

TOBACCO-FREE WORKGROUP BYLAWS

NAME

The name of this organization shall be the Tobacco-Free Workgroup (TFW), a committee of and governed by the Consortium for a Healthier Miami-Dade. The Tobacco-Free Workgroup shall be located at:

Miami-Dade County Health Department
18255 Homestead Avenue
Miami, Florida 33157
Phone: (305) 278-0442
Fax: (305) 278-0441

Website: <http://healthymiamidade.org/Tobacco-Free%20Workgroup/>

VISION

To create a tobacco-free Miami-Dade.

MISSION

The Tobacco-Free Workgroup mobilizes and collaborates with partner organizations to decrease smoking, tobacco use and exposure to secondhand smoke in Miami-Dade County. The Tobacco-Free Workgroup will focus on initiatives that aim to reduce and prevent initiation of tobacco use, especially among youth, provide resources for smoking cessation, and establish and advocate for ordinances and laws that eliminate secondhand smoke exposure on a local and state level.

GOALS

- Create policy and system changes that reduce tobacco use and secondhand smoke exposure and foster a healthy environment
- Assist multi-unit dwellings to create tobacco-free environments
- Reduce initiation rates of tobacco use among youth by implementing SWAT clubs and similar organizations
- Provide support and resources for smoking cessation
- Recruit, train, and mobilize community partners to reduce and prevent initiation of tobacco use

TOBACCO-FREE WORKGROUP COMMITTEES

The Tobacco-Free Workgroup was created in 2008 in order to integrate tobacco control and prevention into all of Consortium's standing committees. It is facilitated by a Chair and Vice-Chair and meets bimonthly.

In the 2010-2011 fiscal year, three new subcommittees of the Tobacco-Free Workgroup were established. The three subcommittees are workplan-specific and are as follows: (1) Tobacco-Free Multi-Unit Dwellings; (2) Candy-Flavored Tobacco Restriction Policy and Tobacco Industry Advertising Workgroup; and (3) Model-Tobacco Control Policies in K-12 Schools.

1. Tobacco-Free Multi-Unit Dwellings Subcommittee

This subcommittee promotes policies that create smoke-free multi-unit housing facilities in Miami-Dade County. It collaborates with landlords, apartment and condominium management associations, and other organizations to establish smoke-free/tobacco-free facilities and residences. Its activities include conducting presentations, trainings, newsletters, and activities to assist landlords, property managers, and residents to create policies that promote healthy environment.

2. Candy-Flavored Tobacco Restriction Policy & Tobacco Industry Advertising Subcommittee

This subcommittee helps establish policies to restrict the sale of candy-flavored tobacco products in Miami-Dade County and explores policies to restrict tobacco industry advertising. Its activities include recruiting student members, establishing new SWAT chapters, facilitating and implementing tobacco awareness activities, conducting retail surveys, developing a quarterly newsletter, and educate decision makers and policy makers on the dangers of candy-flavored tobacco products. This subcommittee also collaborates with schools, community organizations, PTA/PTSA, TRUST Specialists, teachers, youth empowerment organizations, and the community at-large to foster social norms that enforce the tobacco-free message.

