

## **BYLAWS OF THE PALM BEACH COUNTY SCHOOL HEALTH ADVISORY COUNCIL (SHAC)**

### **Article I – Name and Purpose**

Section 1. Name: Palm Beach County School Health Advisory Council (SHAC).

Section 2. Purpose: The School Health Advisory Council (SHAC), mandated by s.381.0056, F.S., provides a forum for:

1. Identification of health challenges/needs of students PreK-12;
2. Providing input from providers, educators, parents/caregivers and community members for use in the formulation and improvement of school health programs and services;
3. Recommendations to the appropriate local boards and administrators of programs and services, and the State Departments of Education and Health; and
4. Evaluation, study and review to include but not be limited to School Health Programs, the School Health Service Plan and Florida's Coordinated School Health Program.

### **Article II – Membership**

Section 1. The membership must, at a minimum, include members who represent the eight (8) component areas of the Coordinated School Health Model as defined by the Centers for Disease Control and Prevention (Eight components include: health education; physical education; health services; nutrition services; counseling, psychological, and social services; staff health promotion; family and community involvement; healthy environment). Membership will consist of, but not limited to the following twenty-three (23) individuals:

1. Director, Palm Beach County Health Department (Ex-Officio).
2. Superintendent, School District of Palm Beach County (Ex-Officio).
3. School Board Member (Ex-Officio).
4. Chief Executive Officer, Health Care District of Palm Beach County (Ex-Officio).
5. At least five (5) representatives from the health-care field.
6. At least five (5) representatives from social service agencies, community organizations and/or businesses.
7. At least four (4) representatives from varying education disciplines.
8. One (1) representative from the PTA.
9. At least two (2) parent representatives.
10. At least two (2) high school students.

Section 2. Voting members may designate someone from their agency to represent them if they are unable to attend, by notifying the SHAC Chair prior to the meeting.

- Section 3. Voting membership may be terminated by a member's written resignation or by request of the Executive Committee when the member misses three (3) consecutive meetings during the school year.
- Section 4. New voting members (with the exception of the ex-officio members) shall be recommended by the Nominating/Membership Committee and approved by membership.
- Section 5. Community members interested in school health are invited to attend meetings, but will not have voting privileges.

### **Article III – Officers**

- Section 1. The officers shall be a Chair, Vice-Chair, Corresponding Secretary and Recording Secretary. Officers should be community members who represent the eight components of the Coordinated School Health Program. Officers shall not be current employees of entities statutorily responsible for the school health program in Palm Beach County (The School District of Palm Beach County, the Health Care District of Palm Beach County and the Palm Beach County Health Department).
- Section 2. The term of office begins in July. The length of the term for all officers is two (2) years. A maximum of three (3) consecutive terms of office may be served.
- Section 3. Duties of the Officers
1. Chair: The Chair shall preside at all meetings and shall conduct business as provided in Article V (meetings).
  2. Vice-Chair: The Vice-Chair shall preside over the meetings and conduct the order of business in the absence of the Chair. The Vice-Chair will head the Nominating/Membership Committee which shall consist of no less than four (4) voting members.
  3. Recording Secretary: The Recording Secretary shall assure that the minutes of all meetings, attendance records and the up-to-date mailing list of members and others interested in SHAC activities are maintained.
  4. Corresponding Secretary: The Corresponding Secretary shall be responsible for correspondence and committee meeting arrangements.

### **Article IV – Election of Officers**

- Section 1. The Nominating/Membership Committee will meet in March to develop a slate of voting members and candidates for positions with expiring terms of office. The Vice-Chair shall call a meeting of the Committee at other times, if necessary to fill a pending vacancy.
- Section 2. The report of the Nominating/Membership Committee will be presented to the entire SHAC at the May meeting. Additional nominations may be made from the floor.

## **Article V - Meetings**

Section 1. Monthly meetings will be scheduled for a minimum of nine (9) meetings a year.

Section 2. Executive Committee meetings will be held at least semiannually to develop SHAC's focus and direction. The Executive Committee consists of four (4) officers, a department representative from the Palm Beach County Health Department (CHD School Health Coordinator), The School District of Palm Beach County (LEA School Health Coordinator), and the Health Care District of Palm Beach County (School Health Administrator).

## **Article VI – Quorum**

Section 3. A quorum is defined as one-third of the voting members attending the meeting. If a quorum is not present, the meeting can be adjourned or continued for general discussion.

## **Article VII - Committees**

Section 1. There shall be two standing committees:

1. Nominating/Membership Committee – to be chaired by the Vice-Chair and to be comprised of no less than four (4) members who will be solicited by requests for volunteers at the February meeting.
2. Executive Committee – to be comprised of the four (4) officers, a representative from the Palm Beach County Health Department, The School District of Palm Beach County, and the Health Care District of Palm Beach County. This committee may act on behalf of SHAC between meetings if necessary.

Section 2. Other committees and workgroups may be formed as needed.

## **Article VIII - Bylaws**

Section 1. The Bylaws may be changed by a two-thirds majority vote of the voting members when a quorum is present at a regular meeting. Proposed revisions to the Bylaws shall be presented to the membership one (1) month prior to calling for a vote.

**Adopted this 12<sup>th</sup> Day of April 2012.**