



GREATER SACRAMENTO  
**SMOKE & TOBACCO FREE**  
COALITION

## Greater Sacramento Smoke & Tobacco Free Coalition Bylaws

### Article I

#### Name

The name of the Coalition will be “Greater Sacramento Smoke & Tobacco Free Coalition,” and official business of the Coalition will be conducted using this name.

### Article II

#### Strategic Plan

##### **2.1 Statement of background**

The Greater Sacramento Smoke & Tobacco Free Coalition (hereafter referred to as “the Coalition”), formerly known as the Sacramento County Tobacco Control Coalition, was established in 1991 and was tasked with serving as an oversight committee for tobacco control and education programs provided and/or funded by state tobacco tax funds (Proposition 99, 56, and 10). The Coalition was originally set up as a standing committee of the Sacramento County Public Health Advisory Board (PHAB), which functions as an official advisory council to the Board of Supervisors and the Sacramento County Department of Health Services. However, as tobacco control has grown and evolved, the need to operate outside of County guidelines was crucial to our mission. The Coalition now operates as an individual entity, while still receiving support from Sacramento County Tobacco Education Program (TEP) staff. TEP is funded by the California Tobacco Control Program (CTCP).

##### **2.2 Mission**

The mission of the Coalition is to create smoke and tobacco free communities in Sacramento County. We will accomplish this through progressive and equitable policy, system and environmental changes, collaboration, and education to address disparities in disproportionately impacted populations.

##### **2.3 Vision**

The Coalition envisions a world where all are free from the burden of smoke and commercial tobacco products to support safe, healthy, and vibrant communities.

## **2.4 Purposes**

- Advise community members and leaders on local smoke and tobacco free priorities, policies, compliance and equitable enforcement.
- Share cutting edge information on smoke and tobacco free policy and treatment efforts.
- Network and build community capacity to make progressive change.
- Elevate diverse youth and adult voices to lead change in our communities.
- Collaborate with and foster connections between cities, schools, businesses, public health agencies, community organizations and individuals to end:
  - exposure to secondhand and thirdhand smoke/aerosol from tobacco and vaping products;
  - all environmental waste associated with tobacco and vaping products;
  - and youth access to tobacco and vaping products.
- Prevent and respond to the evolving threat of the tobacco industry.
- Ensure all community members in Sacramento County who want to quit tobacco have access to free and culturally appropriate cessation resources.

## **2.5 Core values**

- Ambition – We achieve progressive change through the dedication, passion, and energy of all involved.
- Collaboration – We accomplish our goals through strong partnerships and collective strategies.
- Diversity and Inclusivity – We embrace the unique value of each person and welcome multiple perspectives in our work.
- Equity – We believe that all community members should have fair and just opportunities to be as healthy as possible.
- Expertise – We utilize historical community-based knowledge and evidence-based practices.
- Innovation – We strive to develop and implement progressive strategies in our work.
- Social Justice – We believe that everyone deserves equal rights and opportunities. This includes the right to good health and fair opportunities to attain full health potential and that no one should be disadvantaged from achieving this potential.
- Transparency – We are committed to honest and open communication.

## **2.6 General strategies**

The Coalition uses the following strategies to achieve our mission:

- Promotes a tobacco-free community by providing coordination and support for tobacco prevention, education, treatment and advocacy;

- Provides a forum for public participation and community education about tobacco;
- Provides members with opportunities to connect and collaborate;
- Advocates for and promotes policy changes that support tobacco-free environments such as schools, multi-unit housing, workplaces, events, recreational areas and community networks;
- Conducts community inventories and assessments of tobacco related activities;
- Provides expertise and technical assistance to Coalition members, decision makers and the general public; and
- Promotes excellence by annually recognizing successful community leaders whose work supports the mission and vision of the Coalition.

### **Article III**

#### **Coalition Membership**

The Coalition includes representatives from local governmental agencies, schools, organizations, and priority populations (as identified by CTCP) within local health jurisdictions and individuals with special interest or expertise in creating smoke and tobacco free communities.

