

CHARLOTTESVILLE CITY SCHOOL HEALTH ADVISORY BOARD BY-LAWS

I. Name

The name of the Board shall be the Charlottesville City School Health Advisory Board (SHAB).

II. Purpose and Responsibilities

A. Purpose of the Board

The Charlottesville City School Health Advisory Board shall assist the Charlottesville City School Board in the development and evaluation of policies and programs that support the health and well-being of students, families, and school staff by being an independent advocate for comprehensive and up-to-date health standards.

B. Responsibilities of the Board

1. To promote and advocate for a coordinated and comprehensive approach to school health, including:
 - a. A coordinated school health model that encompasses
 - Health education,
 - Physical education,
 - Nutrition services,
 - School health services,
 - Counseling, psychological, and social services,
 - School environment and facilities,
 - Family and community involvement, and
 - Staff health and wellness.
 - b. A comprehensive view of health and well-being that encompasses
 - Physical health and safety,
 - Mental health and safety,
 - Violence prevention,
 - Healthy relationships (including pregnancy prevention),
 - Prevention of substance abuse,
 - Opportunities for and promotion of physical activity, and
 - Promoting nutritious foods and healthy eating environments.
2. To provide visibility for school health within the school system and community;
3. To promote parent and community involvement in activities and decisions influencing student health;
4. To promote attention to health and wellness as the foundation for learning and as vital components of a successful school system;
5. To help inform the community and school personnel about school health policies and programs;

6. To work in partnership with the school system, families, and community to identify issues of concern, review potential solutions, and recommend actions;
7. To serve as effective, independent advocates for policies, programs, and practices that promote healthy school environments;
8. To serve as a resource and forum for addressing specific needs identified by the school system and/or School Board;
9. To serve as the advisory body to the Safe and Drug Free Schools Program and Family Life Education;
10. To report annually to schools, the School Board, the Virginia Department of Health, and the Virginia Department of Education on school health status and needs in the Charlottesville City Schools.

III. Membership

In accordance with the Code of Virginia 22.1-275.1, the Charlottesville City School Health Advisory Board should be organized to include a broad base of representation including parents, students, health professionals and educators.

A. Composition and Selection

The Charlottesville City School Health Advisory Board shall have no fewer than fifteen members and not more than 20. The membership should reflect the following:

Community Representation

- Up to five representatives of at least some of the following: parents/parent groups, public agency, community youth group, faith community, and/or business/industry. These individuals must either have a child in the Charlottesville City Public Schools and/or work or live in the City of Charlottesville.
- Up to four health professionals (e.g. physician, nurse practitioner, nurse, registered dietitian, health/hospital care administrator, health educator, health department, mental health). Preference will be given to individuals who live in the City of Charlottesville, work at the University of Virginia, or work directly with Charlottesville City Public School students. .

School Representation

- Up to four teacher members, preferably at least one per level of instruction (i.e., pre-K/elementary, upper elementary, middle and high school.) Ideally these would include representation from:
 - health education or PE teachers
 - classroom teachers
- 4 staff members from among these categories:
 - school nurses
 - school counselors
 - school administrators

- clerical and other staff
- One high school student

In addition, the school division shall appoint the following representatives who will attend meetings, but are not members of the SHAB

- One staff liaison
- Up to two division program administrators
- Up to two School Board representatives

B. Selection

1. Public notice of available community positions will be made by April 1st with applications due by May 1st for discussion and approval by the current SHAB membership at its last (May) meeting.
2. Internal notice of available school division positions will be made by April 1st with applications due by May 1st for discussion and approval by the current SHAB membership at its last (May) meeting.

C. Term of Service

1. Community members shall be appointed for terms of service of three years and may be reappointed if the member chooses. The member must apply for reappointment as described in section III.B.
2. Staff members will have a term of service of one year and may be reappointed if the member chooses to reapply. School members must apply for appointment as described in section III.B. Members desiring to leave at the end of the year should provide notice before April 1 that they do not wish to serve in the following year.
3. The student member will be appointed for one-year terms and may reapply.
4. Year terms run from September through August.

IV. Organization

A. Officers

The officers of the Board shall consist of a chairperson and vice-chair and secretary.

B. Term of Office

1. Each officer elected shall serve a term of one year.
2. The vice-chair will serve one year in this position and automatically assume the role of chair in the following year.
3. No member shall serve more than two consecutive terms in the same office.
4. Vacancies resulting from resignations or other causes shall be filled by a majority vote at the next regular meeting of the SHAB.

5. Officers will be elected in May by the full Board to take effect the following school year. Nominations shall be put forth to the membership committee before the May meeting.
6. The duties of the officers shall be as follows:
 - The Chairperson shall preside at all meetings of the Board, appoint all chair people of committees established by the Board, develop each year a report to be submitted through the Superintendent to the school Board, and exercise such other powers as are delegated by the members of the Board.
 - In the absence of the chairperson, the vice-chair shall execute the duties of the Chairperson.
 - The secretary ensures that minutes are recorded and sent to members in a timely manner, and that the approved minutes are made available for public viewing.

C. Standing Committees

1. The board shall have the following standing committees: Membership and Outreach. Ad hoc committees will be created to conduct the work of the SHAB as needed.
2. The membership committee shall be responsible for ensuring that notices are made available both to the general public and to the school community and for reviewing the applications and making a preliminary recommendation to the full Board at the last May meeting.
3. The Outreach Committee shall oversee outreach to the school and greater community.

V. Meetings

A. Conduct at meetings

1. Only members of the Board may vote, make motions, nominate or hold office. Ex officio members may not participate in these functions.
2. Written notice, minutes of the previous meeting and a proposed agenda shall be furnished to all members prior to any scheduled meeting of the Board.
3. The Board shall meet at least five times per school year at a time and place determined by the chairperson.
4. Additional meetings may be called by the chairperson or upon request by three board members.
5. Members who do not attend 3/5 of regular meetings in a school year may have their membership terminated at the discretion of the membership committee and may be replaced for the remainder of their term by the membership committee.
6. All meetings are open to the general public.

B. Quorum and voting

1. A quorum shall consist of any simple majority of the Board members.
2. If needed, a vote can be held by telephone or email.

VI. Amendment of By-Laws

These by-laws can be amended at any scheduled meeting of the Board by a two-thirds majority of the Board, provided that the amendment has been submitted in writing at the previously scheduled meeting.

Approved 1.11.05

Amended 9.12.06

Amended 1.12.10