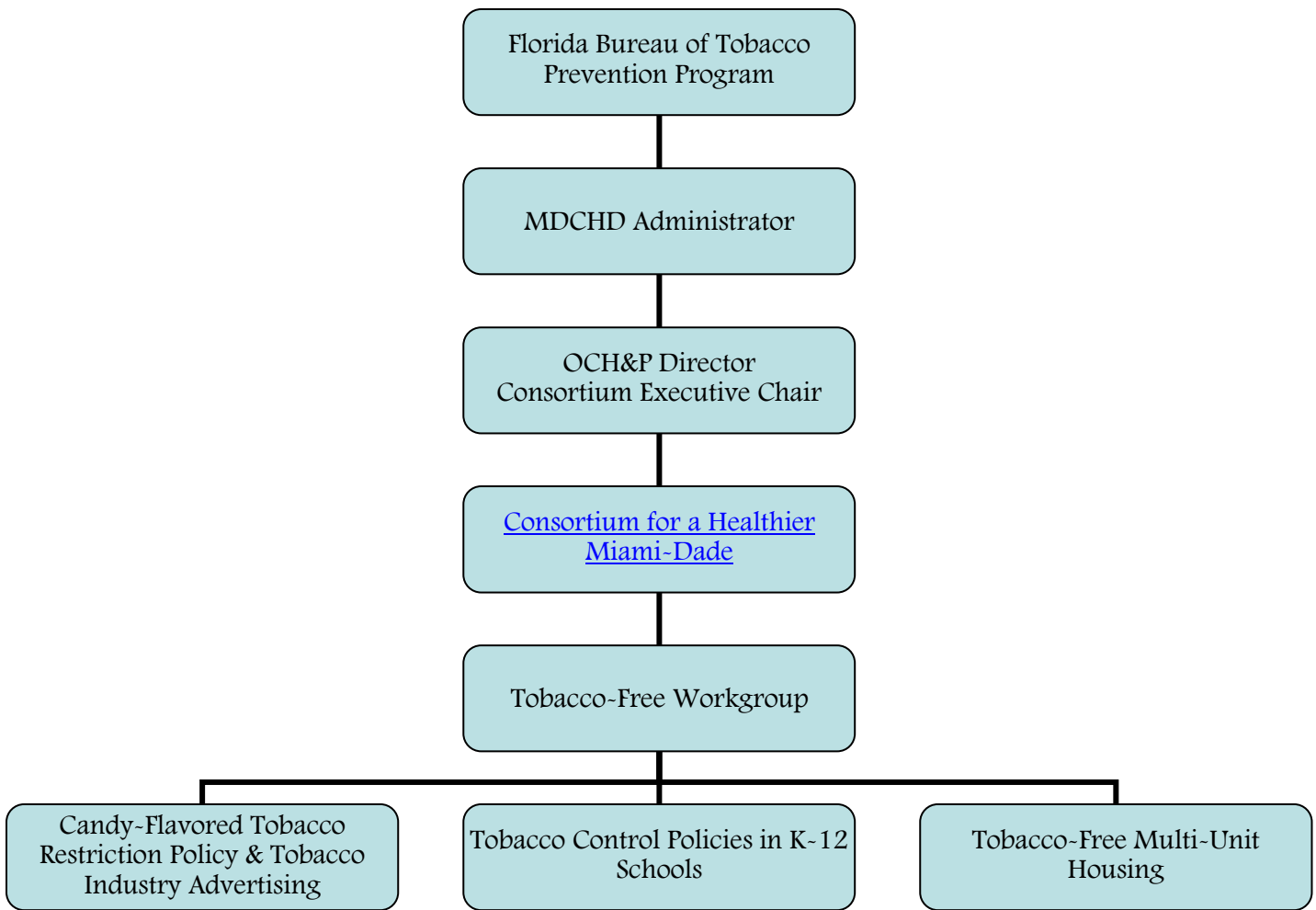
3. Tobacco Control Policies in K-12 Schools Subcommittee

This subcommittee promotes comprehensive tobacco policies in K-12 public, private and charter schools to reduce tobacco use and secondhand exposure. They collaborate with organizations, schools, PTA/PTSA, teachers, and TRUST Specialists to establish comprehensive smoke-free/tobacco-free campuses. Activities may include trainings, and presentations to assist Miami-Dade County Public Schools in implementing a model-comprehensive tobacco policy aligned with CDC's Best Practice Guidelines for School Health Programs.

In September 2011, the Tobacco-Free Workgroup approved a motion to dissolve the Tobacco Prevention and Control subcommittee, and create a standing agenda item where updates could be provided at the partnership meetings.

Ad Hoc Committees: *The Tobacco-Free Workgroup may create Ad Hoc committees as needed to support activities of the Tobacco-Free Workgroup.*

ORGANIZATIONAL CHART



MEMBERSHIP

Consortium Membership:

Any individual and/or organization within Miami-Dade County that shares the mission, vision and/or goals of the Tobacco-Free Workgroup are welcome to join the Consortium by completing and submitting an application.

- Membership is not necessary to participate in Consortium-sponsored events. Consortium-sponsored events may be designed to provide benefits or discounts to members over non-members as a means of encouraging and increasing membership.
- All meetings will follow Roberts Rule of Order.
- The Consortium does not discriminate on the basis of race, color, religion, sex or national origin.
- For each organization represented in the Consortium, membership is not limited; however, elected positions are limited to no more than two (2) employees per organization.

Tobacco-Free Workgroup Membership:

- ▶ *Active Member* - Individuals who commit to attend at least 50% of Tobacco-Free Workgroup meetings and accept an active role in the planning, development and implementation of initiatives.

