

Conroe Independent School District

School Health Advisory Council Bylaws

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Governance

Purpose and Authority

Pursuant to Texas Education Code 28.004, Conroe ISD (CISD) Board of Trustees must establish a School Health Advisory Council to ensure that local community values are reflected in the district's health education instruction. The Conroe Independent School District School Health Advisory Council ("CISD SHAC") is authorized by the CISD Board of Trustees ("CISD Board") and the school district must consider the recommendations of the CISD SHAC before changing the district's health education curriculum or instruction.

Limitations

The CISD SHAC shall be an advisory body to provide guidance, counsel, and other assistance to the CISD Board and district administration as is specifically listed in state law and district policy. The CISD Board holds the ultimate responsibility to accept or approve any recommendations brought by the CISD SHAC. The CISD SHAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Vision Statement

All Conroe Independent School District (CISD) Students will reach their full personal, physical, psychological, and academic potential.

Mission Statement

The CISD SHAC mission is to serve as a liaison between the community and the CISD Board to promote sound school policies, collaborate with CISD, represent local community values, and develop recommendations that will improve and maintain the health and wellness of its students, faculty, and community members.

Communication, Website, & Email

The CISD SHAC internet website referenced in this document may be found at the Conroe ISD website (www.conroeisd.net). All CISD SHAC email correspondence should come to the CISD SHAC email address CISDSHAC@conroeisd.net which is monitored by CISD district administration.

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 CISD SHAC business.

The CISD SHAC Bylaws shall be reviewed annually by the Bylaws subcommittee. Should any CISD SHAC member have revision recommendations, this may be added to a regular meeting agenda for discussion. If bylaw changes are recommended by the Bylaws subcommittee, the recommended changes will be brought forth as a regular meeting agenda item for approval. Refer to the Section Quorum for more details on requirements for a vote. After the CISD SHAC Bylaws are amended, all CISD SHAC members shall receive the updated bylaws by email—either as an attachment or a document link—for reference until the new version is posted on the CISD SHAC website by the Coordinator.

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Membership

Membership Composition

(a) Parent Majority & Representation

Texas Education Code 28.001 requires that a majority of SHAC members be parents. The CISD SHAC has voluntarily adopted a higher standard, electing to maintain at least 60% parent membership. 'Parent' means a custodial parent or guardian of a currently enrolled CISD student and who is not a full-time CISD employee. Parent representation across all CISD feeder zones will be actively pursued. Any parents that are employed by the district full-time will count toward non-parent numbers for SHAC representation.

(b) Non-Parent Representation

The CISD SHAC may also include classroom teachers employed full-time by the district, school counselors employed full-time by the district, school administrators employed full-time by the district, district students, health care professionals licensed or certified to practice in this state, including medical or mental health professionals, the business community, law enforcement, senior citizens, clergy, individuals from nonprofit health organizations, and/or individuals representing local domestic violence programs. All non-parent representatives must reside in Montgomery County.

Membership Nepotism Restriction

CISD SHAC members may not be related to another CISD SHAC member or CISD Board of Trustee by blood or marriage.

Size of Council

The CISD SHAC will consist of no less than five (5) members, and no more than fifty-one (51) members.

Membership Recruitment, Application & Selection

Details regarding the recruitment of potential applicants, the application and selection process shall be determined by the Membership subcommittee and documented in the CISD SHAC Membership Recruitment, Application & Selection Process document that shall be posted on the CISD SHAC website year-round. This document will outline the process including criteria for selection as well as timing/deadlines. Additionally, a CISD SHAC Membership Application will be provided by the Membership subcommittee and posted on the CISD SHAC website year-round. Anyone interested in applying for the CISD SHAC must complete a CISD SHAC Membership Application (including CISD employees) with the exception of the Coordinator role which is appointed by CISD. The Membership recommendation to the CISD Board will include the names of all recommended individuals, as well as those not recommended, along with the decision-making rationale.

