

Butte County Tobacco Prevention Coalition

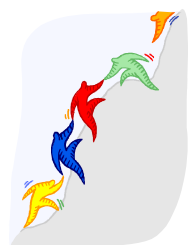


Mission Statement
and
By-Laws

Mission Statement

The Butte County Tobacco Prevention Coalition consists of a broad-based cross-section of community members and organizations dedicated to protecting and preserving the health and well-being of the people of Butte County from the harmful effects of tobacco and tobacco smoke.

The Coalition seeks to promote a tobacco-free environment through culturally proficient prevention, education, cessation services, advocacy for public policy, cultural competency, and broad-based community support for tobacco control activities.



Purpose

The Coalition acts as an advisory board to the Tobacco Education Program Coordinator and the Butte County Public Health Department on tobacco-related issues. The Coalition plays a major role in:

- Developing of the scope of work
- Making recommendations regarding the plan of the Public Health Department
- Reviewing, evaluating and recommending revisions to the plan.

The Coalition provides community leadership locally, regionally and statewide on tobacco-related issues. The Coalition:

- Shares information and coordinates tobacco-related activities through the strategic plan,
- Provides on-going support, recruitment and expertise,
- Develops community support,
- Serves as an advocate for tobacco use prevention,
- Ensuring culturally proficient and linguistically appropriate services to all Butte County citizens, and
- Utilizes a culturally proficient framework to guide inclusive program, service and resource development planning.

The Coalition provides technical assistance to organizations and agencies involved with tobacco such as the American Lung Association. The Coalition may:

- Review and comment on requests for funding from local groups and
- Provide education and training.

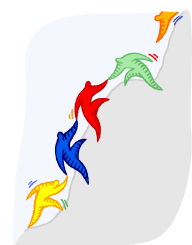
Membership

All residents and organizations within Butte County who share the vision set forth in the Coalition's goals and mission statement are invited to attend and contribute to the work of the Coalition. There shall be no fee to join.

Membership is voluntary and may include state-recommended representatives such as the public health tobacco program, dental health and health care organizations, government, media, youth, women with pre-school children, voluntary agencies, physicians, schools, employers, pregnant women, concerned citizens, and organizations funded by Proposition 99 to accomplish tobacco-related work in Butte County.

Coalition Structure

The Butte County Tobacco Prevention Coalition will meet bi-monthly, or as needed, and will be chaired by the Coalition Chairperson, Vice-Chairperson, or designee. Butte County Public Health Department's Tobacco Education Program (TEP) staff will disseminate Coalition



minutes, notices of meetings, agendas, and other materials necessary to further the work of the Coalition. TEP staff will also perform membership maintenance activities, such as calling members to maintain or increase attendance, and orientation for new members.

Election of Chairs and Terms of Office

At an annual meeting held during September, Coalition members shall elect one Chairperson and one Vice-Chairperson to serve a minimum one year term and a maximum of three years.

Duties of the Chairperson

- Work with the Public Health Department's Tobacco Education Program Coordinator to set meeting agendas and facilitate Coalition meetings.
- Act as spokesperson for the Coalition.
- Provide leadership needed for the Coalition to remain focused on its mission and purpose.
- Establish ad hoc sub-committees as needed.

Duties of the Vice-Chairperson

- Chair Coalition meetings when the Chairperson is absent.
- Work with the Chairperson and the Public Health Department's Tobacco Education Program Coordinator in order to be knowledgeable about the Coalition and familiar with its activities.
- Perform all other duties as needed when the Chairperson is absent.

Group Process

Coalition meetings are open to the public. Decisions are made by 100% consensus of Coalition members present at the meeting. If consensus cannot be reached after considerable discussion, the group may decide the issue on a 2/3's vote. With the exception of voting for officers, a telephone and/or e-mail poll of Coalition members may be used to make important decisions if a meeting is not possible, nor a quorum. A quorum for voting is defined as 1/3 of the active membership.

When conflicts arise, the members involved should attempt to resolve. In the event that agreement cannot be reached, the Chairperson or designee will mediate to reach agreement.

Prior approval from the Chairperson or consensus of the membership is required to authorize a member to sign letters or other documents on behalf of the Coalition.



Coalition members need to be present at the annual September meeting in order to vote for Chairperson and Vice-Chairperson positions. In the event the Chairperson is unable to complete a term the Vice-Chairperson shall assume the unexpired term and a new Vice-Chairperson will be elected at the next scheduled meeting after the resignation of the Chairperson.

In the event that the Chairperson and Vice-Chairperson are both unable to perform their duties as defined above, a Nominating Committee will be appointed by the Coalition to re-initiate the election process.

Evaluation of Satisfaction

The Butte County Public Health Department's Tobacco Education Program Coordinator shall conduct a Coalition member survey every 18 months and make the results known to the membership within one month of administering the survey.

