

# DIXIE COUNTY TOBACCO-FREE PARTNERSHIP BYLAWS

## MISSION STATEMENT

The mission of the Dixie County Tobacco-Free Partnership is to mobilize community partners to establish long-lasting system and policy changes that promote tobacco-free social norms in order to prevent usage of tobacco products by youth/young adults, encourage and support tobacco cessation, eliminate health hazards of secondhand and third-hand smoke, with the ultimate goal of thereby decreasing the number of deaths due to tobacco products in Dixie County.

## VISION

To develop and/or sustain core infrastructures of tobacco prevention and control activities, and promote usage of the Florida Quitline, in a culturally competent manner to deliver services that include diverse service providers represented in all goal areas. These service providers, which include county health departments, schools and higher education institutions, businesses, health care systems and providers, law enforcement, local and statewide non-profit agencies, and others are recommended by Centers for Disease Control and Prevention's *2014 Best Practices for Comprehensive Tobacco Control Programs (CDC Best Practices)*

## GOALS OF THE DC TOBACCO-FREE PARTNERSHIP

Prevent Initiation of Tobacco Use Among Florida's Youth and Young Adults

- SMART Objective-Reduce Smokeless Tobacco Use in Rural Communities (Rural): Tobacco free Events, Tobacco Free Venues, Tobacco Free Sports Leagues and Recreational Programs and Tobacco Free Parks and Recreation Facilities.
- SMART Objective-Counteract Tobacco Product Marketing at the Retail Point of Sale (POS)

Eliminate Floridians' Exposure to Second Hand Smoke

Promote Quitting Among Florida's Adult and Youth  
Increase Use of Cessation Services

- SMART Objective- Policy to Create Tobacco Free Worksites

## ARTICLE I – NAME, CHARTER, CONTRACT MANAGER

**Section 1.** The name of this community collaboration shall be the Tobacco-Free Partnership of Dixie County hereafter in this document referred to as the TFP.

**Section 2.** The TFP was chartered in 2008 as a deliverable requirement of the Florida Department of Health Tobacco Prevention Grant for funding years 2008-2012.

**Section 3.** The contract manager of the TFP is whatever entity is awarded the Florida Department of Health Tobacco Prevention Grant for each funding year.

- For the Funding years of 2015 – 2021 the QuitDoc Foundation, including its officers, is the contract manager for the Dixie County TFP.

**Section 4.** The TFP is recognized as a documented Reporting Committee to the:

- Officers of the QuitDoc Foundation

## **Section 5. Officers of the QuitDoc Foundation for the Dixie County TFP**

- **Tobacco Prevention Specialist**-The Tobacco Prevention Specialist herein referred to, as the TPS, of Dixie County and/or a delegate of QuitDoc Foundation shall serve as the paid staff liaison of the TFP and oversee all contracts, policy change efforts and work products of the TFP under the supervision and approval of QuitDoc Foundation officers/directors. Duties of the TPS include, but are not limited to: planning, implementing, advertising and facilitating TFP committee meetings and events; provide technical assistance, information, resources; ensure all expenditures are properly accounted for; recruit new members and function as the liaison between the TFP and other community partners.
- **TFP Reporting Officer**- A representative of the QuitDoc Foundation, shall serve as the TFP Reporting Officer to any other community entity as requested. The Reporting Officer shall be a liaison of the Executive Committee.

## **ARTICLE II – MEMBERSHIP**

**Section 1.** Membership is open to youth, ages 11-17, young adults, ages 18-24, any individual person, and/or for-profit or nonprofit organization that works with youth or young adults, provides services to the public, works in a social service and/or health related industry, addresses issues related to substance abuse or addiction, and/or adults and youth interested in designing and supporting policies to promote tobacco-free social norms in Dixie County.

- Members help plan, implement and evaluate comprehensive interventions with the potential to save lives and improve the health and well-being of residents and visitors of Dixie County.
- Members assume leadership in regard to tobacco control and advocacy, education and prevention, information exchange, policy development and decision-making.
- Members agree to work within the mission, goals, objectives, and principles of the TFP when representing the project in public.
- Members speaking on behalf of the TFP must receive prior approval from the Executive Committee and may not promote one TFP member, organization, or other individual over another.
- Members attend all regular meetings or send an appropriate representative.
- Members maintain active communication with the Officers.
- Members actively participate in decision-making, voting and bylaw revisions

**Section 2.** The TFP shall consist of health and human service, social service and governmental organizations, associations, businesses and agencies; persons representing minority or ethnic populations; youth representatives; and other individuals who support and are willing to work towards achieving the TFP mission and goals. Membership includes, but is not limited to: county health departments, schools and higher education institutions, businesses, health care systems and providers, law enforcement, local and statewide non-profit agencies, and others as recommended by Centers for Disease Control and Prevention.

**Section 3.** It is a desired goal to have at least 25% of the Partnership members to be made up of youth representatives from ages 11-17, and/or young adults from ages 18-24.. Youth Members agree to work within the mission, goals, objectives, and principles of the TFP.

**Section 4.** No dues or fees shall be charged to any member.

**Section 5.** For the sole purpose of voting privileges, there shall be one vote per individual member and/or organization, association, business, or agency. If more than one representative of the organization,

association, business, or agency is present, it is incumbent on the representatives to decide who shall vote on behalf of the organization.

