



**County of San Luis Obispo Tobacco Control Coalition  
Operating Procedures**

**Article I: Name**

The name of this organization is the San Luis Obispo County Tobacco Control Coalition, hereafter referred to as the Coalition.

**Article II: Mission Statement and Goals**

Section 1. Mission Statement: To educate, advocate and develop policy to achieve a tobacco-free community that enhances the health of the County of San Luis Obispo.

Section 2. Goals:

- a. Coordinate, implement, and promote community education
- b. Implement and support policy and legislation that prevents tobacco use, especially targeting populations with a high prevalence of tobacco use
- c. Protect the health of non-smokers
- d. Promote tobacco-free lifestyles
- e. Collaborate to implement mission and goals

**Article III: Role and Functions**

Section 1. Role:

- a. The Coalition provides consultation to the Tobacco Control Program in developing, coordinating, and implementing tobacco control prevention and education efforts in the county.
- b. Members utilize community involvement and media to develop and influence policy.

Section 2. Functions:

- a. Identify local populations at risk and in need of services
- b. Increase community awareness about tobacco issues
- c. Provide expertise in planning tobacco control projects
- d. Advocate for tobacco control policies
- e. Keep tobacco issues in the public arena

**Article IV: Organizational Structure and Leadership**

Section 1. Organizational Structure:



San Luis Obispo County Public Health Department



Tobacco Control Program  
(local lead agency)



**Tobacco Control Coalition**  
**(advisory capacity)**



Ad Hoc Committees  
(as needed)

Section 2. Leadership:

- a. Ideal Coalition leadership shall be Chair, Chair-Elect and Immediate Past-Chair.
  - i. Chair
    - 1) Work in direct partnership with local lead agency
    - 2) Lead Coalition meetings
  - ii. Vice Chair/Chair-Elect
    - 1) Serve in absence of the Chair
    - 2) Succeed the Chair after serving one term
    - 3) Perform duties as requested by the Chair
  - iii. Immediate Past-Chair
    - 1) Serve in an advisory capacity to the Coalition and Chair
    - 2) Serve in absence of the Chair and Vice Chair
    - 3) Perform duties as requested by the Chair
  - iv. Terms shall be, at minimum, one year.
  - v. Annual election of Chair
    - 1) Nominees must have attended at least four Coalition meeting in the past year.
    - 2) Nominees are selected at the February meeting and an election is held at the February or April meeting.
    - 3) The nominee(s) with the majority vote of Coalition members present is elected as the new Chair-Elect and/or Chair.

**Article V: Meetings**

Section 1. Frequency:

- a. Coalition meetings are currently held at 4 p.m. the second Wednesday of even months (February, April, June, August, October, December).
- b. Special and/or ad hoc meetings may be held.



## COUNTY OF SAN LUIS OBISPO HEALTH AGENCY

### PUBLIC HEALTH DEPARTMENT

**Jeff Hamm** *Health Agency Director*

**Penny Borenstein, MD, MPH** *Health Officer/Public Health Director*

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#### Section 2. Procedural Format:

- a. Decisions are made by consensus, unless a recorded vote is called for.
- b. Robert's Rules of Order Newly Revised, 11th Edition, shall govern when applicable and not in conflict with these by-laws.

### **Article VI: Membership**

#### Section 1. Organization Membership:

- a. Recruitment for Coalition members is on a continuous basis and is focused in the following categories:
  - Education
  - Voluntary health organizations
  - Health care professionals
  - Worksite/employer organizations
  - Media outlets
  - Government organizations
  - Law enforcement
  - Youth organizations
- b. The Coalition is made up from organizations such as:
  - American Cancer Society
  - American Heart Association
  - American Lung Association
  - California Polytechnic State University
  - CAPSLO
  - CenCal Health
  - Central Coast Dental Society
  - Central Coast Medical Association
  - Community Health Centers of the Central Coast
  - Cuesta College
  - ECOSLO
  - First 5 San Luis Obispo County
  - Friday Night Live
  - Keely & Company Marketing
  - MINDBODY, Inc.
  - San Luis Obispo County Health Agency
  - San Luis Obispo County Health Commission
  - San Luis Obispo County Office of Education
  - San Luis Obispo County Sheriff's Department
  - San Luis Obispo Unified Coastal School District
  - United Way of San Luis Obispo
- c. Organizations select a representative (and alternate, if they wish) to attend meetings and act collectively with other members.

#### Section 2. Community At Large Membership:

- a. An individual committed to Coalition goals may join as a member.



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Section 3. New Membership:

- a. Membership is declared by filling out a membership form.
- b. Orientation for new members is offered through:
  - Personal briefing
  - New member orientation packet that includes operating procedures
  - Membership directory
  - Minutes from previous meetings
  - Summary of current and previous Coalition activities

Section 4. Expectations:

- a. A member is expected to attend regularly scheduled meetings.
- b. Member agrees to make a good-faith effort to advance the goals, objectives, and activities of the Coalition.
- c. Member agrees to make a good-faith effort to avoid duplicating the efforts of other members and to share opportunities with other members.

**Article VII: Satisfaction Assessment**

Section 1. Assessment of Coalition:

- a. Member satisfaction will be assessed through a coalition member satisfaction survey, administered annually by Tobacco Control Program staff.
- b. Results will be presented to Coalition members following the data collection.