

# 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:

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

Website: <http://www.healthymiamidade.org/committees/tobacco-free-workgroup>

## VISION

To create a Tobacco and Nicotine-Free Miami-Dade.

## MISSION

The Tobacco-Free Workgroup mobilizes and collaborates with partner organizations to decrease smoking, tobacco, electronic nicotine delivery system (e-cigarettes, vaporizers, vape pens, hookah pens, etc.) 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, electronic nicotine delivery systems (e-cigarettes, vaporizers, vape pens, hookah pens, etc.) use and secondhand smoke exposure and foster a healthy environment
- Assist multi-unit housing and worksites to create smoke-free environments
- Reduce initiation rates of tobacco use among youth by implementing Students Working Against Tobacco (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 the Consortium's standing committees. It is facilitated by a Chair and Vice- Chair and meets bimonthly.

1. Tobacco Free Environments (SFMUH, Beaches, Parks, Colleges/Universities and Worksites) Subcommittee

This subcommittee promotes and encourages a tobacco free environment at multi-unit housing properties, beaches, parks, colleges/universities, and worksites. Subcommittee members will promote policies that create smoke-free multi-unit housing facilities, beaches, and parks, assist with establishing tobacco-free college and university policies, and encourage worksites to go tobacco-free and offer tobacco cessation services to their employees. Collaborating with governmental agencies, decision makers, employers, local chambers of commerce, local area health education centers, residents, and the community at large can help establish the adoption of tobacco-free/smoke-free policies in a

multitude of areas. Activities may include promotion of the Tobacco Free Florida's cessation services, conducting presentations, organizing beach cleanups, educating decision makers, writing articles, preparing and creating policies, as well as participating/facilitating trainings on policy creation, adoption and implementation.

## 2. Youth and Young Adult Subcommittee

This subcommittee works alongside the youth and young adults in Miami-Dade County to assist SWAT clubs in the Miami Dade SWAT Chapter and colleges/universities in establishing/maintaining a campus task force. This subcommittee supports the development of leadership skills in SWAT youth and young adults through training in tobacco issues, media literacy, advocacy/policy development process, presentation skills, and evaluation. Potential activities include recruiting student members, establishing new SWAT clubs, facilitating and implementing tobacco awareness activities, developing a quarterly newsletter, hosting an essay contest and educating decision makers and the community on the dangers of tobacco/nicotine products. It collaborates with schools, colleges/universities, community organizations, PTA/PTSA, teachers, faculty, youth empowerment organizations, and the community at-large.