Term of Service & Term Limits

All SHAC members will be appointed to annual terms. Although there is no limit to the total number of years of service, years of service will be factored into the Membership selection and recommendation process to maintain a balance of new and tenured members and create stability and consistency in its operations. Terms begin upon the approval of CISD SHAC Membership by the CISD Board prior to each school year.

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Code of Conduct

CISD SHAC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, CISD staff and Board, and members of other district advisory committees. Unless otherwise authorized by the CISD SHAC, members shall not speak for the CISD SHAC; and, unless otherwise authorized by the administration, CISD SHAC members shall not speak for CISD. Members, by their comments and/or actions, shall not reflect badly on the CISD SHAC. Violation of this code of conduct may result up to and including removal from the CISD SHAC by the CISD SHAC Chair and/or CISD Board.

Conflicts of Interest

Conflicts of interest for a CISD SHAC member shall include, but are not limited to, having a pecuniary interest in any discussions or recommendations of the CISD SHAC. The CISD SHAC members and Chair shall report any cases or possible cases of conflict of interest, as they are made aware, to the CISD Board for appropriate action. If a CISD SHAC member is determined to have a conflict of interest, appropriate action may include the required recusal from a particular agenda item or items, required recusal from a particular meeting(s), or removal from the CISD SHAC.

Member Removal/Replacement

If a member is unable to fulfill the duties of the role or resigns from the CISD SHAC, and a replacement is required, the Membership subcommittee shall make a recommendation which the Chair will submit to the CISD Board for their approval and vote on the new SHAC member(s). SHAC membership replacement will be approved by the CISD Board.

Responsibilities

All CISD SHAC recommendations presented to the CISD Board shall include: (1) an understanding of the community values, (2) evidence of effectiveness, (3) consideration of the fiscal impact to CISD, and (4) the school-community needs.

The following responsibilities are drawn from the Texas Education Code 28.004. They are presented here to provide a complete list of the committee's statutory requirements and for ease of reference. While this section may be revised as needed, any amendments must be made with careful review of the underlying Code to ensure continued alignment with all statutory obligations.

Number of Instruction Hours

The CISD SHAC is responsible for recommending to the CISD Board the number of hours of instruction to be 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.

Policies, Procedures, Strategies, and Curriculum

The CISD SHAC is responsible for recommending to the CISD Board policies, procedures, strategies, and curriculum that reflect local community values 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; (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.

Pursuant to the Texas Education Code, the CISD SHAC will ensure that CISD publishes in the student handbook(s) and posts on the CISD internet website five key statements. For more details about the requirements of these statements, please visit Texas Education Code 28.004.

Physical Activity & Fitness Planning

The CISD SHAC shall consider and make policy recommendations to the district concerning the importance of daily recess for elementary school students. The CISD 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 CISD SHAC's Physical Activity & Fitness Planning subcommittee shall consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students.

Coordinated School Health Program

The CISD SHAC is responsible for recommending to the CISD Board strategies for integrating the curriculum components 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.

Collaboration with CISD & the Community

If feasible, the CISD SHAC is responsible for recommending to the CISD Board joint use agreements or strategies for collaboration between the school district and community organizations or agencies. Any joint use agreement that CISD and a community organization or agency entered based on a recommendation of the CISD SHAC must address liability for the school district and community organization or agency in the agreement.

Parental Awareness

The CISD SHAC is responsible for recommending to the CISD Board policies and 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.

Instruction – Human Sexuality

The CISD SHAC is responsible for recommending to the CISD Board whether to provide human sexuality instruction to district students and if so, the appropriate grade levels and methods of instruction for human sexuality instruction.

(a) Policy

The CISD Board established Board Policy EMB Legal/Local regarding Human Sexuality Instruction. For details about what the policy must require, please see Texas Education Code 28.004.

