

Tobacco-Free Partnership of Broward County Bylaws

ARTICLE I – NAME, MISSION AND PURPOSE

Section I – Coalition Name

The name of the coalition shall be the Tobacco-Free Partnership of Broward County.

Section II – Mission

To prevent or reduce the health risks associated with the use of all tobacco products as classified by the U.S. Food and Drug Administration, including vaping devices and liquid nicotine, through community education.

Section III - Purpose

The purpose of this coalition is:

1. To create public awareness about tobacco issues including but not limited to educating the public about the harmful effects of tobacco, working to ensure the community provides a healthy, smoke-free environment, reducing the number of youth who use tobacco.
2. To provide community health education programs which will encourage enforcement of current tobacco-related laws; provide programs that identify the impact of tobacco use around children; encourage tobacco-free public areas; and address social norms to make tobacco use unacceptable by eliminating advertising and using constructive health messages.
3. To identify innovative and creative tobacco prevention and cessation programs within Broward County and among community coalitions and inform the community about these programs.
4. To support tobacco control legislation locally, regionally, and nationally with special emphasis given to working with community leaders to voluntarily develop and implement no smoking tobacco policies for public places.
5. To educate and inform decision-makers on best practices and innovative programs that prevents and reduces youth tobacco use.
6. To carry out such other functions and duties as may be prescribed by State law or rule for Tobacco-Free Partnerships.

ARTICLE II – MEMBERSHIP

Section I – Composition

Membership of the Tobacco-Free Partnership of Broward County shall consist of health, social service and government coalitions, associations and agencies; and other individuals who support the Partnership’s mission, goals and purpose.

Membership is defined as the following:

Active Member – Attends at least 9 meetings per year (July 1- June 30); participates in meetings and receives communications about the Partnership.

Member At Large – No meeting requirements; participates in meetings and/or receives communications about the Partnership.

Youth/Student Member – Defined as 21 years of age or under or anyone enrolled in an educational institution.

Recommended members include representatives of the Florida Department of Health in Broward County, American Cancer Society, American Heart Association, American Lung Association, Broward County Public Schools, Area Health Education Centers, Addiction and Substance Abuse Centers and colleges and universities. Representation from hospitals, law enforcement, faith-based communities, parent groups and the private sector is encouraged. Students representing middle and high schools and vocational centers and colleges are eligible for membership.

No dues or fees will be charged to any member.

Section II – Responsibilities and Requirements

Those interested in serving on the Partnership must complete the Tobacco-Free Partnership of Broward County Membership Form and update it as needed. It is the member’s responsibility to maintain accurate and current contact information.

Active members of the Tobacco-Free Partnership of Broward County are required to attend a minimum of nine (9) regular meetings per year Active members are allowed three (3) absences per year (July 1 – June 30).

Members will assume leadership in regard to tobacco control education, prevention and advocacy, information exchange, policy development, and decision-making.

Members will be expected to work within the mission and purpose of the Tobacco-Free Partnership of Broward County when representing the Partnership at all times.

Members agree to work within the mission and purpose of the Partnership when representing the Partnership in public.

Members speaking on behalf of the Partnership may not promote one organization or individual over another.

Members actively participate in decision making, voting and bylaw revisions. Members will be expected to maintain active communication with the Partnership Officers.

Any and all communications and or written materials on behalf the Tobacco-Free Partnership of Broward County are to be reviewed and approved by the Executive Committee prior to dissemination.

Section III – Voting, Conflicts of Interest

While agencies may have more than one representative as a general member, only one vote per agency is allowed according the state guidelines. The agency Director shall appoint the voting member. No voting by proxy among the general membership shall be allowed.

Active Members have full voting privileges.

Members At Large have no voting privileges.

Youth/Student members shall hold the same voting privileges as Active Members and will be limited to one vote on behalf of the school or youth organization that they represent.

All members of the Tobacco-Free Partnership of Broward County, as well as any committee established by the Partnership 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.

Section IV – Terms

Members must complete and submit a membership application at the time of joining the Tobacco-Free Partnership and are responsible for maintaining accuracy.

Section V- Finances

Funding for Tobacco-Free Partnership of Broward County events or activities shall be by contribution from sponsors or support from the Florida Department of Health in Broward County.

Section VI – Officers and Duties

There shall be three (3) officers of the Tobacco-Free Partnership of Broward County, consisting of a Chair, Vice Chair and a Secretary. These officers will be referred to as the Executive Committee. The Executive Committee will be elected bi-annually during the month of August on even numbered years. The Partnership will hold elections bi-annually to elect the Executive Committee. Notification will be sent to all active members 30 days in advance of voting. Tobacco grantee staff is restricted from holding an elected office.

The Executive Committee duties are as follows:

The Chair shall: convene regularly scheduled Partnership meetings: shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice Chair, Secretary. Additionally, the Chair shall appoint and or disband all committees and workgroups and see all reports.

The Vice Chair shall perform all the duties of the Chair in the event of inability to perform, and when so acting shall have all the responsibilities and be subject to all the restrictions of the office of the Chair.

The Secretary shall be responsible for keeping records of Partnership actions including: overseeing the taking of minutes at all Partnership meetings: sending out meeting announcements and other Partnership communications: distributing copies of minutes and the agenda to each Partnership member: and assuring that Partnership records are maintained including current membership status.

Section VII – Vacancies

When a vacancy on the Partnership exists, recommendations for new members can be submitted to the Chair.

Section VIII – Resignations and Terminations

Resignation from the Partnership should be in writing and received by the Secretary 60 days in advance of the effective date. A member may be removed for other reasons by a quorum vote of the voting membership of the Partnership.

ARTICLE III – MEETINGS

Section I – Regular Meetings

Regular meetings of the Tobacco-Free Partnership of Broward County will be held monthly with a minimum of ten (10) held per year. The Chair shall have the authority to convene the officers for periodic meetings as needed. All regular meetings of the Partnership will be advertised and are open to the public.

Valid Forms of Attendance

Aside from being present, teleconferencing and/or videoconferencing is considered a valid form of attendance for general and subcommittee meetings.

Section II – Notice

Notice of each regular meeting shall be given one week prior to a meeting by the Secretary. All members shall receive meeting notices, as do interested citizens, coalitions, agencies and media. During this time, members will also receive minutes from the previous Partnership meeting.

Section III – Quorum

A quorum shall exist when 50% plus one Active Members are present.

Section IV – Minutes

Minutes shall be prepared and maintained by the Secretary of the Tobacco-Free Partnership of Broward County with staff assistance. Minutes shall reflect meeting attendance, actions taken, workgroup and committee reports, and a summary of issues discussed. Minutes shall be distributed to Partnership members at least five days prior to the next meeting.

ARTICLE IV – COMMITTEES

Section I – Ad Hoc Committees

The Partnership may create committees or workgroups as needed. Committees provide ongoing work to the Partnership, such as Membership, Legislative Advocacy, or Speakers Bureau. Workgroups serve as short term collaborations to achieve a specific activity or specific event or project. The Chair shall appoint all committee and workgroup chairs. Tobacco grantee staff is restricted from holding an appointed position. Subcommittees and workgroups will meet as determined by the subcommittee chairpersons.

ARTICLE V – AMENDMENTS

These By-Laws may be amended by a majority vote of a quorum of the Partnership at any regular meeting called for that purpose provided written notice

of the meeting, together with a copy of the proposed amendments are provided to each member at least one (1) week prior to the meeting.

ARTICLE VI – By-Laws Review

A By-Laws subcommittee appointed by the Chair will convene annually to review and revise the By-Laws.