

Partnership for Tobacco Free Pasco Bylaws

Article I - The name of the organization shall be Partnership for Tobacco Free Pasco (PTFP).

Article II - Vision Statement: A tobacco free Pasco County.

Article III - Mission Statement: To bring together youth and adults with ideas and resources to prevent, reduce and/or eliminate tobacco use and exposure to second hand smoke in Pasco County.

Article IV - Purpose: The purpose of the **PTFP** shall be to promote and assist in the implementation of policies, interventions and programs to prevent and reduce tobacco use in Pasco County by focusing on CDC best practices:

1. Eliminating exposure to secondhand smoke.
2. Preventing initiation of tobacco use among youth.
3. Promoting tobacco cessation.
4. Eliminating tobacco-related disparities.

Article V - Partnership guiding principles:

- A.** Inform the public about tobacco-related issues.
- B.** Educate policy makers.
- C.** Combat the tobacco industry.
- D.** Harness insights from experts in the field: smokers, youth, officers, businesses etc.
- E.** Promote community buy-in.
- F.** Enhance community involvement.
- G.** Amplify state resources.
- H.** Advocate for policy change.
- I.** Promote tobacco control programs.
- J.** Identify the needs of a community.
- K.** Encourage collaboration among all interested in reducing tobacco use and show that working together will enhance both group's abilities to reach their goals.

Article VI - Membership

- A. Eligibility** - Membership shall be open to any organization, business, agency, or individual that supports the **PTFP**'s mission and purpose. Membership is broadly defined to promote greater participation and inclusiveness.
- B. Exclusion** - No tobacco company, its staff, supporters or any affiliated organization or its staff is eligible for membership. No individual, organization or its staff who are opposed to the policy goals of the partnership are eligible for membership.
- C. Responsibilities** - Members shall
 1. Support the **PTFP** mission and purpose.
 2. Complete the annual partnership survey.
 3. Attend at least one meeting per year.
 4. Serve as a resource or advisor to the **PTFP** or committee.

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D. Conflict of Interest- All members of the **PTFP** shall declare, by voice, any and all conflicts of interest, and refrain from voting on any issue in which such conflicts of interest may exist. Conflicts of interest are defined as those matters in which the individual member has an indirect or direct financial interest, or other interest which creates a benefit to the member personally, to the organization that the member represents, or to the organization to which the member is affiliated. Any and all declarations of a conflict of interest shall be noted in the official minutes of that meeting.

E. Membership Representation

1. 25% of members will be youth.
2. Seek individuals from: schools, parents and community service agencies, law enforcement, medical providers, hospitals, insurance companies, nonprofit organizations, Gulfcoast North Area Health Education Center, American Cancer Society, American Heart Association, and American Lung Association, citizen groups, representation from disparate populations, the Pasco County Health Department and businesses.

Article VII - Meetings

A. Meeting frequency – The **PTFP** shall meet at least four times per year; dates and locations to be determined by the Executive Committee.

B. Committee meetings are held at the discretion of the Chair of each committee.

C. Notice of meetings – An event notice of **PTFP** meetings shall be sent out in advance of each meeting. The meeting schedule will be posted on the Pasco County Health Department website. Members will be emailed meeting notices.

D. Leadership and decision making – The **PTFP** shall be led by the Chair or by the Vice Chair. Consensus in decision making will be sought. If consensus cannot be achieved, decisions will be made by a majority vote of the members present. Committee meetings will be led by Chairpersons appointed by the members of each committee.

Article VIII - Executive Committee - shall act on behalf of the **PTFP** and actively pursue its purposes. It shall supervise and direct the affairs of the Coalition within the limits of these "Structures and Guidelines".

A. Executive Committee: shall consist of a Chair, Vice Chair and Lead Agency

1. Chair - The Chair shall be the principal officer of the **PTFP**.

a. He/she will be elected for a two year term and preside at all **PTFP** meetings.

2. Vice Chair – The Vice Chair will be elected to a two-year term.

a. The Vice Chair shall carry out the powers, duties and responsibilities of the Chair in the absence of the Chair.

3. Committee Chairs

a. Advise executive committee.

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b. May attend executive meetings.

4. Lead Agency - The partnership's lead agency will serve on the Executive Committee and shall provide:

- a. Quarterly report.
- b. Consultation for public health policy and CDC best practice.
- c. Technical assistance.

