

With the exception of the Membership Committee, Communications/Education Committee, Nominating Committee, and Bylaws Committee, if the Executive Board determines that it is necessary to add any additional Ad Hoc Committees, the Chair shall ask for volunteers to serve of any such Ad Hoc Committee at a SHAC meeting and the Ad Hoc Committee members shall choose their Committee Chair for the Ad Hoc Committee before the Ad Hoc Committee's first meeting.

### **Article IX - Rules of Order**

#### **Section 1: Rules of Order for Meetings**

The SHAC shall conduct its meetings according to Robert's Rules of Order Newly Revised (RONR) when not in conflict with Texas law, these Bylaws, the Standing Rules, and the authority of the Chair to limit discussion as necessary, to rule a member out of order.

#### **Section 2: Dissolution of the SHAC**

The GCISD School Health Advisory Council may be dissolved by a change in Texas Legislation.

### **Article X - Amendments**

The Bylaws may be amended by a two-thirds vote in any regular meeting of the SHAC by a majority vote. Legislative updates will be automatically adopted by and incorporated into these Bylaws by the Parliamentarian without any need for a vote of approval.

Amended 9/30/2022 Approved by membership