# TEACH
Tobacco Education and Community Health Coalition

FY 2026-2027

Bylaws

## ARTICLE I: GENERAL

### Section 1. Name
The name of this coalition is Tobacco Education and Community Health (hereinafter known as the "Coalition").

### Section 2. Interpretation
It is the intent of the Coalition that the bylaws herein set forth are the only bylaws of the Coalition. The bylaws shall define the process by which the Coalition operates and makes decisions. If any conflict arises between Coalition bylaws and State or Federal law, State or Federal law shall prevail.
Regarding the use of the word "Tobacco," let it be known that it is in reference to commercial and synthetic tobacco use and not ceremonial or traditional tobacco use.

### Section 3. Coalition History
The Coalition was founded as a subcommittee of the Public Health Advisory Board (PHAB) in 1990. In 2017 the grant funding awarded to Tehama County Public Health by the California Department of Public Health's California Tobacco Prevention Program (CDPH-CTPP) required a stand-alone coalition separate from PHAB. Since 2017 TEACH has been its own entity as set forth by CTPP grant guidelines.

### Section 4. Legal Status
The Coalition serves in a collaborative capacity. Nothing in these bylaws shall be interpreted as creating a local legislative body subject to the Ralph M. Brown Act or other public meeting laws otherwise required by legislation.

## ARTICLE II: VISION, MISSION STATEMENT AND GOALS

### Section 1. Vision
A safe, healthy, and substance-free Tehama County.

### Section 2. Mission Statement

To support tobacco-free lifestyles to protect and preserve the health of our community.

### Section 3. Goals

1) Educate about the dangers of tobacco use and second-hand smoke exposure.
2) Prevent youth from starting to use tobacco or breathing secondhand smoke and vaping.
3) Promote resources on how to quit using tobacco.
4) Change policies and social norms on tobacco use to support tobacco and nicotine free communities.

## ARTICLE III: ROLE AND FUNCTIONS

### Section 1. Role

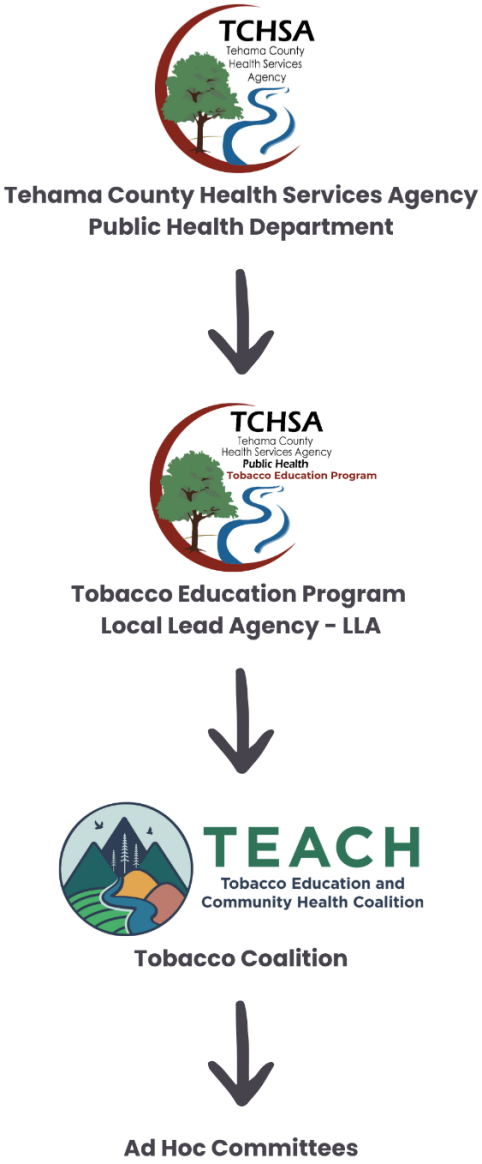
1) The role of the Coalition is to:
    a) Serve as a coalition to the Tehama County Tobacco Education Program by assisting in program development, implementation, and evaluation of the local tobacco control plan.
    b) Improve the health (physical, mental, and social health) of the community by addressing tobacco-related issues by developing, coordinating, and implementing tobacco control prevention, education, and advocacy efforts in the county.