The Coalition strives to represent the Greater Sacramento community by recruiting members from the following groups (not an exhaustive list). “Greater Sacramento” refers to the areas within Sacramento County lines including the cities of Citrus Heights, Elk Grove, Galt, Folsom, Isleton, Rancho Cordova, and Sacramento as well as unincorporated Sacramento County.

- Priority population members and representatives\*
- Interested community members
- Voluntary health organizations
- Community based organizations (CBOs)
- Community-based organizations with specific access to priority populations\*
- County health officer
- Schools and colleges/universities
- Health care institutions
- Media venues
- City and County code enforcement and compliance agencies
- Faith-based communities
- Local businesses
- Policy makers
- Agencies that work with youth and young adults
- Agencies that work with families with children ages 0-5 years (i.e. First 5)

\* Priority populations are defined as those communities who are disproportionately impacted by tobacco, such as: African Americans, American Indian and Alaska Natives, Native Hawaiians

and Pacific Islanders, Asian American men, and Latinos; People of low socioeconomic status; People with limited education, including high school non-completers; Sexual and gender minorities, including lesbian, gay, bisexual, and transgender (LGBT) people; Rural residents; Current members of the military and veterans; Individuals employed in jobs or occupations not covered by smoke-free workplace laws; People with substance use disorders or behavioral health issues; People with disabilities; and School-age youth.

There are two membership types, supportive (see section 3.1) and general (see sections 3.2 - 3.11), to meet the needs and time constraints of interested individuals.

### **3.1 Supportive member**

Supportive members are individuals and/or organizational representatives that support the goals of the Coalition but cannot commit to attend regularly scheduled meetings and/or do not live or work in Sacramento County. These members may include regional, statewide, or national partners or local partners who wish to receive updates but do not wish to join as official members. Supportive members are welcome to attend all coalition meetings and may also participate in advocacy efforts or other coalition-related activities that occur outside of the meetings. These members do not have voting rights. Supportive members who meet the criteria are welcome to change their status to a general member at any time. Note: Supportive members may be eligible to participate in certain activities outlined in sections 3.2 – 3.11 (with the exception of voting) based on whether or not they are considered active.

### **3.2 General membership**

Membership shall be open to anyone who lives and/or works in Sacramento County, is interested in smoke and tobacco issues, and supports the mission and vision of the Coalition. Coalition members must not accept funding from tobacco and/or nicotine companies or participate in company-supported events or activities. These members have voting rights. Each member serving in an individual capacity will have one vote. Each organization on the Coalition will also have one vote. If there is more than one member representing the organization, those members shall decide who will be voting on behalf of the organization for the specific coalition matter.

### **3.3 Recruiting and orienting new coalition members**

Current coalition members and TEP staff will recruit new members by distributing and/or sharing coalition materials to community members and interested agencies. New coalition members will receive an electronic orientation handbook, will have the opportunity to attend a New Member Orientation session, and will be formally introduced at a general coalition meeting.

### **3.4 Becoming a general member**

Individuals interested in becoming general members shall complete a general membership application. The application is available at coalition meetings, online, and by request from TEP staff. Membership is open to both individuals representing themselves and those representing their organizations. Members shall indicate on their applications whether they are serving in an individual capacity or on behalf of their organization. If representing their organization, it is up to that person to ensure that they have the support of their organization before engaging in coalition activities such as letter writing, voting matters, etc. Completed applications shall be returned to the designated TEP staff person(s) in person, by mail, or via email. Membership applications will be reviewed by TEP staff. Approval is contingent upon applicants meeting all guidelines listed in Section 3.3 (recruiting and orienting new coalition members). New members will then be added to coalition communications.

### **3.5 Meetings and attendance**

Regularly scheduled meetings of the general Coalition will be held three to six (3-6) times per calendar year, with subcommittee and task force meetings held as needed. Meetings are open to members of the public who do not accept funding from tobacco and/or nicotine companies or participate in company-supported events or activities. Meeting agendas are distributed to members at least two weeks in advance of regularly scheduled meetings via email and are updated online.

To be considered an active general coalition member, members must attend a minimum of three (3) meetings per calendar year. Meetings may include general Coalition, subcommittee or task force meetings. Persons who attend less than three meetings will be contacted by TEP staff to either reaffirm or change their member status. Failure to reaffirm within 30 days following the letter or e-mail constitutes resignation from the Coalition with the option to reapply.

