

# School Health Advisory Committee Bylaws

## Article I Name

The name of the committee shall be the School Health Advisory Committee (SHAC).

## Article II Governing Body

### Section 1. Purpose

The purpose of the SHAC shall be to advise the Coordinated School Health program staff of the Department of Education, the Department of Health and Human Services including Maine Centers for Disease Control and Prevention, and such other departments and groups as appropriate, on the provision of school health services and health-related activities in the PreK-12 educational setting of any public or private school approved pursuant to 20-A MRSA §2902 educational setting.

School Health Services are specialized evidence-based services provided to protect, preserve and promote individualized and overall health in school communities including but not limited to:

- Preventative health measures
- Acute care interventions, and
- Chronic condition management
- Family and youth engagement

### Section 2. Functions

The committee shall:

1. Have advisory input into the development, review, and revision of guidelines on the provision of school health services, health-related activities, and systems to improve school health including both physical and social environments. (20-A MRSA §6403-A (5))
2. Review and make recommendations on school health related legislation as needed.
3. Elect and respond to issues brought to the committee by the departments and other appropriate agencies and members.
4. Support the design and implementation of evidence-based, culturally- and linguistically appropriate guidelines and programs.



[Figure 1. School Health Services Model](#)

Centers for Disease Control and Prevention, 2019

### Section 3. Membership

Membership is representative of qualified professionals such as school nurses, physicians, and other professionals serving school-aged children. The School Health Services model is student-centered and emphasizes the various methods used to support students: acute and emergency care, care coordination, chronic disease management, and family and youth engagement. Through a robust school health services program, students are able to stay healthy, in school and ready to learn. The membership understands the connections between health and academic achievement and the importance of evidence-based school policies and practices.

Staff representatives, to be appointed by the Commissioner or designee from the following state agencies shall be members:

- Maine Department of Education
- Maine Department of Health and Human Services
- Maine Center for Disease Control and Prevention
- Office of Child and Family Services

At least one representative who is currently working in a PreK-12 school in the State of Maine, to be appointed by the governing body of the organization shall be members with efforts made to be representative of the geographic regions of the state of Maine:

- School nurse, serving PreK-3
- School nurse, serving grades 4-8
- School nurse, serving grades 9-12
- Healthcare professional working in a School Based Health Center
- Educator, with expertise in serving children with disabilities

A representative who is currently working in and on behalf of children in the State of Maine, to be appointed by the governing body of the organization, if applicable, shall be a member:

- Pediatrician
- School Physician
- Parent organization
- Child Care Health Consultant

At-Large Members—are non-voting interested parties that may be called upon for workgroups and to enhance discussion may include but is not limited to dental hygienists, nutrition program staff, mental health specialists.

#### Section 4. Appointment and Responsibilities of Membership

One (1) voting member shall be appointed by the respective departments or organizations for two-year terms starting in September. The appointing body shall be responsible for filling vacancies that may occur in its representation. The appropriate organization will be notified of members who miss three (3) consecutive meetings.

In addition to attending meetings, members are expected to be liaisons with their affiliated organizations, including bringing agenda items to meetings and providing feedback to their organizations, informing decisions or work that is pertinent to the purpose of SHAC.

A. Officers

The officers shall be the chairperson, vice-chairperson and secretary, elected for two-year terms at the first fall meeting in years as indicated below; the two-year term of office will begin at the end of that meeting.

B. Duties and Responsibilities shall include

1. The chairperson shall lead meetings, prepare the agenda with assistance of the membership and designated staff from the Department of Education. (Elected in even years)
2. The vice-chairperson shall act in the absence of the chairperson. (Elected in odd years)
3. The secretary shall be responsible for recording and distributing meeting notes. (Elected in odd years)
4. Designated representatives from the Departments of Education shall serve as staff to the committee.

Section 5. Sub-Committees

Subcommittees may be established at the discretion of the committee. The subcommittee shall elect a chairperson to report to SHAC.

### **Article III Meetings**

Section 1. Regular Meetings

At minimum, the full SHAC shall meet four times annually. Sub-Committees may determine their meeting cadence as needed.

Section 2. Notices of Meetings

Written notices of all meetings shall be sent to members at least two weeks prior to all regular meetings. An attempt must be made to notify all members of a special meeting as early as possible.

Section 3. Agenda

Any member may place an item on the agenda by contacting the chairperson or designated staff person.

Section 4. Open Meetings

All SHAC meetings shall be open to the public. A person wishing to address the committee shall make the request to the committee prior to the scheduled meeting time. They will be recognized by the chairperson, identify him/herself, and proceed with comments as briefly as possible. The chairperson is responsible for the orderly conduct of the meeting and shall rule on such matters as time allowed for public discussion, the appropriateness of the subject, and suitability of time for such presentation. The committee as a whole shall have the final decision in determining the appropriateness of all such rulings.

Section 5. Quorum

A quorum shall consist of a simple majority of SHAC members. When a vote is taken, it shall be determined by a majority of voting members present.

#### **Article IV Amendments to Bylaws**

Any committee member may make a recommendation for an amendment to these bylaws. All recommendations will be presented at a committee meeting and a decision will be made as to what action shall be taken (i.e., referral to a subcommittee, immediate vote). The bylaws may be amended by a majority vote of a quorum. At the request of any member, a vote on the amendment shall be tabled until the next regular meeting of the committee.

Approved 6/7/2022