

**SEXUALITY, HEALTH AND RESPONSIBILITY EDUCATION ("S.H.A.R.E")
ADVISORY COMMITTEE –**

**A COMMITTEE OF THE WASHOE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES**

BYLAWS

Authority

In accordance with Board Policy 6142.1, Sexuality, Health and Responsibility Education, and Nevada Revised Statutes (NRS) 389.065, the Board of Trustees does hereby establish the Sexuality, Health and Responsibility Education ("S.H.A.R.E") Advisory Committee as a standing committee of the Washoe County School District ("District") Board of Trustees.

Mission and Purpose

1. The S.H.A.R.E Advisory Committee shall advise the District concerning:
 - a. The content of and materials to be used in a course of instruction regarding acquired immune deficiency syndrome, human reproductive system, related communicable diseases, and sexual responsibility; and
 - b. The recommended ages of students to whom the course of instruction is offered.

Reporting Structure

1. Recommendations from the S.H.A.R.E Advisory Committee shall first be made to the Superintendent. However, where required by law, the final decision shall rest with the Board of Trustees.
2. The Superintendent, through appropriate staff, shall:
 - a. Ensure Committee proposals are feasible: operationally, financially and academically.
 - b. Determine whether action should be taken by the Superintendent or the Board of Trustees.
3. For those matters that require the approval of the Board of Trustees, the Superintendent shall have the option to:
 - a. Return any recommendation of the Committee back to the Committee with suggested changes; or

- b. Forward any recommendation of the Committee to the Board of Trustees, with the Superintendent's Alternate Recommended Action;
 - c. Forward any recommendation of the Committee to the Board of Trustees, as proposed by the Committee.
4. For those matters delegated to the Superintendent by Board policy or previous action of the Board of Trustees, the Superintendent shall have the option to:
- a. Approve the Committee's recommendation;
 - b. Deny the Committee's recommendation; or
 - c. Return any recommendation of the Committee back to the Committee with suggested changes.

Composition

1. Appointments

- a. Following an advertised application period, members shall be selected utilizing the application and review process established by the District's Committee Operating Procedures Manual.
 - i. Applications shall be accepted on an ongoing basis;
 - ii. When openings occur, the Department of Board Services shall submit the appropriate applications from the listed membership categories to the Committee for recommendation to the Board of Trustees.
 - iii. The members of the Committee, during a properly noticed public meeting, shall select and recommend new and/or reappointed members to the Board of Trustees.
 - iv. Final approval of all selections shall rest with the Board of Trustees.

2. Voting Membership

- a. Voting membership shall consist of nine (9) voting members, as follows:
 - i. Five (5) parents/guardians of students who attend school in the District;
 - 1. Five (5) parents/guardians of a students who attend school in the District

ii. Four (4) members who represent the following five (5) categories. The committee shall consist of no more than one member representing these categories.

1. Medical/Nursing,
2. Counseling,
3. Religion,
4. Student who attends a District school; or
5. Teacher at a District school

3. Term of Service

a. A term of membership shall be two (2) years, commencing on July 1st and ending June 31st.

MEMBER	CATEGORY	TERM ENDS
A	Parent/guardian of a Student who attends a District school	June 30 of Odd-Numbered Years
B	Parent/guardian of a Student who attends a District school	June 30 of Odd-Numbered Years
C	Parent/guardian of a Student who attends a District school	June 30 of Even-Numbered Years
D	Parent/guardian of a Student who attends a District school	June 30 of Even-Numbered Years
E	Parent/guardian of a Student who attends a District school	June 30 of Even-Numbered Years
F	Medical/Nursing, Counseling, Student Religion, or Teacher	June 30 of Odd-Numbered Years unless a student,

	(Limit of 1 of each of the 5 categories for a total of 4 from those categories)	who shall be renewed annually
G	Medical/Nursing, Counseling, Student Religion, or Teacher (Limit of 1 of each of the 5 categories for a total of 4 from those categories)	June 30 of Even-Numbered Years unless a student, who shall be renewed annually
H	Medical/Nursing, Counseling, Student Religion, or Teacher (Limit of 1 of each of the 5 categories for a total of 4 from those categories)	June 30 of Odd-Numbered Years unless a student, who shall be renewed annually
I	Medical/Nursing, Counseling, Student Religion, or Teacher (Limit of 1 of each of the 5 categories for a total of 4 from those categories)	June 30 of Even-Numbered Years unless a student, who shall be renewed annually

b. A member who cannot complete his/her term on the Committee should submit a letter of resignation to the Committee Chair. Upon acceptance of the letter of resignation, the position shall be opened using the District's application process.

i. A member who is appointed to fulfill the term of a member who has resigned or been removed, shall complete the term of the vacating member.

c. No member may serve for more than five (5) consecutive two-year terms without at least a one year break in service.

4. Vacancy

a. A vacancy in the membership of the Committee must be filled in the same manner as the original appointment for the remainder of the unexpired term.