Robert's Rules of Order (newly revised edition) shall prevail in all cases in which they are applicable and not in conflict with these by-laws.

### **3.6 General member responsibilities**

All general coalition members are encouraged to:

- Participate during coalition meetings and functions, including special events;
- Be informed about the Coalition's mission, vision, services, policies, subcommittees and task forces;
- Participate as voting members;

- Serve on a subcommittee and/or task force and offer to take on special assignments, as applicable;
- Inform, educate, advocate and/or lobby on behalf of themselves or employer, unless their employment prohibits it;
- Inform and recruit potential members;
- Complete the Coalition's annual satisfaction survey and other coalition training evaluations as necessary;
- Participate in trainings, presentations, teleconferences, webinars or other educational opportunities to remain current on tobacco use trends and tobacco prevention and treatment initiatives;
- And assist with the planning and development, implementation and assessment of the Sacramento County Tobacco Control Plan (TEP's Scope of Work)

### **3.7 General member term**

General members have no limits on how long they may serve on the Coalition.

### **3.8 General member resignation**

Any member may resign at any time by giving written notice to the Coalition Chairperson or a TEP staff. Resignation takes effect on the date of receipt of the notice or any later date specified by the resigning member.

### **3.9 Consensus voting**

General agreement among the members of the Coalition present at the meeting, each of which exercises some discretion in decision making and voting, will be utilized.

### **3.10 Conflict of interest**

Members who have a conflict of interest shall state prior to discussion of the issue in question, and shall abstain from voting on said issue. A member is deemed to have a conflict of interest when they possess one or more of the following relationships with a program or competing program under consideration:

- Ownership
- Director, trustee, or officer
- Employee
- Provider of goods or services
- Other substantial interests which might inhibit objective decision-making

### **3.11 Member satisfaction survey**

An anonymous satisfaction survey will be provided to general members at the end of each

calendar year. This survey allows members the opportunity to give honest feedback about coalition functioning and provide suggestions for improvement. Member feedback is not limited to this satisfaction survey, and members can contact members of the Coalition leadership team or TEP staff with any questions, comments or concerns as they arise.

## **Article IV**

### **Coalition Leadership**

#### **4.1 Executive Committee purpose**

The Executive Committee exists for the purpose of providing leadership and direction to the Coalition and to guide the Coalition in any activities that help meet the mission and vision.

#### **4.2 Executive Committee members**

The Executive Committee consists of the following positions:

- Chairperson
- Vice Chairperson
- Immediate past Chairperson
- Historian
- Subcommittee and Task Force Chairperson(s)\*
  - Equity and Diversity Subcommittee
  - Youth/Young Adult Subcommittee
  - Cessation Task Force
  - Policy Task Force
  - Other subcommittees and/or task forces as established

\*Subcommittees and task forces may have up to two Co-Chairs. Both Co-Chairs will be invited to serve on the Executive Committee and looped into to all Executive Committee communications; however, only one Co-Chair will vote on Executive Committee related matters, as determined by the Co-Chairs on a case by case basis, so that each subcommittee/task force is equally represented.

#### **4.3 Executive Committee position descriptions and terms**

Chairperson: In addition to meeting the responsibilities outlined in Article III (Coalition Membership), the Chairperson facilitates scheduled meetings of the full coalition body and acts as a spokesperson for the Coalition. The Chairperson also calls and facilitates Executive Committee meetings. The Chairperson holds a two-year term and can be re-elected for one additional term. After serving two consecutive terms, they can only be re-elected after they have been out of office for at least two years. The Chairperson may not be a TEP staff person or an individual funded by Proposition 99/56/10 tobacco tax initiative funding.

Vice Chairperson: In addition to meeting the responsibilities outlined in Article III (General Membership), the Vice Chairperson assists with facilitation of scheduled meetings of the full coalition body and acts as a spokesperson in the Chairperson's absence. The Vice Chairperson holds a two-year term and can be re-elected for one additional term. After serving two consecutive terms, they can only be re-elected after they have been out of office for at least two years. The Vice Chairperson may not be a TEP staff person, but can be an individual funded by Proposition 99/56/10 tobacco tax initiative funding.

