

# **SOLANO COUNTY TOBACCO EDUCATION COALITION BYLAWS**

(Adopted 1/27/15)

## **ARTICLE I - NAME**

The name of this organization shall be the Solano County Tobacco Education Coalition (TEC).

## **ARTICLE II - PHILOSOPHY AND MISSION**

### **a. Philosophy Statement of the Tobacco Education Coalition**

The Tobacco Education Coalition of the Solano County Health and Social Services Department recognizes that:

- Optimum individual and community health is of utmost importance to Solano County,
- It is necessary to protect the health of the entire community particularly those groups at greatest risk,
- Optimum health is adversely affected by tobacco use,
- The elimination of tobacco use will greatly promote the health of citizens in Solano County.

The Tobacco Education Coalition recognizes that tobacco use is a major public health issue and to address this problem the following must be considered:

- That prevention is the most desirable method for achieving a healthy society,
- That tobacco control programs must be comprehensive and culturally sensitive,
- That the solution must come from a community, city and county partnership,
- That consistency must be maintained in tobacco information, enforcement of laws, ordinances, and programs in order to provide a credible message to the public,
- That we must advocate for those unable to speak for themselves,
- That we must be aware of the economic and emotional issues involved.

### **b. Mission: To reduce tobacco use and reduce exposure to secondhand smoke in Solano County.**

## **ARTICLE III - TOBACCO EDUCATION COALITION (TEC)**

The TEC shall serve in an advisory capacity to the Solano County Health and Social Services Department and may also actively implement activities as part of the comprehensive plan.

## **ARTICLE IV – MEMBERSHIP**

- a. The TEC shall consist of members including but not limited to representation from professional and voluntary health organizations, health care providers, labor, management, business, government, schools, youth, media, religious, community organizations, child development representatives and law enforcement.
- b. TEC membership will strive to reflect the diverse demographics of Solano County.
- c. Members may serve for more than one year.
- d. Application process.
- e. A member whose actions may be detrimental to the Organization may be removed. A special meeting of the steering committee shall be called for this purpose with notification, at least one (1) week before the set date being sent to the designated member. Such notice shall indicate that failure of said member to attend this meeting shall be construed as a resignation. A two thirds (2/3) vote will be required for removal.

## **ARTICLE V - SATISFACTION SURVEY**

A TEC satisfaction survey of members will be conducted at least every 18 months to assess how the coalition members feel that the group is functioning and determine ways the Solano County Health and Social Services Department, Tobacco Prevention and Education Program Staff can better facilitate the

TEC's needs.

#### **ARTICLE VI - MEETINGS OF THE TOBACCO EDUCATION COALITION**

- a. The TEC shall hold regular meetings at least **four** times each calendar year.
- b. A Co-Chair or Project Director may call special meetings.

#### **ARTICLE VII - QUORUM/TRANSACTION OF BUSINESS**

One-third of TEC members present shall constitute a quorum for transaction of business at any meeting of the TEC. Unless otherwise stated in these Bylaws, a simple majority vote of those present is required for the transaction of business.

#### **ARTICLE VIII - ELECTION PROCESS**

- a. Nomination by membership, through a prior written notice and nomination form.
- b. Secure consent of individuals nominated.
- c. Nominations from floor at TEC meeting.
- d. Discussion.
- e. Vote by acclamation or ballot if more than one individual is nominated for the same office.

#### **ARTICLE IX - CONFLICT OF INTEREST**

No member may serve on a committee or represent their organization where a conflict of interest could arise as determined by the discretion of a Co-Chair.

#### **ARTICLE X - OFFICERS**

- a. The officers of the TEC shall be two (2) Co-Chairs.
- b. The officers shall be elected by the TEC in January and shall serve a one (1) year term beginning February 1 or until successors are elected.
- c. Any vacancy occurring among the officers of the Organization may be filled for the unexpired term by the TEC.
- d. The two (2) Co-Chairs shall be the primary officers of the TEC and at least one (1) Co-Chair shall preside at all meetings of the TEC and of its Steering Committee. The Co-Chairs shall share the usual duties of the office, such other duties as may be prescribed by the TEC from time to time, and shall be ex-officio members of all committees. The duties of the office will be shared and divided between the two (2) Co-Chairs.