(b) Curriculum

If the CISD Board decides the district will provide human sexuality instruction to district students, the CISD SHAC shall review and recommend curriculum in accordance with the procedures and criteria established in the applicable Board Policy. All curriculum recommendations shall follow the process outlined therein to ensure consistency, transparency, and compliance with district requirements. The CISD SHAC must hold at least two public meetings on curriculum materials before adopting recommendations and provide the recommendations adopted at a public meeting of the CISD Board, after which the CISD Board may act on adopting the recommendations by vote at a public meeting.

For details about what the curriculum must include please see Texas Education Code 28.004.

Curriculum materials proposed to be adopted for the school district's human sexuality instruction must be made available to the public. Before adopting curriculum materials the CISD Board shall ensure that the curriculum materials are: (1) based on the advice and recommendation of the CISD SHAC; (2) suitable for the subject and grade level for which the curriculum materials are intended; and (3) reviewed by academic experts in the subject and grade level for which the curriculum materials are intended.

Instruction – Opioid Abuse

The CISD SHAC is responsible for recommending the 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.

Instruction – Child Abuse, Family Violence, Dating Violence and Sex Trafficking

The CISD SHAC is responsible for recommending to the CISD Board whether to provide instruction on child abuse, family violence, dating violence, and sex trafficking to district students and if so, the appropriate grade levels and curriculum for instruction regarding these topics, including likely warning signs that a child may be at risk for sex trafficking, provided that the CISD SHACs recommendations do not conflict with the essential knowledge and skills developed by the State Board of Education.

(a) Policy

The CISD Board established Board Policy EMB Legal/Local regarding the prevention of child abuse, family violence, dating violence, and sex trafficking. This policy requires a resolution convening the local school health advisory council for the purpose of making recommendations regarding the curriculum materials.

(b) Curriculum

If the CISD Board decides the district will provide child abuse, family violence, dating violence, and sex trafficking instruction to district students, the CISD SHAC shall review and recommend curriculum in accordance with the procedures and criteria established in the applicable Board Policy. All curriculum recommendations shall follow the process outlined therein to ensure consistency, transparency, and compliance with district requirements. The CISD SHAC must hold at least two public meetings on curriculum materials before adopting recommendations and provide the recommendations adopted at a public meeting of the CISD Board, after which the CISD Board may act on adopting the recommendations by vote at a public meeting.

For details about what the curriculum must include, please see Texas Education Code 28.004.

Curriculum materials proposed to be adopted for the school district's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking must be made available to the public. Before adopting curriculum materials, the CISD Board shall ensure that the curriculum materials are: (1) based on the advice and recommendation of the CISD SHAC; (2) suitable for the subject and grade level for which the curriculum materials are intended; and (3) reviewed by academic experts in the subject and grade level for which the curriculum materials are intended.

Annual Report

The CISD SHAC is responsible for submitting, at a minimum, an annual written report to the CISD Board that includes: (1) any CISD SHAC recommendations concerning the school district's health education curriculum and instruction or related matters that the CISD SHAC has not previously submitted to the CISD Board; (2) any suggested modification to CISD SHAC recommendation previously submitted to the CISD Board; (3) a detailed explanation of the CISD SHACs 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 any CISD SHAC subcommittee.

Officer Roles & Duties

The CISD SHAC will nominate and vote on the SHAC Chair and Secretary at the first meeting each school year. Subcommittee chair roles will be determined by each subcommittee during the first meeting of each subcommittee. If an officer is unable to fulfill the duties of the role, resigns, or is removed from the CISD SHAC for any reason, the CISD SHAC will nominate and vote on an interim officer (from current SHAC membership) to fulfill the responsibilities for the remainder of the school year. The following roles make up the CISD SHAC officers.

SHAC Chair

The SHAC Chair must be a parent member and is responsible for ensuring that the CISD SHAC performs all items under Section Responsibilities. The CISD SHAC Chair is responsible for ensuring that the annual report is drafted, accurate, and submitted to the CISD Board at least annually. The SHAC Chair will oversee subcommittee activities outlines in the Section Subcommittees and has additional responsibilities outlined in the following Sections: Website & Email, Code of Conduct, Conflicts of Interest, the tie-breaking vote on membership subcommittee regarding Member Removal/Replacement, Regular Meetings & Agenda, Cancellation of Meetings, Public Comment, Quorum, and Parliamentary Authority. If a SHAC Co-Chair is determined to be needed or wanted, both co-chair positions must be a parent member.

