

# **San Mateo County Tobacco Education Coalition By-Laws**

## **Article One**

### **Section One: Mission**

A) The San Mateo County Tobacco Education Coalition was formed by the San Mateo County Health System (renamed in 2018 to “San Mateo County Health”) in 1989 to develop and implement tobacco control programs and services for the residents of San Mateo County under the guidelines of AB75/99, the enabling legislation for Proposition 99. Additionally, Proposition 56 (Prop 56), the Tobacco Tax Increase Initiative of 2016, provides funding for tobacco control programs. Program support for the Tobacco Education Coalition is provided by the Community Health Promotion Unit of the Behavioral Health & Recovery Services Division. The Unit serves as the Local Lead Agency for the Proposition’s Health Education Account, provides staffing and support services to the Tobacco Education Coalition through the Tobacco Prevention Program (TPP), oversees and helps implement the TPP’s action plan, and monitors the TPP budget.

B) The San Mateo County Tobacco Education Coalition is a community-based group consisting of over 15 voluntary organizations, individuals, and community groups. Its mission is to improve and protect the health and well-being of San Mateo County residents through coordinated community planning designed to minimize the use of tobacco products. This campaign includes general public education about the health effects and costs of tobacco use, prevention activities targeted to specific at-risk populations, support for and referral to model smoking cessation programs throughout the county, and the provision of technical assistance and education in support of public policies that discourage tobacco use. In order to best serve and represent the community, efforts will be made to seek out Coalition members to provide equitable representation in terms of sexual orientation, gender identity, race/ethnicity, age, geography, socioeconomic status, and organizational size. Membership to the Coalition will represent the diversity of the San Mateo County community.

### **Section Two: Goals**

A) The San Mateo County Tobacco Education Coalition provides a forum for community agencies, organizations, residents, and targeted population groups to work together to achieve the following goals:

1. raise awareness of the serious health implications of tobacco use and make tobacco control a public health priority in San Mateo County;
2. assist San Mateo County Health in the development and implementation of a tobacco control plan for San Mateo County; and

3. help mobilize residents, agencies, and organizations in San Mateo County to work toward the goal of reducing tobacco use.

## **Article Two**

### **Section One: Roles of the Coalition**

A) The Coalition will be responsible, within the parameters set by AB 75/99 and/or Prop 56 guidelines, for:

1. Identifying priority tobacco control needs in the community.
2. Collaborating with the TPP staff and contractors to develop and implement an action plan to address these needs.
3. Implementing tobacco control activities utilizing existing community resources.
4. Advising San Mateo County Health on the allocation of all funds designated for community tobacco control activities. The Coalition will determine priorities for the use of these funds, review proposals for tobacco education funding submitted to San Mateo County Health by community organizations, and recommend how funds should be disbursed.
5. Nominating and electing Steering Committee members.
6. Documenting and evaluating all Coalition activities.

### **Section Two: Roles of San Mateo County Health**

A) Tobacco Prevention Program Staff will be responsible for the following:

1. Providing staff support and technical assistance to Coalition activities.
2. Coordinating the activities of the Coalition through the establishment and staffing of Coalition committees.
3. Disbursing all tobacco education funds with consideration of Coalition-established priorities.
4. Utilizing San Mateo County Health staff and contractors hired with these funds towards the achievement of Coalition goals.
5. Monitoring the community contracts receiving tobacco education funds.
6. Providing quarterly budget reports to the members of the Coalition Steering Committee. The budget reports will include all expenditures of tobacco education funds to date.

7. Reporting Coalition activities and AB 75/99 and Prop 56 expenditures to the Tobacco Control Program of the California Department of Public Health.

8. Preparing a variety of documents summarizing tobacco-related problems in the population and accomplishments and objectives of the TPP.

### **Section Three: Role of the Steering Committee**

A) The Steering Committee has been established in order to serve the following functions:

1. Discuss and advise on ongoing TPP and TEC activities.
2. Oversee the Tobacco Prevention Program budget (Steering Committee meetings will include a brief report on and discussion of the budget at least annually).
3. Develop proposals for programmatic initiatives and allocations of funds for presentation to the full Coalition.
4. Prepare agendas for Coalition meetings, include clearly planned decision-making processes and make special arrangements as necessary for these meetings.
5. Exchange ideas and make recommendations to the Coalition regarding key decisions in order to make Coalition meetings more efficient and useful. All decisions made by the Steering Committee are presented to the Coalition for input and final consensus.

## **Article Three**

### **Section One: Membership to the Coalition**

A) Membership in the San Mateo County Tobacco Education Coalition is through the approval of the Coalition members or the Steering Committee.

B) Coalition members should reside or be employed in San Mateo County and should reflect the diversity of the County so as to ensure that the body represents the needs and concerns of all of the County's communities.

