

Millsap Independent School District
School Health Advisory Council

BYLAWS

1. Name and Purpose:

- Millsap Independent School District School Health Advisory Council
- To give advice and support to the district's comprehensive school health program which includes the following:
 1. Catch Health Program
 2. Misc. Exercise and Sports Programs
 3. Physical Education Curriculum
 4. Nutritional Services Program
 5. Counseling and Psychological Program
 6. Family and community Involvement Activities
 7. Staff Health Promotion Program

2. Membership:

- Number of Members is 11 – 20
- Members include parents, health care providers, business leaders, clergy, community members, government officials, school administrators, faculty, staff and students
- Terms – 1 year for community members / 2 years school personnel
- Voting Rights – all members present
- Termination/Resignation – requires a written request by member to be presented to the Chairperson
- Selection Method – volunteer/recruitment

3. Meetings:

- Quarterly and As Needed
- Location – Millsap ISD
- Agenda – Request for agenda items to Chairperson 1 week prior to meeting
- Notification of meetings – letter with agenda or email
- Conduction of Meetings – informal, Roberts Rules of Order with formal recommendation
- SHAC meetings are subject to “Open Meetings” laws

4. Officers:

- Chairperson – School Health Coordinator
- Officers – Co-Chair and Secretary
- Terms – 1 year
- Voluntary

5. Voting Procedures:

- Formal recommendations require a motion, second and vote
- One- half of members must be present to vote (6min.)

6. Committees:

- Addition sub committees to be formed as needed
- Voluntary / Recruitment with representation from Council

7. Communications:

- Communications regarding SHAC activities will be sent to council members and school administration.
- Future agenda items will be discussed prior to adjourning
- Items may be placed on agenda by submitting one week in advance to Chairperson.
- SHAC activities will be reported in school newspaper
- Records will be kept in the School Health Coordinator's office

8. Amendments to Bylaws:

- Recommendations to amend bylaws should be placed on the agenda
- Motion and second to amend bylaws with majority vote will result in a change in bylaws.
- Amendments will be distributed to all SHAC members and school administration