## 3. Policy and Surveillance Subcommittee

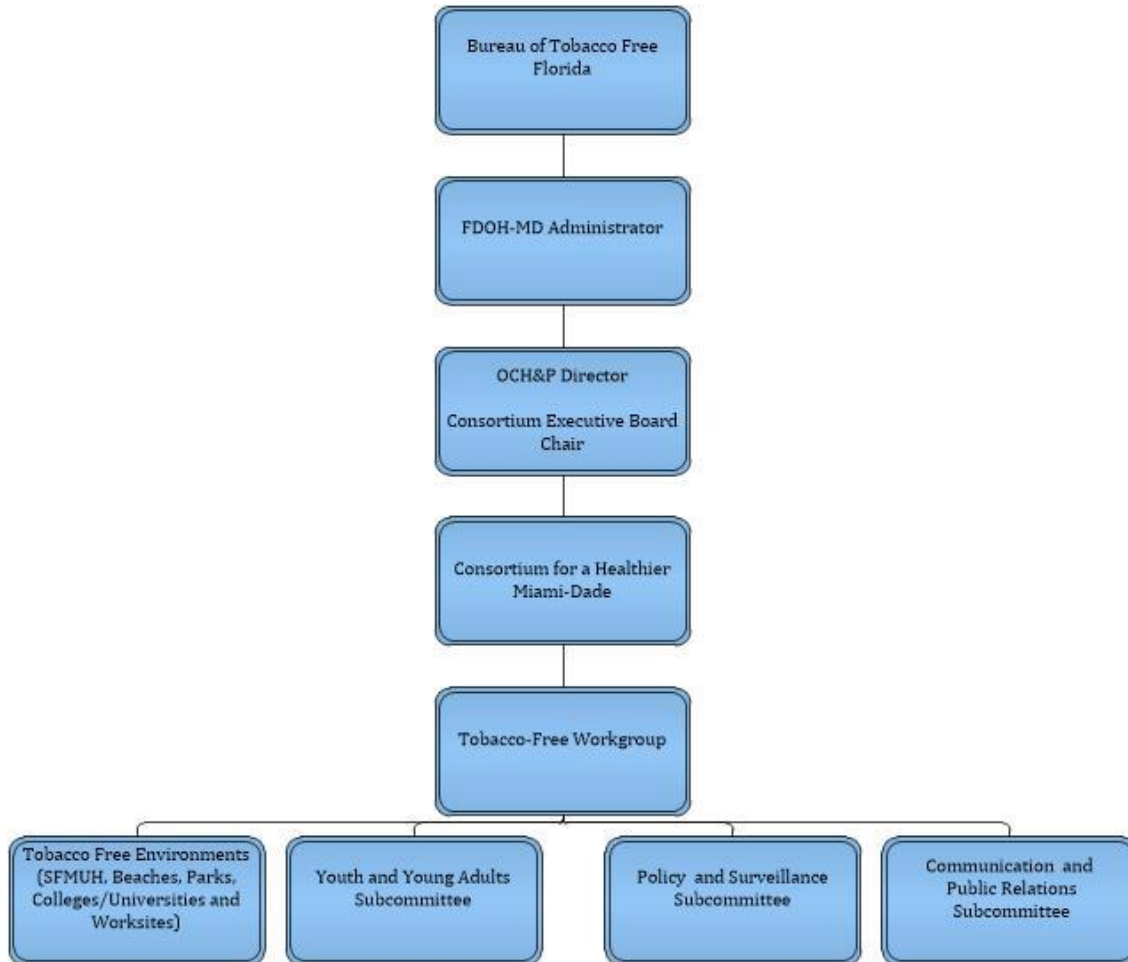
This subcommittee monitors local policy and surveillance efforts to update tobacco health indicators and keep an up to date listing of tobacco free policies in the county. It also helps establish policies to restrict the marketing and advertising of tobacco products, including electronic nicotine delivery systems (e-cigarettes, vaporizers, vape pens, hookah pens, etc.), in Miami-Dade County. Its activities include facilitating and implementing tobacco awareness activities, conducting retail surveys, and educating decision makers and policy makers on the importance of tobacco issues at the point of sale.

## 4. Communication and Public Relations Subcommittee

This subcommittee promotes Tobacco Free Workgroup's activities and initiatives to the community through various media outlets, community events, public relations and digital marketing. Members of this subcommittee also strategize to recruit members to join the Tobacco Free Workgroup.

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, gender or national origin.
- For each organization represented in the Consortium, membership is not limited; however, elected positions within the workgroup 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 membership 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).
  - Receives all meeting announcements and planned activity announcements.
  - May receive discounts at Consortium activities (i.e. admission fees, exhibit fees).
  - Organization information is listed on the Consortium website.
  - Organization can update online information.
  - Has Consortium voting privileges.
  - Receives sponsorship opportunities.
  - Access to the Speakers' Bureau
- Member-at-Large - Individuals who are unable or do not wish to perform the responsibilities of Active Members but would like to receive Tobacco-Free Workgroup announcements and updates.

#### *Member-at-Large requirements/benefits include:*

- Must complete and submit a Consortium for a Healthier Miami-Dade membership application, Tobacco-Free Workgroup application, and a Conflict of Interest Form. All three documents are required to process membership.
- Members-at-Large are not required to attend the committee meetings but are encouraged to participate whenever possible. Does not actively participate in planning activities and/or initiatives.
- Receives all meeting announcements and planned activity announcements.

### Membership Guidelines:

- The Tobacco-Free Workgroup shall meet bimonthly; six times a year.
- Each subcommittee of the Tobacco-Free Workgroup shall meet at least once a year.
- One workgroup member will be appointed as a leader for each of the four subcommittees.
- A Florida Department of Health in Miami Dade 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 an organization or individual.
- The role of the committee member is to actively promote and support the goals and objectives of the committee.
- 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 change in membership status to Member-at-Large. Conference call-ins are acceptable.

### 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 in question until the Consortium's Executive Board has made a determination as to the presence of a conflict and any imposed restrictions.

