

HOWARD COUNTY SCHOOL HEALTH COUNCIL BYLAWS

As of 1.25.2013

Amended 1.26.2013

Amended 2.27.2013; Approved by Executive Board 2.27.2013

Approved by Council 3.27.2013

ARTICLE I: NAME

The Howard County School Health Council (HCSHC).

ARTICLE II: MISSION

The mission of the Howard County School Health Council is to promote coordinated school health policies and programs to enhance academic achievement, health and wellness of all students by advising the Superintendent, the Health Officer, the Board of Education, the Board of Health and the County Council in the development, implementation, and assessment of comprehensive school health policies and programs.

ARTICLE III: DEFINITIONS AS USED IN THESE ARTICLES

Coordinated School Health (CSH) – A systematic approach to improving the health and well-being of all students so they can fully participate and be successful in school. CSH integrates health promotion efforts across eight interrelated components:

- (1) Counseling, psychological, and social services;
- (2) Family and community involvement;
- (3) Health education;
- (4) Health promotion for staff;
- (5) Health services;
- (6) Healthy school environment;
- (7) Nutrition services; and
- (8) Physical education.

Executive Board – The administrative unit that serves as the planning and coordinating body for the Council composed of the appointed members from the Howard County Public School System (HCPSS), the Howard County Health Department (HCHD), and the PTA Council of Howard County (PTACHC) and the elected members from the Executive Committee

Executive Committee – The elected officers of the Executive Board, also serving the General Body.

General Body – The members of the Howard County School Health Council and the members of the Executive Board.

Health – A state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Howard County School Health Council (HCSHC) –An advisory group, which identifies needs, reviews practices, programs and policies, and generally provides advice to the Howard County Public School System (HCPSS) and the Howard County Health Department (HCHD) on aspects of child health as defined by the CSH approach.

Administrative Secretary – The administrative support alternating between the HCPSS and the HCHD every year.

Wellness –A state of optimal health in body and mind for individuals and groups.

ARTICLE IV: EXECUTIVE BOARD

Section 1 – Membership of the Executive Board

The Executive Board shall be the administrative unit of the Howard County School Health Council. The Executive Board shall consist of representatives from education, health, and the community, including the following:

- Howard County Public School System (HCPSS)
- Howard County Health Department (HCHD)
- Parent-Teacher Association Council of Howard County (PTACHC)
- Other state agencies as appropriate
- Representatives of organizations addressing the needs of school-aged children as approved by the Executive Board
- Individual members from the community, such as parents, students

Section 2 – Tenure of the Executive Board Members

The members of the Executive Board’s Executive Committee shall serve for a two-year term. All members may serve one additional consecutive term. Exceptions may be granted on an individual basis with consent from all parties involved.

Section 3 – Meetings of the Executive Board

The Executive Board shall convene at least five times annually. It shall be the responsibility of the Executive Committee to set the date and agenda for meetings. Meetings may be held by teleconference or webinar, as deemed appropriate.

Section 4 - Voting

- (1) Executive Board Meetings – A simple majority of members participating in Board meetings shall be required to pass any motion. A minimum of five (5) members, of which one (1) must be an elected officer, is required for a vote.
- (2) Other – The Executive Committee may decide to call for a vote on a time-sensitive topic using telecommunications to survey the Executive Board members.

Section 5 – Budget

There is no budget. In kind support is provided in the form of the Administrative Secretary and meeting space. The Administrative Secretary keeps accurate records and minutes of all meetings of the Council;

makes available copies of the minutes of the previous meeting and distributes them in advance of each meeting or posts them on the Council web site; and maintains a current listing of members with addresses, phone numbers, and email addresses.

Section 6 – Presentations of the Executive Board

Representatives of the Executive Board shall annually present Council recommendations to the HCHD Health Commissioner, HCPSS Superintendent, Board of Education Members, County Council Members, and other stakeholders, as appropriate.

ARTICLE V: OFFICERS OF THE HOWARD COUNTY SCHOOL HEALTH COUNCIL: THE EXECUTIVE COMMITTEE

Section 1 – Officers

The officers of the Council shall include a Chairperson, Vice-Chairperson, and Secretary. They serve both the Executive Board and the General Body.

