

XYZ SCHOOL DISTRICT SEX EDUCATION ADVISORY BOARD

BY-LAWS

ARTICLE A – OFFICIAL NAME

Section 1: The name of this _XYZ_ School District Sex Education Advisory Board shall be the _XYZ Reproductive Health Committee on all external-facing communications. Internal, school district communications may at times retain the use of Sex Education Advisory Board for legal clarification.

ARTICLE B – PURPOSE

Section 1: The _XYZ_ Schools Reproductive Health Committee shall function on a continuous basis in an advisory capacity to the _XYZ_ Board of Education in accordance with Michigan Laws.

Section 2: Specifically, this Reproductive Health Committee shall assist the _XYZ_ School Board of Education, the _XYZ_ School administration and _XYZ_ School staff in establishing program goals and objectives to provide students enrolled in _XYZ_ School programs with accurate knowledge regarding sex education information to support the elimination of and reduction in the rates of teen sexual activity, unintended pregnancy, and/or sexually transmitted diseases among students.

- a. _XYZ_ School programs include those students enrolled in the _XYZ_ Schools: Alternative Schools, Primary Schools, Middle School, High School, Special Education Programs. *(insert the specific populations of students who will also be included.)*
- b. However, these programs will not pertain to other students, *(insert the specific populations who will not be included)* as they will follow their _____ *(department, GLCC strands..., etc.)* for goals and objectives.

Section 3: The Reproductive Health Committee shall provide a review every two years of the sex education curricula and materials used in _XYZ_ School student programs defined in ARTICLE J

The curricula and materials will provide information to students that are:

- a. Age-appropriate
- b. Developmentally appropriate
- c. Medically accurate.

The Reproductive Health Committee will develop recommendations for goals, objectives, curricula, and materials regarding sex education. These recommendations will be forwarded to the Superintendent. Then these recommendations will be presented by the Superintendent to the _XYZ_ School Board of Education so they

may consider official support of specific recommendations.

Section 4: Whenever the “*Superintendent*” appears in these By-Laws, the words “*or his/her designated representative*” shall be assumed to follow.

Section 5: Representatives from the Reproductive Health Committee may be asked to assist the administration with presentations of the recommendations to the _XYZ_ School Board of Education.

ARTICLE C – AUTHORIZATION

Section 1: The _XYZ_ Reproductive Health Committee is a public Reproductive Health Committee with members following the approved selection process set by the _XYZ_ School Board of Education in compliance with Michigan Law.

ARTICLE D - NUMBER OF MEMBERS

Section 1: The _XYZ_ School Sex Education Advisory Board (Reproductive Health Committee) shall consist of _____ (number) official members and up to _____ (number) additional non-official members. The number of *voting* members is determined by the _XYZ_ School Board. Official members shall each have one vote. Non-officials are non-voting members. The number of voting members shall not exceed _____ the number of non-voting members shall not exceed _____. (can be re-worded to be minimum/maximum number of members)

ARTICLE E – APPLICATION AND NOMINATION FOR MEMBERSHIP

Section 1: Any interested person may submit an application to _XYZ_ Reproductive Health Committee Co-chairs for his/her consideration as a potential member of this Reproductive Health Committee. The interested person shall complete all the application steps posted on the _XYZ_ District website.

Section 2: The _XYZ_ Reproductive Health Committee shall nominate persons to assure that different types of _XYZ_ School students are represented on the Reproductive Health Committee.

Section 3: If there is a shortage of committee members a public notice may be posted on the _XYZ_ District website and/or local post.

Section 4: At a timely meeting of the _____ shall act on all nominations recommended by the _____, to fill the expired terms of the Board members.

ARTICLE F – TYPE OF MEMBERS (OFFICIAL AND NON-OFFICIAL)

Section 1: CO-CHAIRPERSONS: The _XYZ_ School Sex Education Advisory Board (Reproductive Health Committee) shall consist of two (2) co-chairs appointed by the _XYZ_ School Board of Education. One (1) co-chair shall be a parent of a student who attends a _XYZ_ School program. One (1) co-chair shall be a _XYZ_ School Staff Member. Both co-chairs are official members of the _XYZ_ Reproductive Health Committee.

Section 2: PARENT MEMBERS: At least one-half (1/2) of the official members of the _XYZ_ Reproductive Health Committee shall be parents who have a student attending a program operated by the _XYZ_ School District and a majority of these official parent members shall be individuals who are not employed by the _XYZ_ Schools.

Section 3: OTHER MEMBERS: The remaining official members of the _XYZ_ Schools Reproductive Health Committee shall include, _XYZ_ School educators or administrators, local clergy, and health professionals from the community.

Section 4: SECRETARY / CLERICAL SUPPORT: The _XYZ_ administration will provide secretarial and/or clerical support to this Reproductive Health Committee. This support person shall be a non-official non-voting member.

