

Tobacco Free Partnership

Citrus County

By-Laws

Article I - Name, Purpose, Mission

Section I - Name - The name of the organization shall be the **Tobacco Free Partnership of Citrus County** (hereafter referred to as "the Partnership")

Section II - Purpose - The purpose of the Partnership shall be to:

- 1) To decrease exposure to secondhand smoke throughout Citrus County
- 2) To eliminate the initiation of the use of tobacco—especially ENDS among youth
- 3) Reduce tobacco availability among youth within the retail point of sale environments
- 5) To promote tobacco cessation among youth and adults
- 6) To educate the public on all health issues related to tobacco, including ENDS
- 7) To advocate for positive reform and tobacco-free zones in Citrus County
- 8) To decrease the percentage of youth and adults who currently use tobacco products (including ENDS) within Citrus County

Section III - Mission - To empower and mobilize communities to reduce tobacco-related death and disease throughout Citrus County.

Article II - Membership

Section I - Eligibility - Membership shall consist of at least one representative from interested organizations, associations, agencies, and individuals who support the Partnership's mission and purpose. Membership is broadly defined to promote greater participation and attract diverse resources, talent and expertise. No tobacco company, its staff, supporters, or any affiliated organization or its staff is eligible for membership in the Partnership. Membership is open to all those who support the Partnership's goals, objectives, and mission.

Section II - Membership Responsibilities and Requirements – Members shall actively participate in the Partnership in the following ways and be considered in good standing if they:

- Participate in a minimum of one Partnership activity per year.
- Attend at least one Partnership meeting per year.
- Serve as a resource or advisor to the Partnership, a committee, or an activity.

In the event a member cannot attend a meeting, a representative must be present for that member, or an absence for that member is recorded for that meeting. Members shall support the Partnership's mission and purpose. No dues or fees will be charged to any member.

Youth membership defined as 18 years of age and under will comprise of at least one voting member representing Students Working Against Tobacco (SWAT), with a continuing recruitment goal to reach a youth membership of 25 percent.

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Section III – Voting, Conflict of Interest - As outlined in these Guidelines, all members are eligible to vote for the following (keeping in mind that each agency, organization, or association has only one vote):

- Election of the Chair, Vice-Chair, and other Partnership officers
- Amendments to the Partnership Structure and Guidelines.
- All other issues that may come before the Partnership.

Notice Requirements for Elections – The Partnership will accept nominations for and elect the Chair and Vice-Chair from the general membership in good standing. Each office will serve a one-year term to commence July 1 of the designated fiscal year. The office of Chair, Vice-Chair, Tobacco Prevention Specialist, Health Educator, and committee chairs will be hereafter referred to as the Executive Committee.

Voting Privileges –

- 1) Voting by Organizational Members - Each organization, agency, and/or association in good standing has only one vote, which will be cast by their representative.
- 2) Voting by Individual Members – Individuals in good standing shall each have one vote.
- 3) All members of the Partnership, as well as any committee established by the Partnership, shall declare, by voice, all conflicts of interest and refrain from voting on any issue in which such conflicts of interest may exist. Conflicts of interest are those matters in which the individual member has an indirect or direct financial interest or other interest that creates a benefit to the member personally, to the organization the member represents, or to the organization to which the member is affiliated. All declarations of a conflict of interest shall be noted in the official minutes of that meeting.
- 4) Quorum – A quorum shall consist of a simple majority of members in good standing.

Unless otherwise specified in this Guidance, decisions shall be made upon the majority vote of those present at any general meeting. The Partnership may decide to vote on the membership using a mailed or e-mailed ballot sent out (14) days in advance of voting.

Methods of Voting - Unless otherwise specified in this document, decisions shall be made by a majority vote of members present at any meeting in person, via phone or, when determined by the Partnership, by mailed ballot to members on the Partnership's official membership list. Voting will occur by voice, a show of hands, mailed or emailed ballot sent out (14) days in advance of voting at the request of a member.

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Article III - Meetings

Section I - Meeting Frequency - Regular meetings of the full Partnership shall take place at least four times per year, or otherwise noted by the Partnership, on dates and at locations to be determined by the Executive Committee. The Executive Committee may call partnership meetings, and committee meetings are held at the discretion of the Chair of each Committee.

Section II - Notice - Written notice of meetings and minutes from previous meetings shall be distributed to each member.

Section III - Leadership and decision making - Consensus in decision making will be sought. If consensus cannot be achieved, decisions will be made by a majority vote of the members present, with one vote per agency, organization, or association. Committee meetings will be led by Chairpersons appointed by the members of each Committee.

Section IV - Minutes shall reflect meeting attendance, actions taken, workgroup and committee reports, and a summary of issues discussed.

Section V - Quorum –A quorum shall consist of a simple majority of members in good standing.

Article IV - Officers

Section I - Makeup and General Responsibilities - The Executive Committee of the Partnership will consist of the Chair, the Vice-Chair, the Tobacco Prevention Specialist, Health Educator, and any committee chairs.

Section II - Responsibilities of the Executive Committee:

It shall act on behalf of the Partnership and actively pursue its purposes. It shall supervise and direct the Partnership's affairs within the limits of these "Structures and Guidelines," consistent with this document and applicable State and Federal laws, rules, and regulations. Specifically, the Executive Committee will be responsible for:

- Planning the agenda for Partnership's meetings.
- Meet at such places and times as required by these bylaws as specified in Articles III, Section 1.
- Preparing a strategic plan and recommending periodic updates for the Partnership's approval.
- Developing a process to ensure ongoing input from Partnership members.

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- Proposing changes in the direction and scope of grant-funded activities and budget, as needed.
- Recommend policy and bylaws changes to the Partnership, as needed.
- Solicit reports on Partnership activities from standing committees, as needed.

Section III - Officers' Responsibilities:

Chair - The Chair shall be the principal officer of the Partnership. He/she shall serve a maximum of four one-year terms. He/she will perform the following duties: preside at all full Partnership meetings and functions and Executive Committee meetings.

Vice-Chair – The Vice-Chair will serve a maximum of four one-year terms and be responsible for carrying out the powers, duties, and responsibilities of the Chair in the absence of the Chair; other duties and responsibilities delegated to him or her by Chair.

Article V – Committees

Section I – Ad Hoc Committees

The Partnership may create committees as needed. Committees provide ongoing work to the Partnership, such as Outreach / Advocacy; Membership; Communications / Media; Youth Activities; and Executive Committee.

Article VI - Amendments

These bylaws may be amended, altered, repealed, or added to by quorum of the voting membership of the Partnership at any meeting provided they have been distributed to the membership at least fourteen (14) days in advance of voting.

The Partnership shall review these bylaws annually at the designated time in the work plan.

Article VII – Fiscal Responsibility

The Florida Department of Health in Citrus County is the fiscal and administrative agent for the Partnership.

Article VIII – Effective Date

These Bylaws were approved at a meeting of the Tobacco-Free Partnerships of Citrus County on February 8, 2022.