### TOBACCO-FREE WORKGROUP FISCAL YEAR

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

### 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 the Committee Work Plan align with the Consortium's Strategic Plan 2019-2024.
- To create standing and temporary committees necessary in order to carry out the objectives and aims of the Florida Department of Health in Miami Dade.
- To present plans, projections, activities, etc. at the general meetings.
- To review county tobacco health indicators on a quarterly basis.

### Voting:

The active members present at the committee and subcommittee meetings shall be designated as a quorum and shall be entitled to take action on behalf of the Tobacco-Free Workgroup. An active member may designate a member at large to act on their behalf with voting privileges.

### SPECIFIC DUTIES OF THE TOBACCO-FREE WORKGROUP

#### Chair

- Chairs all Tobacco-Free Workgroup bimonthly meetings.
- Ensures the committee work is consistent with the goals and objectives defined in the Consortium for a Healthier Miami-Dade Strategic Plan.
- The Chair leads the committee to assure that its aims are met and that everything relating to the committee runs in a smooth and orderly manner.
- 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. Serves as the liaison between the committee and the Executive Board.
- Attends at least 80% of Executive Board meetings of the Consortium; non-compliance shall result in removal. Attendance by phone is acceptable.
- Collaborates closely with the facilitator from the Florida Department of Health in Miami Dade.

#### Vice-Chair

- Serves as alternate for the Chair and assumes the responsibilities of the Chair at any time the Chair is unable to fulfill his/her responsibilities.
- Assists Chair in coordinating Tobacco-Free Workgroup events and activities.
- Sits on the Executive Board of the Consortium. Serves as the liaison between the committee and the Executive Board.
- Attends at least 80% of Executive Board meetings of the Consortium; non-compliance shall result in removal. Attendance by phone is acceptable.
- Collaborates closely with the facilitator from the Florida Department of Health in Miami Dade.

### Subcommittee Leaders

- Chairs all subcommittee bi-monthly meetings/conference calls.
- Prepares agendas for all meetings.
- Oversees subcommittee events and activities.
- Collaborates closely with the facilitator from the Florida Department of Health in Miami Dade.
- Provides subcommittee updates at the Tobacco-Free Workgroup meetings.

### Facilitator/Liaison

- A selected staff member from the Tobacco Prevention and Control Program of the Florida Department of Health in Miami Dade.
- Provides support to the committee and is responsible for the logistics of the meeting, such as securing the meeting location, preparing the meeting materials, taking and transcribing the minutes, tracking attendance, and serving as a link to DOH.
- Responsible for maintaining a membership list for subcommittees and the Tobacco-Free Workgroup.
- Collaborates 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.

- All active members are welcomed to nominate a fellow member or themselves.
- To be considered for a position as a committee Chair or Vice-Chair, the member must have been an active member for at least a year prior to nomination.
- If the existing active members fitting the criteria decline the nomination as Chair or Vice-Chair or if no active members of the committee exist at the time of the nomination, then general members may be nominated to the respective position.
- All elections shall be by a majority vote.
- The Consortium's Executive Board must approve the nominated Chairs and Vice-Chairs.
- The election will take place at the committee level and may be by a show of hands, written ballot, survey or email.
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- Should no person receive a majority of the votes, a run-off between the two persons receiving 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 another 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 subcommittee leaders shall take place once a year at a Tobacco-Free Workgroup meeting.

- Appointment of leaders will be made based on subcommittee needs.

- Nominations for leaders shall be accepted from active Tobacco-Free Workgroup members prior to the bimonthly Tobacco-Free Workgroup meeting. These nominations will be submitted to the Tobacco Prevention and Control Program of the Florida Department of Health in Miami Dade 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 another 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 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 Florida Department of Health in Miami Dade.
- 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 nomination is not contested, that new appointment will remain in place.
- In the event that multiple nominations occur, election will take place at the committee level by a show of hands, written ballot or by email.
- Should no person receive a majority of the votes cast, an immediate run-off between the two persons receiving the largest number of votes will be held.
- The Tobacco-Free Workgroup and the Tobacco Prevention and Control Program of the Florida Department of Health in Miami Dade 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. An active member may designate a member at large to act on their behalf with voting privileges.

### 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 issues and concerns that arise at the committee meetings are reported by the Chair and/or Vice-Chair to the Executive Board and FDOH-MDC Liaison for resolution.
- 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, approval by the Consortium's Chair 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. Bylaws must be consistent with all established rules and guidelines for the Consortium for a Healthier Miami-Dade.