

# **Sutter County Tobacco Prevention Coalition Bylaws**

## **Article I. Title**

Section 1: The title of this organization is the Sutter County Tobacco Prevention Coalition.

## **Article II. Purpose**

1. The purpose is to enhance the effectiveness and impact of the Local Lead Agency (Sutter County Public Health) which is providing education and advocacy in tobacco prevention.
  
2. To act as an advisory committee for the Local Lead Agency (Sutter County Public Health).
  
3. To identify tobacco related problems in Sutter County; coordinate the efforts of other organizations in meeting the problems related to tobacco use; support other organizations by providing technical assistance and resources in order to achieve maximum effectiveness for their efforts; to provide input with the Communities of Excellence process and to publicize the tobacco problems and the efforts that are being made to meet the problem within Sutter County.
  
4. To cooperate with human services agencies operating in Sutter, Yuba and Colusa Counties and other communities, and to the extent possible , to coordinate the efforts to prevent tobacco use prevalence in Sutter County with those being made in surrounding communities. It is further the purpose of the Sutter County Tobacco Prevention Coalition to coordinate the local effort with the efforts and programs at the state level.

## **Article III. Membership**

Section 1: Membership will be open to all interested residents of Sutter County or staff of agencies that provide services to residents of Sutter County.

Section 2: The members of the Sutter County Tobacco Prevention Coalition may include:

- a) Representatives from the Sutter County Sheriff's Department and Yuba City Police Department.
- b) Representatives from the Sutter County School District and Yuba City Unified School District.
- c) Representatives from community based organizations such as Friday Night Live and Pathways.
- d) Representatives from social services agencies such as Yuba Sutter Mental Health.

Section 3: Membership commitment is for one year and if unable to make such a commitment, an alternate representative should be named in his/her place.

Section 4: New members will receive an orientation to tobacco education activities provided in Sutter County. The orientation will be provided by staff from the Local Lead Agency (Sutter County Public Health).

Section 5: The membership will be asked to complete a membership satisfaction survey at least once every two years. The results of which will be used to make appropriate changes to the operations and procedures of the coalition.

#### **Article IV. Substitute Voting**

If a member of the Sutter County Tobacco Prevention Coalition cannot be present at any meeting, he/she may send a substitute to participate in discussion and represent the member in the activities of the Tobacco Education Coalition. If a member misses three consecutive meetings within the period of one year, he/she may be removed as a member. The position will be refilled by their agency designating a new member and/or approval of a new member by the committee. In those cases where an individual named in the Article III Section 2 (a), (b), (c) or (d) has elected to send an alternate representative to the Tobacco Prevention Coalition in his/her place, then only the alternate representative has the right to vote and the named individual will be considered as a voting substitute at any meeting which he/she attends.

## **Article V. Chairperson**

Section 1: The Sutter County Tobacco Prevention Coalition shall have a chairperson.

Section 2: Term of office shall begin on the first meeting in September of each year.

Section 3: There is no maximum term for the chairperson.

## **Article VI. Meetings**

A quorum of the Sutter County Tobacco Prevention Coalition will be considered four members who are not Local Lead Agency staff. All decisions may be made by a majority of the quorum present.

The Sutter County Tobacco Prevention Coalition shall meet at least quarterly with additional meetings set at the discretion of the Chairperson.

## **Article VII. Amendments**

These bylaws may be amended only at a meeting of the Sutter County Tobacco Prevention Coalition called upon with thirty days written notice to all members, specifically identifying the facts that the bylaws are to be amended and stating the nature of the amendment to be considered at that meeting. A majority of the total voting membership of the Sutter County Tobacco Prevention Coalition must approve any change in these bylaws.

# **Sutter County Tobacco Prevention Coalition**

## **Mission Statement**

Provide support to and enhance community alcohol, tobacco and other drug abuse prevention efforts, thereby enhancing overall health of the community.