Secretary

The Secretary must be a parent member and will be the primary record keeper for the CISD SHAC during regular or special SHAC meetings. The Secretary will execute responsibilities outlined in the following Sections: Attendance, Public Comment, and Meeting Recordings, Minutes & Materials. However, in partnership with the District, the District will maintain any and all records, required to fulfill statutory requirements, on a shared drive accessible to SHAC officers.

Subcommittee Chairs

The Chair of each Subcommittee shall be a parent member. The Chair will ensure execution of all activities required of that subcommittee. If a co-chair is determined to be needed or wanted, both co-chair positions shall be parent members.

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SHAC Advisor Roles & Duties

Coordinator

The Coordinator must be in CISD Administration and is appointed by the CISD Board of Trustees. The Coordinator is an advisory role (without voting privileges) and serves as the primary liaison between the CISD SHAC and the district. The coordinator identifies appropriate CISD employee subject matter experts as required for certain specific agenda items or to assist with implementing projects/programs recommended by the CISD SHAC. The Coordinator will execute responsibilities outlined in the following Sections: Bylaws, Notice of Meetings, Live-Stream, and Meeting Recordings, Minutes & Materials.

Standing Subcommittees

The CISD SHAC Chair and Officers may form standing or ad hoc subcommittees on any matter deemed necessary or appropriate. The CISD SHAC Chair is responsible for overseeing subcommittees, overseeing the selection of a subcommittee chair and members (which can only be made up of CISD SHAC members), and may provide specific charges or procedures for those subcommittees. Subcommittees may not constitute a quorum of the CISD SHAC. Unless otherwise directed by the CISD SHAC Chair, subcommittee meetings shall be held at the discretion of the subcommittee. Subcommittees are not required to have a regular meeting schedule. Subcommittees shall report findings and recommendations in writing to the CISD SHAC for its consideration. In the event of any subcommittee tie vote, the SHAC Chair will be the tie-breaking vote. The standing subcommittees shall consist of a majority of parents. The subcommittees require assignments and tasks by its subcommittee members. In the event a subcommittee member does not volunteer to perform tasks or is not fulfilling their volunteer obligations, they may be removed from their position at the direction of subcommittee chair or the SHAC Chair.

Physical Activity & Fitness Planning

Pursuant to Texas Education Code 28.004, CISD SHAC shall establish a standing subcommittee maintained to address Physical Education and Activity to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students. A Physical Activity & Fitness Planning Chair will be selected and shall ensure all the required activities take place in the Section Physical Activity & Fitness Planning.

Membership

The CISD SHAC shall establish a standing subcommittee to annually consider recommendations and requirements for membership. The subcommittee recommendations for membership shall be presented for approval to the CISD Board prior to the first meeting of the new school year. A Membership Chair will be selected and shall ensure the membership process is followed and documented in the Section Membership.

Bylaws

The CISD SHAC shall establish a standing subcommittee to annually review the bylaws and recommend revisions to the CISD SHAC. A Bylaws Chair will be selected and shall ensure an annual review of the bylaws occurs and the recommendations are documented.

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Compliance

The CISD SHAC shall establish a standing subcommittee to annually assess if the CISD SHAC complies with (1) stated CISD SHAC bylaws (2) all applicable federal and state legislation and (3) CISD policies and shall present any recommendations for consideration to the CISD SHAC. A Compliance Chair will be selected and shall ensure the compliance assessment occurs and the recommendations are documented.