Immediate past Chairperson: The immediate past Chairperson provides transition guidance and support to the new Chairperson and other Executive Committee members, as needed. The immediate past Chairperson may choose to serve in that capacity for the duration of the current Chairperson's term(s).

Historian: The purpose of the Historian is to help provide insight and keep record of historical events relating to tobacco issues in Sacramento County and to the Coalition. The Historian shall be someone who has been an active member of the Coalition for at least five (5) years and who has previously served on the Executive Committee. The Historian can serve for a maximum of six (6) consecutive years.

Subcommittee and Task Force Chairperson(s): The Chairperson(s) will call and facilitate meetings and provide updates to the Coalition at general meetings. The members of each subcommittee or task force will select the Chairperson(s) by majority vote if there is more than one candidate. These persons will serve on the Executive Committee, and there are no term limitations for subcommittees or task force Chairperson(s).

#### **4.4 Executive Committee meetings**

The Executive Committee meets on an ad-hoc basis to explore issues and make recommendations for action to the main coalition body. The Executive Committee is authorized to vote on certain issues between coalition meetings for tasks that need to be completed in a timely fashion. Special meetings of the Executive Committee may be called by the request of TEP staff, Chairperson, or by one-third of the Executive Committee.

#### **4.5 Election process**

The Coalition Chairperson and Vice Chairperson are selected through a majority vote by the Coalition's general membership. Nominations for regular elections for Chairperson and Vice Chairperson will be accepted at the general coalition meeting preceding the elections, which are held at the last general coalition meeting of the year. General members may nominate candidates. Candidates must (1) have been an active coalition member for at least two years, (2) be in good standing according to the Coalition Code of Conduct, (3) have been a member of a

subcommittee and/or task force for at least one year, and (4) have attended a majority of the general coalition meetings from the previous year. Additionally, the Chairperson may not be a TEP staff person or an individual funded by Proposition 99/56/10 tobacco tax initiative funding, while the Vice Chairperson may not be a TEP staff person but can be an individual funded by Proposition 99/56/10 tobacco tax initiative funding.

Ballots will be distributed to general members at least two weeks in advance of the elections via varied communications. Returned ballots may be delivered in person, by mail or via e-mail to the designated TEP staff person(s).

#### **4.6 Vacancies for Chairperson and Vice Chairperson**

Officer elections shall occur at the last general coalition meeting of the year. In the event that the Coalition Chairperson or Vice Chairperson cannot complete their term, nominations will be solicited and a special election will be held to elect someone to fulfill the remainder of the term. However, if the Chairperson resigns from office within six months of the end of term then the Vice Chairperson will assume the office of Chairperson (unless they are funded by Proposition 99/56/10) and the Vice Chairperson position will remain vacant until the next election. If the Vice Chairperson is funded by Proposition 99/56/10 then TEP staff will work with the Executive Committee to compile a list of potential Interim Chairpersons from the Coalition roster and reach out to them individually.

If there is more than one eligible candidate who is willing to serve as Chair, then a special election will be held. This appointment will be announced at the following general coalition meeting. If the Vice Chairperson resigns from office within six months of the end of the term then that office will remain vacant until the next scheduled election. In the event that an individual serves as Interim Chairperson or Vice Chairperson, and is then elected to the Chairperson or Vice Chairperson position in the next election, the time spent in their Interim position will not count towards the term limits for Chairperson and Vice Chairperson.

#### **4.7 Tobacco Education Program staff roles and responsibilities**

Sacramento County TEP staff are responsible for attending all Executive Committee, general coalition, subcommittee and task force meetings. Staff shall arrange meeting spaces, prepare meeting materials, take minutes, handle correspondence, provide technical assistance and assist the Chairperson and Vice Chairperson as necessary. TEP staff do not have membership or voting privileges.

#### **4.8 Method for routine and rapid communication**

All coalition members will be placed on an electronic distribution list. TEP staff are responsible for managing communications with coalition members, but members are welcome to request

the forwarding of relevant information and/or resources. TEP staff and/or Chairperson have the ability to share information and/or resources on behalf of the requestor.