C) Each potential Coalition member will complete and sign a Tobacco Education Coalition Member Profile Form stating that they support the Coalition Mission Statement and that their involvement in the Coalition will not create a conflict of interest.

D) Membership shall include, but is not limited to, individuals and organizations with special experience, expertise, and interest in tobacco control efforts.

E) The San Mateo County Tobacco Prevention Program staff serves as staff to the Coalition. They are not members of the Coalition and therefore do not have the voting rights of Coalition members.

F) San Mateo County Health subcontractors who are funded for serving the needs of specific targeted populations in the county are members of the Coalition and have voting rights as members.

G) Individual subcontractors who serve as consultants on various tobacco issues (policy, evaluation, media, and health education assistance) are classified as Program staff and therefore have no voting rights on the Coalition.

H) A non-TPP San Mateo County Health employee can be a member of the Coalition.

D) All Active Coalition members are expected to:

1. attend scheduled meetings of the Coalition
2. share information on existing community services and needs related to tobacco control
3. assist in identifying funding priorities
4. represent the needs and concerns of their communities, including those of specified target populations
5. set the priorities for, review, and comment on the county's comprehensive tobacco control plan
6. support the mission of the Coalition
7. report any conflict of interest that may arise to the Chairperson(s) of the Coalition

J) Supportive members are those individuals/organizational representatives that support the goals of the Coalition, however cannot commit to attending regularly scheduled meetings. These members may participate in advocacy efforts that occur outside the quarterly meetings. These members do not have voting rights.

K) In addition, Active and Supportive Coalition members also have the option of participating in the following activities:

1. review proposals from community organizations and make recommendations to San Mateo County Health regarding which proposals should be funded
2. review and comment on proposals for Proposition 99/56 funds submitted to the state by county organizations under competitive Request for Proposal (RFP)
3. provide technical expertise to service providers
4. serve as community spokespersons on tobacco issues

5. identify and implement tobacco control services for their respective organizations or agencies
6. participate in the review and evaluation of education and media materials
7. collaborate in the development and implementation of Coalition and community programs

**Section Two: Membership to the Steering Committee**

A) The Steering Committee consists of a maximum of (9) total members including one (1) chair or two (2) co-chairs elected by the membership and representing their organization in one of the following assigned slots: (2) representatives from health voluntary organizations, one (1) education agency, one (1) health care organization, two (2) youth-serving organizations, two (2) members at large and one (1) organization representing priority populations.

B) San Mateo County Health and TPP staff attend Steering Committee meetings.

C) Coalition members nominate Steering Committee members in September and elect these members annually in December.

D) The members of the Steering Committee shall be elected by simple majority vote of the Coalition members eligible to vote and present at the December Coalition meeting, provided that a quorum is present.

E) In the event that an organizational slot is vacated, a new representative must receive prior nomination approval from the Steering Committee and then be elected by the Coalition members.

E) Although Steering Committee meetings are open to all Coalition members, only elected members of the Steering Committee have voting powers within the Committee.

F) Steering Committee members shall attend at least 75% of all Coalition and Steering Committee meetings in a consecutive 12 month period. Members with excessive absences from Coalition and Steering Committee meetings compromise their ability to represent the Coalition and are subject to removal from the Steering Committee by majority (or 2/3) vote of the Steering Committee.

**Section Three: Terms of Membership to the Coalition**

A) An organization may be represented on the Coalition. An organization is defined as an entity with a Tax ID number and may send any staff or volunteer to represent their interests.

- B) In the event that an organization has multiple tobacco-related projects, the organization will have a maximum of 2 votes, one for each project that has attended 50% of the scheduled coalition meetings in the prior 12 months.
- C) Individual members of the community who are not affiliated with an organization may also serve on the Coalition indefinitely and have the same voting rights.
- D) To be considered a voting member of the San Mateo County Tobacco Education Coalition, a member of the community must have attended at least 50% of the scheduled Coalition meetings during the prior 12 months.
- E) Members will be required to renew their membership annually in December. New members will be accepted throughout the year.
- F) Any member of the Coalition may be removed by a 2/3 vote of a quorum of the general membership if not in compliance with the Coalition membership criteria as stated in Article 3, Section 1(I) of this document.
- G) Members may be reinstated at the discretion of the Steering Committee.

**Section Four: Terms of Membership to the Steering Committee**

- A) The Steering Committee membership will be reviewed annually in September by the Coalition to ensure proper representation and prepare for the December election.
- B) If a member of the Steering Committee resigns, the Coalition members shall nominate and elect another member for that seat at the next scheduled Coalition meeting.
- C) The Chairperson(s) of the Coalition serve as Chair(s) of the Steering Committee. The Chairperson(s) is/are elected by the Coalition annually, in or around December. The Coalition has the option of electing co-chairpersons as it deems necessary.