5. Officers

a. The officers of the Committee shall be Chairperson and Vice-Chairperson, who are voting members of the committee.

b. Officer Duties and Responsibilities

i. The Chairperson shall:

1. be responsible for the general planning for and supervising of activities of the Committee;
2. approve the agendas of the meetings of the Committee in collaboration with the Staff Liaison; and
3. preside over all meetings of the Committee.

ii. The Vice-Chairperson shall:

1. preside in the absence of the Chairperson;
2. discharge any duties delegated by the Chairperson or as directed by the Committee; and
3. succeed to Chairperson in the event that the Chairperson is unable to serve.

c. Officer Nomination and Election

- i. Officers shall be elected by vote of the members of the Committee and be elected by majority vote of the members of the Committee.
- ii. The term of office shall be from July 1st to June 30th and shall be for one (1) year. Officers may be re-elected for one additional term.
- iii. Election of officers shall be held during the regularly scheduled June meeting, with terms to begin in July of that same year.
- iv. All nominees shall be present at the scheduled meeting to accept the nomination.

d. Removal of Officers

- i. An officer may be removed for just cause at any time by a two-thirds (2/3) vote of the Committee.
- ii. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal District's protocol for the election of officers.

6. District Staff Liaison

- a. The District shall provide a Staff Liaison, who shall serve in a non-voting capacity, and administrative support to the committee. That individual shall work with staff of the Board Services Department to:

- i. In conjunction with the Committee Chair, set the meeting agendas and meeting schedule;
 - ii. Advise the committee on the goals of the Board of Trustees and Superintendent;
 - iii. Advise the committee on information in the District that concern the Committee;
 - iv. Report to the Superintendent the happenings of the Committee.
7. The SHARE Advisory Committee shall strive to be representative of the diverse nature of the District.

Procedural Responsibilities

1. The Committee shall comply with state laws and regulations, and specifically Nevada's Open Meeting Law, Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies.
2. The Committee shall comply with the policies, regulations and procedures of the District, and specifically the District's committee operating procedures.
3. Neither the Superintendent or the Board of Trustees may delegate the responsibility for final decisions to a committee, because such decisions must, by state law, rest with the Board of Trustees or have been delegated to the Superintendent through Board policy. Committees are not empowered to perform management functions.
4. A committee may be dissolved upon completion of its charge or by action of the Board of Trustees.

Duties, Skills and Responsibilities

1. General
 - a. All members of the Committee shall be residents of Washoe County, unless such member is also a District employee.
 - b. The Committee members collectively should possess general knowledge of District issues and concerns.
 - c. Members shall be familiar with the policies, regulations, and laws governing the District.
 - d. Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee

and the District with such care as a generally prudent person in a similar position would use under similar circumstances.

- e. Each member shall serve without compensation.

2. Member Protocol

- a. Only the committee as a whole has the authority to act.
 - i. Individual committee members do not have the authority to direct staff, students, volunteers, and/or parents/guardians
 - ii. Individual committee members may not, in the name of the committee, conduct site visits or otherwise engage with staff outside of properly noticed meetings unless otherwise authorized by District policy, regulation or procedures.
- b. Committee members shall review and understand guidance provided in the Procedural Manual for Advisory Committees to the Board of Trustees.

3. Community Input

- a. Each member of the committee will be responsible for meeting with or otherwise getting input from their group type to bring to the committee meetings for discussion.

4. Confidentiality

- a. During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the District to maintain the confidentiality of such information.

5. Meetings

- a. The Committee shall meet, at a minimum, on a quarterly basis. Regularly scheduled meetings shall be held from July 1st to June 30th of each year. The Chairperson shall establish a calendar of regularly scheduled meetings in conjunction with the District's staff liaison. Generally, the first meeting of the year will occur in August.
- b. Special meetings may be called at the discretion of the Chair, in conjunction with the District's staff liaison.

6. Meeting Attendance

- a. Attendance records of all Committee members shall be reviewed by the chairperson on a regular basis.

- b. The Chairperson may recommend removal of any member having three (3) or more absences to Committee meetings during one (1) year or for failure to participate on a committee.
- c. Recommendation to remove a member shall be by majority vote of the committee, with final action required by the Board of Trustees.

Reporting Requirements

1. The Committee has the duty and responsibility to report its activities to the Board of Trustees and Superintendent. The Committee's reporting requirements are to:
 - a. Report on the scope and breadth of Committee activities so that the Board of Trustees and Superintendent are kept informed of its work and can take appropriate action.
 - b. Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
 - c. Report on any other matters that the Committee believes should be disclosed to the Board of Trustees and/or Superintendent.

Review and Revision

1. The Board Services Department shall assess and report to the Board of Trustees and Superintendent on the adequacy of these bylaws no less than an annual basis or as necessary. Modifications shall be presented to the Board of Trustees in writing for their review and action.

Date	Revision	Modification
11/15/2016	1.0	Adopted
6/28/2017	1.1	Correction made to 6(c)...final action required by the Board of Trustees, not Superintendent