Active Member requirements/benefits include:

- Must complete and submit a Consortium for a Healthier Miami-Dade application, Tobacco-Free Workgroup application, and a Conflict of Interest Form. All three documents are required to process membership.
- Regularly attend committee meetings (regularly shall be defined as at least 50% of all meetings; attendance by phone is acceptable).
- Receive all meeting announcements and planned activity announcements.
- Receive discounts at Consortium activities (i.e. admission fees, exhibit fees).
- Organization information is listed on the Consortium website.
- Organization can update online information.
- Will be able to vote.

- ▶ *Member-at-Large* - Member-at-Large captures your organization's interest in learning about Tobacco-Free Workgroup planned activities and/or initiatives and are welcome to attend any meeting.

Member-at-Large requirements/benefits include:

- Must complete and submit a Consortium for a Healthier Miami-Dade application, Tobacco-Free Workgroup application, and a Conflict of Interest Form. All three documents are required to process membership.
- Does not actively participate in planning the activities and/or initiatives.
- Receives all meeting announcements and planned activity announcements.
- Receive sponsorship opportunities.

Membership Guidelines:

- The Tobacco-Free Workgroup shall meet bimonthly; six times a year.
- Each subcommittee of the Tobacco-Free Workgroup shall meet at least eight times a year.
- One Workgroup member will be appointed by the Miami-Dade County Health Department as a leader for each of the three workplan-specific subcommittees.
- One Workgroup member will be nominated by the Tobacco-Free Workgroup to lead the Tobacco Prevention and Control subcommittee.
- A Miami-Dade County Health Department liaison will be assigned to each of the four subcommittees.
- Members are expected to work toward the goals, objectives, and initiatives of the Tobacco-Free Workgroup.
- All statements issued by members speaking on behalf of the Tobacco-Free Workgroup must have approval of the Consortium's Executive Board and shall not be used to promote one organization or individual.
- Active members will be expected to renew membership forms annually and attend Tobacco-Free Workgroup meetings or send an appropriate representative. Failure to attend at least three Tobacco-Free Workgroup meetings in a twelve month period shall result in a demotion in membership status to Member-at-Large.

Conflict of Interest:

All members of the Tobacco-Free Workgroup must declare any and all conflicts of interest on the Conflict of Interest form. Members must refrain from voting on any issues until the Consortium's Executive Board has made a determination if a conflict exists and any imposed restrictions of the member's status.

TOBACCO-FREE WORKGROUP FISCAL YEAR

The Tobacco-Free Workgroup fiscal year shall be the period from July 1st to June 30th.

GENERAL DUTIES OF THE TOBACCO-FREE WORKGROUP

The duties of the Tobacco-Free Workgroup shall be:

- To conduct strategic planning and operational planning for the Consortium. The Strategic Plan and Committee Work Plan shall be reviewed yearly and updated as necessary.
- To assure that Committee Work Plan align with the Consortium's Strategic Plan 2010-2013.
- To create standing and temporary committees necessary in order to carry out the objectives and aims of the Miami-Dade County Health Department.
- To present plans, projections, activities, etc, at the general meetings.

Voting:

The active members present at the committee and subcommittee meetings shall be designated as quorum and shall be entitled to take action on behalf of the Tobacco-Free Workgroup.

SPECIFIC DUTIES OF THE TOBACCO-FREE WORKGROUP

Chair

- Chairs all Tobacco-Free Workgroup bimonthly meetings.
- Prepares agendas for all meetings.
- Responsible for overseeing the Tobacco-Free Workgroup website content.
- Oversees Tobacco-Free Workgroup events and activities.
- Ensures Leaders in the subcommittees are functioning effectively.
- Sits on the Executive Board of the Consortium.
- Attends at least 80% of Executive Board meetings of the Consortium; non-compliance shall result in removal. Attendance by phone is acceptable.

Vice-Chair

- Serves as alternate for Chair.
- Assists Chair in coordinating Tobacco-Free Workgroup events and activities.
- Sits on the Executive Board of the Consortium.
- Attends at least 80% of Executive Board meetings of the Consortium; non-compliance shall result in removal. Attendance by phone is acceptable.

Subcommittee Leaders

- Chairs all subcommittee monthly meetings.
- Prepares agendas for all meetings.
- Oversees subcommittee events and activities.
- Collaborates closely with the facilitator from the Miami-Dade County Health Department.
- Provides subcommittee updates at the Tobacco-Free Workgroup meetings.