#### **ARTICLE XI - STEERING COMMITTEE**

- a. The Steering Committee shall consist of the two (2) Co-Chairs, each Subcommittee Chair, and the Tobacco Prevention & Education Program (TPEP) Project Director
- b. The Steering Committee may take action on behalf of the TEC in matters of such urgency that decisions must be made before the next TEC meeting, provided that any action taken shall not conflict with the policies and express wishes of the TEC. Any action so taken shall be reported at the next regular meeting of the TEC.
- c. The Steering Committee shall meet prior to TEC meetings and as needed.
- d. One of the two (2) Co-Chairs of the TEC shall act as Chair of each Steering Committee meeting. The two (2) Co-Chairs may rotate acting as Chair of the Steering Committee.
- e. The Steering Committee shall be responsible for the review and update of the TEC Bylaws, to reflect any proposed changes. Review of the Bylaws should occur each year ending with an odd number.

#### **ARTICLE XII - TOBACCO EDUCATION COALITION SUBCOMMITTEES**

- a. The TEC will form subcommittees, as needed, to assist in the implementation of activities. Activities will be implemented based upon a Scope of Work. Each subcommittee will elect a Chair for a one (1) year term or part thereof. A current subcommittee description

- shall be incorporated as an Appendix.
- b. The Chair of each Subcommittee will be an ex officio member of the TEC with one (1) vote.
  - c. Subcommittee membership will consist of TEC Members and TPEP staff as well as other community individuals recommended to the TEC.
  - d. Subcommittee chair will assist TPEP staff in the preparation of meeting agendas, facilitate subcommittee meetings, communicate with Co-chairs about work done in subcommittee meetings, and report progress to the Steering Committee.

### **ARTICLE XIII - POLICY ON SUBCOMMITTEE QUORUM**

The following policy was proposed by the Bylaws Committee:

Whereas the subcommittees need adequate member representation and input on plans and recommendations that come out of those subcommittees, and whereas it is not always possible to obtain sufficient attendance at a subcommittee meeting to establish a quorum, the Bylaws Committee recommend, as a matter of TEC policy that the presence of the subcommittee Chair plus at least two additional members shall constitute a quorum at subcommittee meetings.

### **ARTICLE XIV - AMENDMENTS**

These Bylaws may be adopted, amended or repealed by the TEC by a two-thirds (2/3rds) vote of the members present and voting at a duly convened meeting. The TEC must be notified in writing at least twenty (20) days in advance of any meeting at which action will be taken on proposed amendments to these Bylaws.

### **ARTICLE XV – ORIENTATION PROCEDURE FOR NEW MEMBERS**

#### **Recruitment Procedure:**

- a. TEC member talks to Prospective Member (PM) and gives him/her packet. Materials in packet include: Letter and directions regarding contents of packet, membership form, TEC meeting schedule, TPEP brochure, and TEC brochure.
- b. TEC member invites PM to TEC meeting.
- c. Prospective Member attends TEC meeting and hands in membership form to TPEP staff.
- d. TPEP checks membership form for completion and presents to Steering Committee.
- e. Steering Committee reviews and approves or disapproves completed membership form.
- f. TPEP sends welcome letter and orientation schedule to new TEC member.
- g. TPEP follows up with individuals whose membership form was disapproved or incomplete.

#### **Orientation Procedure:**

- a. At least twice a year a formal orientation of new members will be held ½ hour before regular coalition meetings.
- b. Orientation will consist of acquainting new members with a comprehensive Tobacco Education Coalition Binder and how to use it.

#### **Training of Coalition Members:**

A 2-3 hour *Tobacco 101* training will be held annually to help new members learn more about the tobacco control movement and to enrich the knowledge of existing members. Topics will be chosen by existing members. The training will occur in two distinct segments—core training followed by advanced training. This would allow existing members to participate in the segment(s) most appropriate for them.

Appendix

**SOLANO COUNTY TOBACCO EDUCATION COALITION  
Solano County Smoke-free Policy Subcommittee**

**JOB TITLE:** Subcommittee Member

**RESPONSIBLE TO:** Tobacco Education Coalition

**STAFF RESOURCES:** Committee Chair and Tobacco Prevention and Education staff

**LENGTH OF COMMITMENT:** As needed.

**TIME INVOLVEMENT:** As required and work as needed.

**MAJOR MEMBER RESPONSIBILITIES:** Participate in committee planning meetings; present information to local groups to gain support for smoke-free policies; attend and/or speak at Commission meetings, Board of Supervisors, or other appropriate meetings that address this issue.

**QUALIFICATIONS:** Be a member of the TEC or a member of the community interested in promotion of smoke-free policies.

**MAJOR GOAL:** Pass a policy or amend existing smoke-free policy in Solano County.

**SCIENTIFIC RATIONALE:** Exposure to secondhand tobacco smoke has been causally linked to cancer, respiratory, and cardiovascular diseases, and to adverse effects on the health of infants and children. There is no safe level of tobacco smoke exposure; it is estimated that secondhand tobacco smoke causes 34,000 heart disease deaths and 7,300 lung cancer deaths annually among adult non-smokers (2005-2009).