Section 5: DIRECTOR OF ACADEMIC SERVICES: The _XYZ_ School Director of Academic Services shall serve as a non-official committee member. He/she shall act as the Superintendent's designated representative and shall provide assistance to the Reproductive Health Committee as needed. He/she shall be a non-voting member.

ARTICLE G – TERM OF MEMBERSHIP

Section 1: _XYZ_ NON-STAFF MEMBERS: The length of term of non-_XYZ_ School staff on this Reproductive Health Committee is three (3) years. A second term of membership of an additional three (3) years is available via re-appointment by the _XYZ_ School Board of Education. Membership is limited to a maximum of six (6) years. Members are appointed by the _XYZ_ School of Education.

Section 2: _XYZ_ STAFF MEMBERS: _XYZ_ School staff shall be appointed annually to this Reproductive Health Committee by the Director of Academic Services. _XYZ_ School staff members shall serve without term limits with the annual recommendation of the Superintendent and approval of the _XYZ_ School Board of Education.

Section 3: Members in Good Standing: A member in good standing shall be defined as those that have been completed the application and approval process to be a member of the Reproductive Health Committee and have no attendance violations.

Section 4: Termination of Membership: Continued committee membership is contingent upon attendance and excused absences. Members are encouraged to contact the Co-chairs prior to a scheduled meeting if they cannot attend the meeting. Three unexcused consecutive absences from regularly scheduled meetings will result in termination. After a Reproductive Health Committee member has had an unexcused absence from two (2) consecutive regularly scheduled meetings of the Board, they shall be notified in writing by the Secretary of said absence. One (1) additional consecutive absence will result in the initiation of termination of membership on this Reproductive Health Committee. Replacements for those terminated members shall be as prescribed in ARTICLE E, shall be acted upon by the _XYZ_ School Board of Education for approval, and shall serve the unexpired term.

ARTICLE H – DUTIES OF MEMBERS:

Section 1: CO-CHAIRPERSONS: There shall be two co-chairpersons, one (1) parent co-chairperson, and one (1) _XYZ_ staff co-chairperson. They shall exercise general supervision and control over business and affairs of the _XYZ_ School Reproductive Health Committee. The co-chairpersons shall sign documents, contracts or other instruments as the authorized official representative of the Reproductive Health Committee. In addition, the Chairpersons shall assist the Director of Academic Services in developing the agenda for the meetings of the Reproductive Health Committee. The Co-chairs shall schedule all meetings; preside over such meetings; and appoint sub-committees as the need arises. In general, the Co-chairpersons shall perform all duties incident to the office of a chairperson.

Section 2: SECRETARY: The Secretary shall be a non-official, non-voting member provided by the _XYZ_ School administration. The secretary shall record the minutes of all meetings of the Reproductive Health Committee, shall see that all notices are duly given in accordance with the By-Laws; shall see that communications with staff, administration, and parents be kept up-to-date in accordance with the By-Laws; shall keep a register of the addresses and telephone numbers of all members of the committee members; shall be responsible for the roll call of attendance at all meetings; shall be the custodian of all Reproductive Health Committee records and documents, and shall report all absences to the co-chairs on a regular basis. The Secretary shall, in general, perform all duties incident to the office of Secretary.

Section 3: The _XYZ_ DIRECTOR OF ACADEMIC SERVICES shall be a non-official Reproductive Health Committee member and act as the Superintendent's designated representative to this Reproductive Health Committee. He/she shall provide assistance to the Reproductive Health Committee as needed, and shall be a non-voting member. The Director of Academic Services will act as the Sex Education Supervisor on behalf of the district.

Section 4: ALL MEMBERS:

- a) Attend regularly scheduled meetings as defined in ARTICLE I.

- b) Periodically assist _XYZ_ School administration with establishing goals and objectives regarding age and developmentally appropriate sex education for students in _XYZ_ School programs.
- c) Periodically review and recommend curricula and materials for use in _XYZ_ School student programs that will provide age-appropriate, developmentally appropriate and medically accurate information to students about sex education.

Section 5: Members may be asked to act as representatives of the Reproductive Health Committee to communicate to _XYZ_ Schools and community regarding special initiatives, service reviews, and other such activities. The members will be asked to report back to the Reproductive Health Committee in writing or in person regarding any assigned communications.

ARTICLE I – MEETINGS

Section 1: The _XYZ_ School Reproductive Health Committee shall meet a minimum of two (2) times per year. Additional or special meetings may be called by the _XYZ_ School Superintendent.