B. The Executive Committee shall be responsible for:

1. Planning the agenda.
2. Facilitating input on the annual plan.
3. Support a process which ensures ongoing input from partnership members.
4. Recommend bylaw changes.
5. Solicit report on partnership activities from committees, as needed.

E. Quorum – two members constitute a quorum for conducting business.

F. Elections - Will be held in December.

G. Terms of office - Two years.

Article IX: Voting

A. Notice Requirements for Elections - Nominations for Executive Committee and proxy votes by members will also be accepted if they are unable to attend the election meeting.

B. Voting Privileges - Voting by Organizational Members - Each organizational member shall be entitled to one vote at any general meeting. No individual may serve as representative for more than one organization, or simultaneously as representative for an organization and as an individual member.

1. Voting by Individual Members - Individual members shall be entitled to one vote at a general meeting. Each individual member serving on the Executive Committee shall be entitled to one vote at any Executive Committee meetings.
2. Unless otherwise specified in this Guidance, decisions shall be made upon majority vote of those present at any general meeting. The Executive Committee may decide to put a vote to the membership by the use of a mailed ballot.

C. Methods of Voting - Unless otherwise specified in this document, decisions shall be made by majority vote of members present at any meeting in person, via phone or, when determined by the Executive Committee, by mailed ballot by members on the partnership's official membership list. Voting will occur by voice, show of hands, or ballot at the request of a member.

Article X - Lead Agency Staff responsibilities:

- A. Implement the activities in the annual work plan.
- B. Coordinate involvement with the **PTFP** Committees and members.

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- C. Prepare quarterly reports.
- D. Distribute meeting notices at least 14 days prior to **PTFP** meetings.
- E. Maintain meeting minutes and attendance records.
- F. Responsible for collecting committee meeting minutes.
- G. Maintain a current list of members and update annually to confirm membership.
- H. Work with members to recruit new members and encourage membership involvement.
- I. Attend Executive Committee meetings.
- J. Support **PTFP** committees, officers, and members.
- K. Perform other duties as designated by the Executive Committee.

Article XI: Coalition Committees – May be Ad Hoc or long standing,

Committee expectations:

- 1. Select a chair from committee members.
- 2. Strive to achieve the **PTFP** overarching objectives.
- 3. Work with the Tobacco Prevention Program staff, other committees and SWAT to ensure coordination of message and tactics.
- 4. Report needs and resources to **PTFP**.
- 5. Oversee implementation and promotion of special projects.
- 6. Promote and/or develop needed tobacco policies.
- 7. Identify potential objectives to include in annual work plan.
- 8. Build membership and support 25% youth involvement.
- 9. If needed,
 - a. Develop an annual calendar of special projects.
 - b. Monitor and assess data.
 - c. Identify gaps and make recommendations.
 - d. Increase public awareness of issue.

A. Activities Committee:

The activities committee is an ad hoc committee that is responsible for development and oversight of special projects to achieve the Coalition's policy objectives.

- 1. Work with Coalition staff and other committees of the Coalition to develop annual special projects of the Coalition.
- 2. Oversee implementation and promotion of special projects.
- 3. If needed, develop an annual calendar of special projects.
- 4. Review budgets for special projects.

B. Secondhand smoke Committee:

The Committee is focus is to reduce exposure to second-hand smoke, especially among the young and elderly. Responsibilities include:

- 1. Support secondhand smoke workplan goals.
- 2. Promote existing policies which eliminate secondhand smoke.
- 3. Monitor compliance of second-hand smoke policies.
- 4. Develop and implement programs to promote awareness.
- 5. Identify potential members to serve on the committee.

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C. Youth Prevention Committee: (SWAT)

The committee is responsible for development and sustainability of SWAT and youth involvement. Responsibilities include:

1. Work with and develop SWAT clubs.
2. Support 25% youth involvement in the partnership.
3. Identify potential members to service on the committee.
4. Report needs and resources to the **PTFP**.

Article XII - Amendments to PTFP

Any member of the **PTFP** may propose amendment(s) to the bylaws. Proposed amendments shall be presented to the Executive Committee before regular scheduled meeting in order to be considered. Amendments must receive a majority vote at **PTFP** meetings.

Article XIII –Effective Date

The effective date of these bylaws Dec. 3, 2009.