**Article Four**

**Section One: Coalition and Steering Committee Meeting Operations**

- A) The Coalition as a whole meets four (4) times a year. When needed, special Coalition meetings may be called by the Steering Committee, by the Coalition members, or by the Chairpersons with proper notification.
- B) Members who have significant schedule conflicts should contact TPP staff to ensure that they are kept abreast of all Coalition issues. However if they are unable to attend scheduled meetings and maintain their attendance, they should identify a replacement to ensure that their interests are represented at the Coalition.
- C) The Steering Committee will meet quarterly one month prior to regular Coalition meetings. Meetings are open to all Coalition members.

## **Section Two: Quorum of Coalition and Steering Committee Meetings**

- A) In order to conduct business at a Coalition meeting, a quorum of members must be present. A quorum is defined as 50% + 1 of the membership. If a quorum is not present, an informational meeting may be held, but no decisions may be reached regarding significant Coalition or staff activities.
- B) The total number of active Coalition members in good standing will be maintained by TPP staff based on attendance records for the prior 12 months. A list of all active members will be presented to the Coalition by TPP staff prior to any vote at the Coalition meeting.
- C) Under special circumstances, Coalition members attending a meeting may decide to call a “Special Quorum” which will allow them to make decisions although technical quorum may not be present.
- D) Due to the critical nature of the decisions to be made during Steering Committee meetings, a “Special Quorum” will be called by the Committee members in the event 50% + 1 membership are not present.

## **Section Three: Decision-Making Notification**

- A) The Tobacco Education Coalition shall use consensus as its primary method of decision-making. Votes shall be taken only when consensus is not possible and for electing Steering Committee members.
- B) Each organization meeting membership criteria shall be entitled to one vote or two in the event that Article 3 Section 3b of this document applies.
- C) Each member of the community who is not affiliated with an organization shall be entitled to one vote if they have attended 50% of scheduled Coalition meetings during the prior 12 months.

## **Section Four: Checks and Balances**

- A) A series of checks and balances have been established to ensure that the Coalition operates and reaches decisions in a democratic, accountable manner. These include:
  - 1. Coalition members abstain from voting when conflicts of interest arise.
  - 2. Minutes and agendas are approved at the start of Steering Committee, Coalition, and Subcommittee meetings.
  - 3. Coalition approves the guidelines developed by Subcommittees for their activities.
  - 4. Subcommittees report on their activities and plans at Coalition and/or Steering Committee meetings.

5. Minutes of Steering Committee meetings are made available in hard copy or electronic form to all Coalition members upon request.
6. Changes to the by-laws require two-thirds (2/3) vote of the Coalition quorum. Voting on changes to the by-laws occurs after a minimum of a two-week written notification of all Coalition members.

## **Article Five**

### **Section One: Coalition Subcommittees**

The Tobacco Education Coalition shall form workgroups on a temporary or ongoing basis in order to accomplish specific tasks and oversee the development and implementation of projects. Workgroups can include but are not exclusive of the following:

**A) Youth Access Workgroup**

Coordinates the tobacco-control related activities of community organizations serving the youth of the county. Special attention is given to providing coordinated education and activities to at-risk youth.

**B) Media Advisory Committee**

Develops and implements the media plans of the Coalition and ensures coordination of Coalition activities with respect to the media. The committee also oversees the expenditures of the Media budget of the Coalition, and develops and implements programs to recruit and retain the membership of the Coalition.

**C) Other Committees**

Committees are formed on an as-needed basis in order to perform or advise on various tasks or projects. Some examples of past and projected committees include: the San Mateo County Fair Planning Committee, the Comprehensive Plan Committee, Hiring Committees, Smoke Free Task Force, Proposal Review Committees, Worksite Committee, Divestment Committee, and the Bar Task Force. Committee meetings shall be scheduled by each committee as appropriate.

## **Article Six**

### **Section One: Advocacy**

A) If members of the Coalition choose to support an ordinance or policy, they may write letters, make telephone calls, testify at hearings, etc., provided that they do so as individuals or representatives of non-Prop. 99/56 funded organizations. Coalition members may not serve as representatives of San Mateo County Health. This is in order to adhere to provisions of AB 75/99 and Prop 56 that prohibit the use of Prop. 99/56 funds for lobbying purposes.



**Section Two: Coalition Priorities**

B) The Coalition shall agendaize items at least once a year to determine or review the Coalition program priorities. These meetings will be used to develop the Comprehensive Plan for the Coalition or to review the progress of the Coalition towards the objectives outlined in the Comprehensive Tobacco Control Plan.