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