Facilitator

- Will be a selected staff member from the Tobacco Prevention and Control Program of the Miami-Dade County Health Department.
- Records/transcribes meeting minutes.
- Responsible for maintaining a membership list for subcommittees and the Tobacco-Free Workgroup.
- Collaborate closely with the committee leaders.
- Provides materials to committee members and mailings when necessary.
- Sends out meeting notices.

COMMITTEE ELECTIONS FOR CHAIR AND VICE-CHAIR

Procedure:

The election of committee Chairs and Vice-Chairs shall take place once every two years. If chair positions are not contested, voting will not take place.

- All elections shall be won by a majority vote.
- The Consortium's Executive Board must approve the nominated Chairs and Vice-Chairs.
- In the event that multiple nominations occur, the contested nomination will take place at the committee level and may take place by a show of hands, written ballot or by email.
- Nominations for committee chairs shall be taken from active committee members at least two months prior to the beginning of the fiscal year. Deadline will be established by the Executive Board Chair. These nominations will be submitted to the Executive Board for approval.
- Should no person receive a majority of the votes, a run-off between the persons who receive the largest number of votes shall be held.
- Chairs and Vice-Chairs for the next fiscal year shall be announced at the general membership meeting.

Term of Office:

The term of each Chair and Vice-Chair shall be two (2) years. A person may be elected to the same or other position for more than one term, without limitation.

Vacancies:

Any Chair or Vice-Chair vacancy in a Committee because of death, resignation or inability to serve shall be filled by appointment by the Executive Board for the unexpired portion of the term.

APPOINTMENT OF THE SUBCOMMITTEE LEADER

Procedure:

The appointment of any subcommittee leader shall take place once a year at the first bimonthly Tobacco-Free Workgroup meeting.

- Appointment of leaders will be made based on subcommittee needs.
- Nominations for leaders shall be taken from active Tobacco-Free Workgroup members two months prior to the first bimonthly Tobacco-Free Workgroup meeting. These nominations will be submitted to the Tobacco Prevention and Control Program of the Miami-Dade County Health Department for final approval and appointment.

Term of Office:

The term of each leader shall be one fiscal year. A person may be appointed to the same or other position for more than one term, without limitation.

Vacancies:

- With the approval of the Chair and Vice-Chair of the Tobacco-Free Workgroup, any subcommittee leader vacancy due to death, resignation or inability to serve shall be filled by appointment for the unexpired portion of the term.
- Should there be a vacancy in the position of subcommittee leader, an active member of the subcommittee shall immediately assume the vacated position until a successor can be appointed and approved by the Tobacco-Free Workgroup and the Tobacco Prevention and Control Program of the Miami-Dade County Health Department.
- The subcommittee with the vacancy shall nominate an active member for the position of subcommittee leader within thirty (30) calendar days of the vacancy.
- If the subcommittee leader who assumes the position is not contested, that new appointment will remain in place.
- In the event that multiple nominations occur, contested nominations will take place on the committee level by a show of hands, written ballot or by email.
- Should no person receive a majority of the votes cast, a run-off between the persons who receive the largest number of votes shall be held immediately.
- The Tobacco-Free Workgroup and the Tobacco Prevention and Control Program of the Miami-Dade County Health Department will approve or deny the nomination within thirty (30) calendar days of receipt of the nomination.

Voting:

The active members present at the committee and subcommittee meetings shall be designated as quorum and shall be entitled to take action on behalf of the Tobacco-Free Workgroup.

ISSUES & DECISIONS

- The Executive Board of the Consortium shall report any actions and/or decisions made by the Board via the Chair or Vice-Chair of the Tobacco-Free Workgroup to the subcommittees.
- All formal letters, presentations, issues, activities and/or decisions must be approved by the Consortium's Executive Board prior to initiating any action. In the event that the Executive Board of the Consortium is unavailable or the time is limited, the Executive Board of the Consortium Chair's decision shall be acceptable.
- Minutes will reflect attendance, summaries of issues discussion, subcommittee reports and action taken. Minutes must be properly approved at each subsequent meeting or by email prior to the meeting.

AMENDMENTS

These guidelines may be altered, amended or repealed and new bylaws may be adopted by the Tobacco-Free Workgroup. Adoption will take place upon a majority vote.