The officers shall have the authority and responsibility delegated by the Board as follows:

- (1) The Chairperson shall preside at and conduct all meetings of the Executive Board and the General Body. The Chairperson serves as the representative of the Council in meetings and discussions with other organizations and agencies, and performs the duties which are ordinarily the function of the office.
- (2) The Vice-Chairperson shall perform the duties of the Chairperson if the Chairperson is unable to do so or is absent, perform such tasks as may be assigned at the request of the Chairperson, and assist in the performance of the duties of the Chairperson. (In the event that the office of Chairperson becomes vacant, the Vice-Chairperson shall automatically become Chairperson.)
- (3) The Past Chairperson may remain a member General Body of the HCSHC
- (4) The Secretary shall review minutes of all meetings of the Council and conduct outreach on behalf of the Council.

Section 2 – Election of Officers

From a slate proposed by the Nominating Committee appointed by the Executive Committee, the Executive Board shall elect from among its members a Chairperson, Vice-Chairperson and a Secretary. The strong preference is for potential officers to represent the community. In the event of a lack of community representatives available, qualified, and willing to fill in the officer positions, representatives from the HCPSS and HCHD may be elected in these positions temporarily. When officers are from the HCPSS and HCHD, the positions of Chairperson and Vice-Chairperson will rotate between the two departments each year.

Section 3 – Presiding Officers

The Chairperson and Vice-Chairperson shall each serve a two-year term; the term begins July 1 of odd-numbered years. The Chairperson may serve for additional two-year terms, with consent from all parties involved. The Vice-Chairperson shall serve for a two year term and may serve for additional two-year terms, with consent from all parties involved.

Section 4 – Secretary

The Secretary shall serve a two-year term and may serve for additional two-year terms, with consent from all parties involved.

Section 5 – Filling Officer Vacancies

In the event that an officer is unable to complete her/his term in office, the Executive Board will appoint a member to complete the unexpired term.

ARTICLE VI: THE GENERAL BODY OF THE HOWARD COUNTY SCHOOL HEALTH COUNCIL

Section 1 – Meetings

The General Body of the Howard County School Health Council shall convene at least five times annually. The date and agenda shall be determined by the Executive Board. Additional meetings may be held at the discretion of the Executive Board. Meetings may be held by teleconference or webinar, as deemed appropriate.

Section 2 – Function of the General Body of the Howard County School Health Council

The General Body serves to enhance the breadth of knowledge, skills, and resources of the Council and to engage the community-at-large in the advisory function of the School Health Council.

Section 3 – Voting on Bylaws

- A. Changes in the Bylaws must be shared with the membership of the Council at least 2- weeks prior to voting on the changes.
- B. A two-thirds vote of the members present is needed to enact a Bylaw change. A quorum consisting of 50% of membership must be present before voting may take place.
- C. Voting on Bylaws may occur electronically, as deemed appropriate.

Section 4 – Annual Report

The draft annual report must be shared with the membership of the Council and a final report accepted by all or approved by a simple majority. Acceptance or approval may occur electronically, as deemed appropriate.

ARTICLE VII: THE COUNCIL YEAR

The official year of the Council shall be from July 1 to June 30.

ARTICLE VIII: COMMITTEES

Section 1 – Sub-Committees

- (1) There shall be sub-committees, including:
 - a. Nominating, as needed
 - b. Bylaws, as needed
 - c. Wellness
- (2) The Council Chairperson with the approval of the Executive Board shall appoint the sub-committee Chairpersons, on an as needed basis.

Section 2 – Ad Hoc Committees

The Executive Board may establish *ad hoc* committees and the Council Chairperson with the approval of the Executive Board may appoint the chairpersons of *ad hoc* committees.

Section 3 – Committee Reports

Committees shall present reports of their activities as requested by the Chairperson or Executive Board.

ARTICLE IX: ANNUAL REPORT

The HCSHC shall prepare an annual report for the HCHD Health Commissioner, HCPSS Superintendent, Board of Education Members, County Council Members, and other stakeholders, as appropriate.

ARTICLE X: AMENDMENTS AND REVISIONS

If Bylaw amendments/revisions are needed, the standing Bylaws Committee will review the issues and draft proposed changes. The Bylaws Committee will present the draft bylaws to the Executive Board for approval and submission to the General Body for a vote.

ARTICLE XI: FUNDING AND GRANTS

The Chairperson, Vice Chairperson and/or Executive Board may apply for grant(s) through either the HCPSS or HCHD or other nonprofit organizations in order to conduct studies in relevant health areas of concern or to request funding to invite outside expert(s) to address the SHC on relevant health issues and concerns.

Date approved by Executive Board:

Unanimously approved on February 27, 2013

Date approved by General Body:
(in accordance with previous Bylaws)