



Mansfield ISD School Health Advisory Council Bylaws

Article 1 - Name and Objective

Section 1: NAME

The name of this organization is the Mansfield Independent School District Student Health Advisory Council (SHAC).

Section 2: Objective

The objective of this committee is to serve as an advisory board to the Mansfield Independent School District to ensure that community values are reflected in the health education of the schools in order to strengthen the bond between health and learning. The SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability on the District.

Article 2 - SHAC Representation

Section 1: Eligibility

In order to be eligible to serve as a member of the MISD SHAC, each member must be the parent of a student currently enrolled in a Mansfield ISD learning institution. Community members may also represent the community from one or more of the following groups: public school teachers, administrators, district students, healthcare professionals, business community, law enforcement, senior citizens, clergy and nonprofit healthcare organizations. SHAC members must have a strong commitment to the purpose of the council, and a strong desire to serve in this capacity.

Section 2: Appointment

Potential SHAC members shall be selected on recommendations by other council members, community members and school personnel. Every effort will be made to ensure that the SHAC reflects all geographic areas of MISD. The majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the District.

The MISD Board of Trustees shall appoint members to the local SHAC annually.

Section 3: Member Terms of Service

The term of services for a member shall be one year. Members may serve multiple terms. All members are expected to attend at least 3 out of the 4 regular meetings and serve on committees, as needed.

Section 4: Resignation

Any member of SHAC who wishes to resign must do so in writing to the current chair.

When a member of SHAC resigns, the vacated position must be filled as soon as possible.

Section 5: 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 recommendation of that committee. Even the appearance of a conflict of interest should be avoided at all times. A lone agenda item shall not be cause for elimination of an individual's membership; however, any such individual shall refrain from participating in decisions and voting as to that issue.

Section 6: Executive Committee/Officers

SHAC Executive Committee shall consist of officers: Chairman, Co-Chair, and Secretary. The Chair or Co-Chair must be a parent member not employed by the District. The SHAC shall meet no later than June each year to elect a Chair, Co-Chair, and Secretary for the upcoming school year.

The MISD Director of Health Services shall serve as the Superintendent appointee as Chair. Chair responsibilities include:

- Preside at all meetings of the SHAC
- Appoint sub-committees as necessary
- Serve as ex-officio member of all committees
- Work directly with membership and SHAC Executive Committee to compile SHAC meeting agendas
- Assist in development of annual board report presented by Advisor
- Ensure that adequate facilities are available for all meetings
- Provide members and support staff with agendas and background materials prior to meetings
- Serve as custodian of SHAC records
- Promote public awareness of the SHAC and maintain a database of persons interested in serving as SHAC members
- Inform Executive Committee of member vacancies and attendance problems
- Provide support in the development of the SHAC annual report and deliver report to the MISD Board of Trustees
- Inform the Executive Committee and Superintendent of possible member conflicts of interest

Co-Chair responsibilities include:

- Facilitate the meeting in the absence of the Chair
- Collaborate with Chair on SHAC meeting agenda
- Serve as ex-officio member of all committees
- Assist in development of annual board report presented by Advisor

Secretary responsibilities include:

- Preside at meetings when Chair, Co-Chair are absent
- Recording minutes of each meeting
- Work with Chair and Co-Chair to prepare meeting notices and minutes for each SHAC meeting
- Assist in development of annual board report presented by Chair

Section 7: Nominations and Elections

Any action to nominate an officer must be done through a move to nominate and must be seconded by an acting member of SHAC.

Any election of an officer must be approved via a quorum majority.

Section 8: Term of Office

All officer terms (other than Superintendent appointee Chair) shall last for one year. Officers may serve up to 2 consecutive terms.

Article 3: Meetings

Section 1: Rules of Order

The SHAC shall conduct its meeting according to Roberts Rule of Order Newly revised when not in conflict with Texas law, or the Bylaws.

Section 2: Meeting Days

TBD (At least 4 per school year)

Section 3: Quorum

TBD with 51% minimum of meeting attendance representing parent participation

Section 4 : Special Meetings

Special meetings may be called by the chair or co-chair in order to fill vacancies or for subjects requiring any special vote.