## **Article V**

### **Subcommittees and Task Forces**

The Coalition offers additional opportunities outside of general coalition meetings for members and representatives from the community to be involved in our mission, vision and work. The Coalition differentiates these groups as subcommittees or task forces. The subcommittees meet on a regular basis while task forces meet as deemed necessary by the task force Chairperson(s) based on current needs or relevant updates and tasks.

#### **5.1 Required subcommittees and task forces**

The only group currently required by CTCP’s “Comprehensive Tobacco Control Plan Guidelines” for Local Lead Agencies (LLA) is a subcommittee that focuses on Recruitment. The guidelines are effective through 2025, and then revisions to this requirement may be made. To meet this requirement, the Coalition utilizes its Equity and Diversity Subcommittee to recruit new members, focusing especially on priority populations and non-traditional stakeholders (those not funded by Proposition 99/56/10, Article III).

#### **5.2 Subcommittee and task force changes**

The Coalition may add, modify or remove additional subcommittees and task forces as needed to address specific issues. Removal of a subcommittee or task force can only be accomplished by a coalition majority vote.

#### **5.3 Active subcommittees and task forces**

***Equity and Diversity Subcommittee:*** We are deeply committed to representing and reflecting the unique experiences, perspectives and viewpoints of the people, partners and communities we serve. We strive to champion a culture of diversity, inclusion and belonging for all. This empowers us to reach our full potential, fueling innovation and connection with our coalition members and the communities we serve to provide equitable solutions for a tobacco free Greater Sacramento.

***Youth and Young Adult Subcommittee:*** The YYA Subcommittee supports efforts to reduce/eliminate access to tobacco products among youth and young adults by ensuring there are tobacco prevention, intervention, leadership and advocacy opportunities available

throughout Sacramento County.

**Cessation Task Force:** The Cessation Task Force supports efforts to help community members throughout Sacramento County quit tobacco by sharing and promoting available cessation resources and sharing knowledge on best practices for tobacco cessation treatment.

**Policy Task Force:** The Policy Task Force facilitates collaboration and strategic planning in tobacco control policy initiatives.

For more detailed information on subcommittees and task forces, please refer to the Coalition's Orientation Manual.

## **Article VI** **Code of Conduct**

All persons participating in any function of the Coalition are asked to observe the following behavioral guidelines:

- Show respect for the time and commitment of other members by attending meetings consistently, on time, and for the full length of the agenda.
- Put aside individual and agency agendas, goals and needs that differ from the Coalition, and always act in the best interest of the Coalition.
- Discuss, and if possible, resolve problems during meetings.
- Acknowledge and respect all pertinent, variant views on topics, and respect, appreciate and learn from each other's differences, knowledge, work and personal styles.
- Promote a safe space to encourage ideas, comments and questions which contribute to the group process and which enhance and expand the members' capacity to understand information, issues and procedures, and act more responsibly and effectively in decision-making.
- Cooperate with, and support, Executive Committee efforts, and accept and support decisions made in accordance with the bylaws established by the Coalition.

When appointed to represent the Coalition publicly (i.e. at local events, in the media, or at a City Council, Board of Supervisor or other legislative body meeting), members may only speak on behalf of the position that the Coalition is taking. Members may express personal opinions or opinions of their respective organizations without restriction when not representing the Coalition.

## **Article VII** **Bylaw Reviews and Revisions**

The Executive Committee shall prepare written recommendations of amendments based on

input from coalition members and staff. Recommendations will be distributed to the Coalition for review. The revised bylaws will be voted on by the Coalition, with votes being submitted in person or via email. The Executive Committee must approve all proposed bylaw changes.

### **Article VIII**

#### **Bylaws Adoption and Revision**

The effective date of these bylaws is May 11, 2022. These bylaws will be revisited on an annual basis, or additionally as needed, and shall remain in effect as written until amended.

**For more information about the Coalition, please contact the Sacramento County Tobacco Education Program via phone (916-875-5869) or email ([GreaterSacSTFCoalition@gmail.com](mailto:GreaterSacSTFCoalition@gmail.com)).**