

# CHARTER FOR Health Education ADVISORY COMMITTEE

## ARTICLE I: NAME

The name of this advisory shall be the **Health Education Advisory Committee**.

## ARTICLE II: MISSION STATEMENT

The mission of the Health Education Advisory Committee is to serve as a forum for sharing ideas, information and advising the Office of Health & Physical Education on the selection of new instructional materials in accordance with Policy 8040.

## ARTICLE III: PURPOSE

The purpose of this committee is to:

- provide community input on issues related to Health Education education in Howard County
- Serve as an advisory group for the adoption of new Health Education textbooks and curricula
- Advocate for the Health Education program in a wide range of arenas, both public and private.

## ARTICLE IV: MEMBERS

### Section 1 Minimum and Maximum

- a. 8 minimum
- b. 25 maximum

### Section 2 Membership

- a. Elementary and Secondary Coordinators shall appoint members at large.
- b. Membership will include representatives from the following:
  - School Administration
  - Classroom teachers
  - Parents
  - Community groups
  - Partnership Institutions (Howard County Health Department, Howard County Fire & Rescue, Howard County Police)
  - Students
- c. Members at Large shall reflect a balance of various communities, i.e., business, school,

geographic, ethnic, gender, and minority representations in Howard County.

- Section 3     Term of Membership
- a. All members shall serve a term of at least one year.
  - b. Members at large shall serve for at least one year depending upon demand for participation.

Section 4     The date for beginning a term shall be September 1.

Section 5     A member shall forfeit membership on the committee if two successive meetings are missed.

Section 6     The Coordinator of Health and Physical Education office or an appropriate designee from the Howard County Department of Education is an ex-officio member and is expected to be present at each committee meeting.

## ARTICLE V: MEETINGS

Section 1     The regular advisory committee shall meet quarterly between September and August.

Section 2     Written notices of committee meetings shall be shared with all members in August.

Section 3     An agenda shall be prepared and provided to committee members prior to the meeting time.

Section 4     Meetings shall not be more than two hours long unless a majority of the committee members vote to continue a meeting beyond that limit.

Section 5     A quorum must be present to approve recommendations by the committee.

## ARTICLE VI: OFFICERS AND THEIR DUTIES

Section 1     The officers shall be a Chair, a Vice Chair and a Secretary.

Section 2     The officers shall be elected annually at the last meeting by a majority vote of the Advisory Committee members.

- Section 3     Chair
- a. Presides at all Advisory Committee meetings.
  - b. Appoints, as the need arises, standing and/or special committees
  - c. Provides accomplishment report to the Coordinator at the end of the year.

- Section 4     Vice Chair
- a. Performs the duties of Chair in his/her absence or at the Chairperson's request.
  - b. Becomes Chair for the next term.

Section 5     Secretary

- a. Keeps the minutes of all meetings.
- b. Takes the roll of attendees for all meetings.

## ARTICLE VII: DEPARTMENT OF EDUCATION STAFF

Section 1        The Coordinators or designee from the Department of Education will facilitate all meetings.

Section 2        Duties

- a. The Coordinators or designee shall notify members of the dates of regular, executive, and special meetings.
- b. The Coordinators or designee shall reproduce and distribute the minutes of all meetings to all members of the advisory.
- c. The Coordinators or designee shall reproduce and distribute any other information the Chairperson considers pertinent to the proper function of the committee.
- d. The Coordinators or designee shall maintain a roster of members including email addresses.

## ARTICLE VIII: CHARTER CHANGES

These operating bylaws may be amended by a two-thirds affirmative vote of members at any regular committee meeting or at a specially called meeting with a thirty-day written notice.

## ARTICLE IX: REPORT LINES

There will be an end of year report sent to the Executive Director of Curricular Programs prepared by the Coordinator or designee.

- List of advisory activities
- Copies of minutes
- Statement from Chair on accomplishment
- Recommendations