**SAMPLE COMMITTEE ACTIVITIES:** Recommend names of individuals/groups who may be interested in smoke-free policy issues. Assist in activities such as survey-taking, gathering letters of support, making presentations. Meet with leaders, along with TPEP staff, to move the issue forward.

Appendix

**SOLANO COUNTY TOBACCO EDUCATION COALITION  
Chronic Disease Prevention Subcommittee**

**JOB TITLE:** Subcommittee Member

**RESPONSIBLE TO:** Tobacco Education Coalition

**STAFF RESOURCES:** Health Promotion & Community Wellness Bureau staff and Tobacco Prevention and Education staff

**LENGTH OF COMMITMENT:** Two years or ongoing as desired.

**TIME INVOLVEMENT:** Approximately 12 hours/year required and work as needed

**MAJOR MEMBER RESPONSIBILITIES:** Participate in advising and leading chronic disease prevention policy, systems, and environmental change work; assist with planning and community mobilization; present information to local groups to gain support for efforts related to tobacco-free living, healthy eating, active living, high impact evidence-based clinical and prevention services, and healthy and safe physical environments. Engage youth in leading and implementing projects; attend and/or provide public testimony at Commission, City Council, Board of Supervisors, or other appropriate meetings.

**QUALIFICATIONS:** Be a member of the TEC or a member of the community or agency interested in chronic disease prevention efforts.

**MAJOR GOAL:** Provide support to passage of policies, system, and environmental changes; and mobilize community to prevent and reduce chronic disease in Solano County.

**SCIENTIFIC RATIONALE:** Preventing disease and illness before they occur creates healthier homes, workplaces, schools and communities. When multiple sectors work toward common chronic disease prevention priorities, improvements in health can be amplified and accelerated. In children, regular physical activity supports better

learning. With better health, adults are more productive and at work more days. Asthma, high blood pressure, smoking and obesity each reduce annual productivity by between \$200 and \$440 per person.

**SAMPLE COMMITTEE ACTIVITIES:** Identify and recruit individuals and/or groups who are interested. Assist in activities such as gathering data, mobilizing the community, gathering letters of support, making presentations, sharing success stories. Meet with leaders to move efforts forward.

Appendix

**SOLANO COUNTY TOBACCO EDUCATION COALITION  
Healthy Stores for a Healthy Community (HSHC) Subcommittee**

**JOB TITLE:** Subcommittee Member

**RESPONSIBLE TO:** Tobacco Education Coalition

**STAFF RESOURCES:** Tobacco Prevention and Education staff

**LENGTH OF COMMITMENT:** 7/14 – 6/17 and beyond.

**TIME INVOLVEMENT:** Approximately 12 hours/year required and work as needed

**MAJOR MEMBER RESPONSIBILITIES:** Participate in committee planning meetings; present information to local groups to educate and gain support for HSHC efforts related to reducing access to tobacco and alcohol and increasing healthy options in stores; meet with retailers and help establish partnership with merchants; attend and/or provide public testimony at Commission, City Council, Board of Supervisors, or other appropriate meetings.

**QUALIFICATIONS:** Be a member of the TEC or a member of the community or agency interested in improving community health through changes in retail stores.

**MAJOR GOAL:** Provide support to passage of policies and implementation of activities in Solano County which support the strategic directions of the HSHC campaign, such as limiting tobacco retail density and/or location and limiting the amount of storefront window advertising.

**SCIENTIFIC RATIONALE:** Smoking is the leading cause of preventable death and disease in the U.S., accounting for 480,000 deaths annually, despite the fact that smoking rates have decreased by more than half in the last fifty years. The tobacco industry spent about \$23 million a day in 2011 on advertising and promotion, mostly at the point of sale, to increase tobacco sales. Tobacco advertising and promotion influence youth to start smoking. The store environment reflects a

complex web of relationships among the tobacco companies and the retailer, the retailer and the consumer, and the consumer and the product. The store environment exerts a unique influence to promote tobacco use as a desirable social norm because it is a setting in which tobacco is not only advertised, it is sold.

**SAMPLE COMMITTEE ACTIVITIES:** Participate in strategic planning activities; identify and recruit individuals and/or groups who may be interested in the strategic directions of HSHC. Assist in activities such as mobilizing the community, gathering letters of support, making presentations, and data collection. Meet with leaders to move efforts forward.