Section 2: Reproductive Health Committee meetings may be attended by the public when a written request for attendance has been submitted no later than five (5) business days prior to the scheduled meeting. Individuals desiring to appear on the printed agenda for purposes of addressing the Reproductive Health Committee shall notify the Secretary no later than five (5) business days prior to the date of the meeting. Committee Members in good standing are exempted from this requirement and may address the Reproductive Health Committee at the prescribed agenda item.

Section 3: The Reproductive Health Committee meetings shall follow a prescribed agenda (format) containing, but not limited to, the following items:

- a. Call to Order
- b. Membership Roll Call
- c. Comments from the Public
- d. Approval of Previous Meeting's Minutes
- e. Approval of the Agenda and Additions to the Agenda
- f. Presentations
- g. Information Items
- h. Items Requiring Action by the Board
- i. Announcements
- j. Adjournment

Section 4: Notices of meetings shall be sent to committee members minimum one week prior by the Secretary. Notice shall include a listing of items for discussion and/or action.

Section 5: A copy of the minutes of each meeting shall be sent to the members of the _XYZ_ School Reproductive Health Committee and the _XYZ_ School Superintendent.

Section 6: Quorum at the Meetings: At all meetings, thirty percent (30%) of the members in good standing shall constitute a quorum, which is necessary to conduct business. If a quorum is not present, then the Board will operate under "Board of the whole" and may not act on any business items that may bind the Board.

Section 7: Annual Organizational Meeting: The annual organizational meeting shall be held at the last regularly scheduled meeting of the school year, at which time the next year's meeting calendar shall be established.

ARTICLE J - RECOMMENDATION, REVIEW, AND RENEWAL

Section 1: RECOMMENDATION: The Reproductive Health Committee will develop recommendations for program goals, objectives, curricula, and materials regarding sex education.

Section 3: The _XYZ_ School Co-chairs will organize and provide a variety of curricula and materials for the Reproductive Health Committee to consider. All members may bring additional curricula for evaluation. Curricula will be evaluated based on the State of Michigan's A-K requirements.

Section 4: The Reproductive Health Committee recommendations as determined by ARTICLE K will be forwarded to the _XYZ_ School Superintendent and he/she will forward it to the _XYZ_ School Board of Education for their review.

Section 5: The _____ will follow State of Michigan protocols to make the recommendation public to the community and arrange two public hearings with a minimum interval of one week between meetings. The notice of the meetings will be made public on the _XYZ_ School District website. The purpose of the meeting will be to hear feedback from the community regarding the recommendation.

Section 6: The recommendation(s) supplied by the Reproductive Health Committee will be presented to the _XYZ_ School Board of Education for their consideration. The approval, denial, or delay of the recommendation will be voted upon and recorded in the board minutes. A copy will be saved by the Reproductive Health Committee secretary with any relevant supporting documentation.

Section 7: REVIEW: The Reproductive Health Committee will review the current sex education programs, curricula and materials, to evaluate how they are meeting the program goals and objectives every two years (at minimum). A report of this evaluation

will be submitted to the Superintendent who will submit to the _XYZ_ School Board.

Section 8: RENEWAL The Reproductive Health Committee can approve a renewal and continued use of the program as long as:

- a. All program goals and objectives are being met.
- b. The method of instruction has not changed (same video, same anatomical images, same guest presenter organization, same course).
- c. The lesson objective has not changed (the goal is still the same for the activity, lesson, etc.)
- d. No new concept or vocabulary is introduced.

Section 9: RECOMMENDATION The Reproductive Health Committee will submit a new recommendation for the approval of the school board (including public hearing protocols) for the following changes to a program:

- a. New concepts or topics are introduced that were not previously included.
- b. Change in delivery method of the information (online, anatomy images, guest speaker, classroom teacher).
- c. Lesson objectives are altered or additional objectives proposed.
- d. New sexual health vocabulary is introduced.

ARTICLE K - VOTING RIGHTS AND PROCEDURES

Section 1: Only official members in good standing may vote at the _XYZ_ Reproductive Health Committee meetings. Each member shall hold one (1) vote on each business item.

Section 2: All decisions and actions on all issues brought before this advisory Board shall be determined by either roll call vote or show of hands. All votes must be recorded and entered into the minutes.

Section 3: A majority vote (50% + 1) of the votes cast (abstentions shall not be counted as legal votes cast) shall be required to receive approval or pass any business item by the Reproductive Health Committee.

ARTICLE L - AMENDMENTS

Section 1: By-Laws shall be reviewed at the Reproductive Health Committee's annual organizational meeting.

Section 2: These By-Laws, or any ARTICLE, or Section thereof, may be recommended for consideration for amendment by the Reproductive Health Committee to the _XYZ_ School Superintendent. Only the _XYZ_ School Board of Education can act to implement recommended By-Law changes. Written notification of such proposed amendment or amendments must be sent to each official committee member and non-official member not less than ten (10) business days prior to the time of consideration.

SAMPLE