**Section 6.** A member in good standing of the Dixie County TFP shall be defined as a non-tobacco user, or a tobacco user involved in tobacco cessation treatment who is an active participant in the partnership. All members will have an interest in promoting a tobacco free lifestyle. Active participation shall be defined as any of the following:

- Attends quarterly meetings and/or subcommittee meetings
- Advocates for TFP issues at governmental or organizational meetings in the community
- Promotes the DC TFP to community members
- Volunteers to distribute materials to businesses
- Participates in TFP outreach at community events

Members must report activities completed outside of regular meeting times to the Executive Committee.

**Section 7.** A TFP member may be removed from the TFP upon the recommendation of the Executive Committee and/or approval by a majority of the TFP.

**Section 8.** New memberships will be approved by a majority vote of current voting members. The number of voting members can be changed by a two-thirds majority vote of the current voting membership.

### **ARTICLE III- EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of two elected officers: Chair and Co-Chair; and at-large members: the Workgroup Committee chairs. Executive Committee duties include reviewing the meeting agendas electronically beforehand and providing guidance and support to the TFP.

**Section 2.** The Executive Committee shall have the power and authority to fill any committee vacancy.

**Section 3.** The Executive Committee will establish regular meetings of the Executive Committee and will examine the General meeting agenda, evaluate Workgroup/Committee reports, review SWAT team reports/activities, and discuss items of business to come before the TFP.

**Section 4.** Minutes of all Executive Committee meetings will be taken and distributed to Committee Members before or at the next meeting of the Executive Committee. Meeting minutes will be made available to TFP members at the General TFP meetings.

**Section 5.** At-Large members may be added to the Executive Committee at the discretion of the Executive Committee as defined by Robert's Rules of Order.

### **ARTICLE IV- OFFICERS**

**Section 1.** The officers of the TFP shall consist of the Chair (elected), Co-Chair (elected), and two Youth Representatives.

#### **Section 2. Elected Officers to Executive Committee**

- a. **Chair-** Partnership members will elect the chairperson who shall serve for one- year terms that commence in the second quarter of each fiscal year and run until the second partnership meeting of the following fiscal year. The Chair will preside at all Executive Committee meetings and TFP General Meetings. Chairpersons may be re-elected and serve.

- b. **Co-Chair**- Partnership members will elect the co-chairperson who shall serve for one- year terms that commences in the second quarter of each fiscal year and run until the first partnership meeting of the following fiscal year. The Co-Chair will become the new TFP Chair when that position is vacated. Co- Chairpersons may be re-elected.
- c. **Youth Representatives** - Partnership members will elect a young person(s) between the grades of 6 - 12 for one-year terms that commence in the second quarter of each fiscal year and run until the first partnership meeting of the following fiscal year. The Youth Representative(s) will represent the youth population's concerns and report relevant tobacco-free activities by youth to the TFP General meetings. They will assume leadership in regard to tobacco control and advocacy, education and prevention, information exchange, policy development and decision-making. Youth representatives may be re-elected and serve for up to three consecutive years.

## **ARTICLE V - MEETINGS**

**Section 1.** The TFP may hold meetings, which include general membership meetings, Executive Committee meetings, Workgroup Committee meetings, and emergency meetings. The General TFP meetings will meet at least once every quarter. General meetings are scheduled and held at a time and location conducive to youth participation whenever possible.

**Section 2.** Any first quarter general meeting shall serve as the meeting to elect and install new Chair and/or Co-Chair of Executive Committee. Written notice shall be given to members of the TFP and to the general public at least one week prior to the meeting date.

**Section 3.** The presence of the TFP Chair and/or Co-Chair or their designee constitutes an official meeting. All meeting and decisions follow Robert's Rules of Order. A quorum for voting or decision making purposes is a simple majority of Members present.

**Section 4.** All meetings are free of charge and open to the public. Government in the Sunshine is strictly enforced.

## **ARTICLE VI- COMMITTEES**

**Section 1.** The Executive Committee shall authorize the creation of, prescribe the terms and define the power and duties of any Subcommittee as is deemed necessary to fulfill the mission of the TFP. Except as otherwise provided in these bylaws, members of any TFP Standing Committee shall be drawn from the general membership and the:

- a. **Workgroup Committees** shall be formed for each priority area of the Partnership's work and for locally identified programs or projects. The TFP Chair and Co-Chairs appoint Workgroup Committee Chairs with the approval of the Executive Committee.

**Section 3.** Any Committee Chair must be a TFP member in good standing. The Chair or Co-Chair of the Executive Committee shall appoint the committee chairs. Committee chairs shall serve for one (1) year or until the committee is dissolved, whichever comes first. Chairpersons may be reappointed and serve. The Executive Committee may remove any chairperson or any committee member from a committee for cause. All committee members will have one vote in committee meetings as outlined in Section 5 of Article II. Members of the Executive Committee are ad hoc members of all committees, except the Nominating Committee.

**ARTICLE VII – AMENDMENTS**

These by-laws may be amended by a majority of those voting members present at a regular meeting of the TFP, or at any special meeting of the Executive Committee, called for such a purpose. Written notice of all proposed amendments shall be given to members of the TFP at least one week prior to the meeting at which time such amendments are being considered for adoption.

**ARTICLE VIII– PROXY VOTES**

Proxy votes are allowed and/or email/on-line votes are accepted as long as the member or organization has a valid email address on file with their membership form. This includes general TFP meeting items, Executive Committee items, Standing and Ad Hoc Committee items, and all items of regular and special meetings of the TFP in general.

**The Tobacco Free Partnership of Dixie County on 11 18 2019 adopted these by-laws.**

\_\_\_\_\_  
(Executive Committee Chair)

\_\_\_\_\_  
(Executive Committee Co-Chair)

\_\_\_\_\_  
(Youth Representative)

\_\_\_\_\_  
(Youth Representative)