

SOLANO COUNTY TOBACCO EDUCATION COALITION BYLAWS

(Adopted July 17, 2018)

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 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; and
- The elimination of tobacco use will improve the health in Solano County residents.

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

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

b. Mission: To reduce tobacco use and 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 Solano County residents and representatives 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 ensure that TEC members reflect the diverse demographics of Solano County.
- c. Members may serve for more than one year.
- d. Application process. A prospective member submits a membership form which is reviewed by the steering committee. At least two (2) steering committee members must approve and sign the form.
- 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 of the steering committee will be required for removal.
- f. Members of the TEC shall not accept any tobacco industry funding.

ARTICLE V - SATISFACTION SURVEY

A TEC satisfaction survey of members will be conducted annually 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 and TEC steering committee and members can better meet 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 the 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 FOR CO-CHAIRS

- 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. At least one (1) TEC co-chair must be a community volunteer or represent an organization that is not funded by tobacco prevention.
- 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 as other duties that 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 Coordinator
- b. The Steering Committee shall meet prior to TEC meetings and as needed.
- c. 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.
- d. The steering committee shall be responsible for developing TEC meeting agendas, conducting any business that assists in the effectiveness of TEC meetings, and review appropriate sections of the TPEP Progress Report.
- 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 shall occur every other year ending with

- an odd number, or as needed to support the TPEP work plan.
- f. 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. If time permits, an email soliciting input from the membership shall be sent to help inform this action.

ARTICLE XII - TOBACCO EDUCATION COALITION SUBCOMMITTEES

- a. The TEC will form and suspend subcommittees, as needed, to assist in the implementation of activities. Activities will be implemented based upon the TPEP Scope of Work and any additional tobacco prevention activities that the TEC decides to conduct. 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

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 (2/3) 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. The TEC member talks to Prospective Member (PM) and gives him/her a TEC informational flyer and membership form.
- b. The TEC member invites PM to TEC meeting.
- c. The PM attends TEC meeting and submits 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 information to new TEC member.
- g. TPEP follows up with individuals whose membership form was disapproved or incomplete.

Orientation Procedure:

- a. On a regular basis, depending on volume, the Coalition and Community Engagement Coordinator and at least one Co-chair will convene new members for an orientation.
- b. Orientation activities will include a review of the online TEC resources, an opportunity to get to know one another and their areas of interest, and the current status of the TPEP work plan and TEC activities.

Training of Coalition Members:

A 2 to 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.

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Appendix

SOLANO COUNTY TOBACCO EDUCATION COALITION
Solano County Smoke/Aerosol-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:	On going
TIME INVOLVEMENT:	2-4 hours per month
MAJOR MEMBER RESPONSIBILITIES:	Participate in committee planning meetings; participate in community health events; present information to local groups to gain support for smoke/aerosol-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/aerosol-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). According to the 2017 Online California Adult Tobacco Survey (Online CATS) 54.4 percent of adult Californians aged 18 to 64 reported being exposed to secondhand

smoke recently, and 25.5 percent reported being exposed to secondhand aerosol.

SAMPLE COMMITTEE ACTIVITIES:

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

Appendix

SOLANO COUNTY TOBACCO EDUCATION COALITION
Flavors Subcommittee

JOB TITLE:	Subcommittee Member
RESPONSIBLE TO:	Tobacco Education Coalition
STAFF RESOURCES:	Tobacco Prevention and Education staff
LENGTH OF COMMITMENT:	7/01/2018 – 6/30/2021
TIME INVOLVEMENT:	Minimum of 3 hours per month
MAJOR MEMBER RESPONSIBILITIES:	Participate in committee planning meetings and present information to local groups to gain support for policy, systems, and environmental work related to prohibiting the sale and distribution of flavored tobacco products; assist with planning and community mobilization; engage youth in leading and implementing projects; attend and/or speak at Commission meetings, City Council, or other appropriate meetings that address this issue.
QUALIFICATIONS:	Be a member of the TEC or a member of the community or agency interested in prohibiting access and availability of flavored tobacco products.
MAJOR GOAL:	Provide and support passage of policies and implementation of activities in Solano County which support the strategic directions of a policy that reduces and/or prohibits the sale of flavored tobacco products in a selected Solano County city.
SCIENTIFIC RATIONALE:	Smoking is the leading cause of preventable death and disease in the U.S., accounting for 480,000 deaths annually. Tobacco use starts and is established primarily during adolescence with nearly 9 out of 10 smokers trying their first cigarette by age eighteen. Use of electronic smoking devices (ESD's) has skyrocketed among youth in recent years and studies have shown that kids who use flavored products with ESD's are more likely to become traditional cigarette smokers. Four out of five youth tobacco users

started using a flavored product, and are marketed to youth with over 15,000 youth-friendly flavor options such as Gummy Bear, Cotton Candy, and Captain Crunch. Tobacco companies spend over \$618 million annually in advertising to attract a new generation of smokers by using flavored products as a lure.

SAMPLE COMMITTEE ACTIVITIES:

Participate in strategic planning activities; identify and recruit individuals and/or groups who may be interested in the strategic decisions of the flavors objective, assist in activities such as mobilizing the community, participating in community forums and town hall meetings, helping to organize community spoken word event, staffing booths at community health fairs and participating in community education presentations.

Appendix

**SOLANO COUNTY TOBACCO EDUCATION COALITION
Solano County Membership Recruitment Subcommittee**

JOB TITLE:	Subcommittee Member
RESPONSIBLE TO:	Tobacco Education Coalition
STAFF RESOURCES:	Committee Chair and Tobacco Prevention and Education staff
LENGTH OF COMMITMENT:	On going
TIME INVOLVEMENT:	A minimum of 2 hours per month
MAJOR MEMBER RESPONSIBILITIES:	Identify efforts to diversify and engage the coalition, develop and train the coalition in tobacco prevention strategies and participate in committee planning meetings.
QUALIFICATIONS:	Be a member of the TEC
MAJOR GOAL:	Provide support to the TEC membership subcommittee chair in recruiting persons interested in increasing membership and community engagement in the coalition and tobacco prevention activities.
SCIENTIFIC RATIONALE:	Smoking is still the number one cause of preventable death and disease in the United States, accounting for 480,000 deaths annually, despite the facts that smoking rates have decreased by more than half in the last fifty years. Strong community support by way of coalitions is a highly effective and necessary component in achieving tobacco control initiatives with community support and involvement.
SAMPLE COMMITTEE ACTIVITIES:	Develop annual membership recruitment goals and strategies. Develop an orientation process and materials for new members. Educate members on the various tobacco prevention issues the coalition is actively working on. Provide trainings to build necessary skills to achieve coalition and project objectives. Assist in developing content for tobacco 101 trainings as well as review annual coalition satisfaction surveys.