Meetings

Regular Meetings & Agenda

The CISD SHAC must meet at least four times a year, per Texas Education Code 28.004. The CISD SHAC Chair will determine the regular meeting schedule. Prior to regular meetings, the CISD SHAC Chair is responsible for drafting the agenda and providing it to the Coordinator for posting on the CISD SHAC internet website. The CISD SHAC Chair may solicit agenda requests from the CISD SHAC for consideration. Any items that are to be acted on or decided, whether by vote or otherwise must be included on the agenda. During regular meetings, the CISD SHAC Chair is responsible for calling the meeting to order, assist with meeting flow and ensure reasonable progression of the agenda in a timely fashion, adjourn the meeting, and ensure that *Robert's Rules of Order* is followed.

Cancellation of Meetings

If necessary, the CISD SHAC Chair and officers may cancel any meeting of the CISD 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 cancelled or rescheduled meetings.

Open Meetings & Public Comment

CISD SHAC meetings are open to the public.

(a) Live-Stream

For every CISD SHAC regular meeting, the Coordinator will ensure a meeting link is available and operational on the CISD SHAC internet website for those CISD SHAC members who may not be able to attend the meeting in person, as well as, the general public to view the regular meetings via live-stream.

(b) Public Comment

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

Citizens who wish to participate in this portion of the meeting should present their concern, in writing, via the CISDSHAC@conroeisd.net email address or to a SHAC member, at least 96 hours prior to a scheduled meeting, in which case the SHAC member should convey the message to the SHAC Chair as soon as possible to ensure the agenda is updated as necessary.

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Quorum & Voting

For regular meetings, the CISD SHAC Chair will ensure a quorum. A quorum shall be when the majority (51% or more) of the CISD SHAC membership is present, and the parents represent the majority (51% or more) of the membership present. Meetings may still be held without a quorum for purposes of presentations or discussion. No actions or votes may take place without a quorum. All CISD SHAC members are considered voting members, and proxy voting shall not be permitted. SHAC advisor roles are appointed and do not follow the CISD SHAC Membership Recruitment, Application & Selection Process; therefore, they are not considered voting members of the SHAC. For voting items, member names shall be recorded by the Secretary, and each member in attendance shall respond with a yea, nay, or abstain (whether verbal or by uplifted hand) to ensure proper and accurate voting records.

Attendance

Member attendance at regular meetings shall be recorded by the Secretary to elevate any attendance problems or discrepancies. Members should make every effort to be in attendance at every general meeting, whether the meeting is in person or via an online platform. For in person meetings, Members must be physically present to be counted in attendance and to vote. 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 CISD SHAC Membership subcommittee.

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, directions to access the meeting via live-streaming, instructions on how to request to participate in the public comment section of the agenda, and materials for review during the meeting in the following locations:

1. A bulletin board in the central administrative office of each campus in the school district;
2. The CISD SHAC internet website; and
3. all official CISD social media channels.

Meeting Recordings, Minutes & Materials

For each regular meeting, the Coordinator shall ensure the entire meeting is recorded (at a minimum audio, but video/audio is preferred) and ensure recording is auto transcribed.

For each regular meeting, the Secretary shall:

1. Capture minutes to include attendance of members, CISD staff, and visitors; the time the meeting was called to order and adjourned; the subject and content of each deliberation, the outcome of any votes (including the names of each person voting with yea/nay/abstain), order, decision, or other action taken by the CISD SHAC during the meeting, and a brief synopsis of the meeting proceedings; and
2. Submit the minutes to the Coordinator and the SHAC Chair no later than the tenth day after the meeting.

As soon as practicable, the Coordinator shall ensure the regular meeting minutes, final materials, recordings, and recording transcripts are posted on the CISD SHAC's intranet website once approved by the CISD SHAC.

Adopted March 2026

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Subject Matter Experts

Anyone invited to join regular meetings or subcommittee meetings that are not members of the CISD SHAC are considered subject matter experts and are in attendance only to give counsel and advice, however they shall not guide or make decisions on behalf of the CISD SHAC or any subcommittee. Subject Matter Experts do not have voting rights.

Parliamentary Authority

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

Adopted March 2026