### Section 2. Functions

1) Increase community awareness about tobacco issues.
2) Provide expertise in planning tobacco prevention projects.
3) Advocate for tobacco prevention policies.
4) Every three years assist in the assessment of tobacco education and prevention needs in Tehama County and develop a workplan that meets the assessed needs
5) Develop community support and recruit committee members who represent our work with priority populations

# ARTICLE IV: ORGANIZATIONAL STRUCTURE & COALITION STRUCTURE

## Section 1. Organizational Structure



## Section 2. Coalition Structure



## ARTICLE V: MEMBERSHIP

### Section 1. General

1) Eligibility
    a) Eligibility is open to any individual, organization, agency, or department, private or public, profit or non-profit, which subscribes to and actively supports the mission, vision and goals of the coalition as stated in Article III of this document.
2) New Membership
    a) Membership is declared by filling out a membership form. Organizations select a representative (and alternate if they wish) to attend meetings and act collectively with other members.
    b) Orientation for new members is offered through:
        i) Personal briefing - Coalition and Community Engagement Coordinator will conduct a one-on-one orientation with new members
        ii) New member packet
        iii) Minutes from previous meetings
3) Term
    a) The term of membership is yearly, to be renewed every fiscal year as aligned by the program grant cycle. Each August, every member will complete and submit a new membership form, to be turned in no later than the end of the month.
4) Withdrawal
    a) A member may withdraw from membership at any time via written resignation submitted to the Coalition Chairperson and Coalition and Community Engagement Coordinator.
    b) Upon withdrawal, an active member ceases to be responsible for making contributions, if any, to the Coalition for succeeding fiscal years, but is not relieved of responsibility for support commitments, if any, incurred prior to withdrawal.
5) Voting Rights
    a) Members or their proxies shall retain full voting rights at the Coalition business meetings. Voting privileges will be forfeited if the member fails to adhere to the duties of membership.

### Section 2. Member Power and Duties

1) Coalition members shall act in the best interest of the Coalition's vision, mission and goals as stated in Article III of this document.
2) Coalition members may make motions and vote at Coalition meetings. Coalition members may attend and participate in discussions at meetings of the Coalition and at Ad Hoc meetings.
3) Coalition Member Agencies shall hold the right to one (1) vote for the candidate of choice for each elected office and general coalition resolutions.
    a) Coalition members shall have one vote, and the member organization's designee must either attend, or assign a proxy to vote on any issue before the Coalition. A proxy shall exercise the same powers and duties as the appointed Member.

4) Coalition Members/ Member Agencies are required to participate in at least 50% of Coalition activities. Activities in this instance constitute attendance at Ad Hoc meetings, general Coalition meetings, and Coalition hosted events.

### Section 3. Revocation of Membership

1) Membership may be revoked by a two-thirds vote of the Coalition for good cause, which may include, without limits, behavior that constitutes a serious conflict with Article III of this document.
2) Prior to any revocation proceedings, the member must be provided with a minimum of fourteen (14) days written notice from the Coalition Chair or appointed designee of the revocation process and given an opportunity to provide a written response to the Coalition Chairperson and Coalition and Community Engagement Coordinator.

### Section 4. Assessment of Coalition

1) Member satisfaction will be assessed through a coalition member satisfaction survey, administered annually by Tobacco Education Program staff.
2) Results will be presented to Coalition members following the data collection.

## ARTICLE VI: LEADERSHIP

### Section 1. Coalition Officers

The officers of the coalition will consist of the following: Chairperson. Co-chairs, if one co-chair is an unfunded member, the other co-chair can be a funded partner.

### Section 2. Duties and Responsibilities

1) Chairperson
    a) Term of office shall begin at the first general meeting of the fiscal year.
    b) Work in direct partnership with local lead agency-Tehama County Tobacco Education Program staff to create agendas and facilitate Coalition meetings.
    c) Serve as spokesperson representing the coalition before the public.
    d) Review Tehama County Tobacco Education biannual progress reports prior to submission and provide written feedback
    e) Establish subcommittees as needed.
    f) The chairperson shall have the right to vote in meetings in case of a tie.
2) Coalition and Community Engagement Coordinator:
    a) The Coalition Coordinator is Public Health Tobacco Education Program Staff tasked with overseeing the logistics and needs of the Coalition.
    b) Is responsible for collaborating with the chair to draft agendas, set meeting dates, secure meeting locations, sending Coalition correspondence, and other duties as outlined by the Tobacco Education Program Scope of Work and the Coalition's needs.
    c) Has no voting rights.

### Section 3. Terms of Office

1) All officers shall be elected, at minimum, to one-year terms by a majority of the vote. Term of office is from July to June. A person may be elected to the same or a different office to serve additional terms.

### Section 4. Elections

1) Nominees (or organization) must have attended at least 50% of Coalition activities in the past year. Activities in this instance constitute attendance at subcommittee meetings, general Coalition meetings and Coalition hosted events.
    a) Conflict of Interest
        i) Officers shall not be associated with a tobacco company or its subsidiaries or partner organizations.
2) Nominees are selected at the May meeting, and an election is held at the June Annual Meeting with results announced at the end of the Annual Meeting.
3) The nominee(s) with the majority vote will be elected.

### Section 5. Resignation and Vacancy

1) Any officer may resign by giving notice in writing to the Chairperson or the Coalition and Community Engagement Coordinator. Elections to fill the vacancy will take place at the next regular Coalition meeting, and the newly elected officer will complete the unexpired term of that office.

## ARTICLE VII: MEETINGS

### Section 1. General Meetings

1) The Coalition shall hold 10 scheduled meetings annually.
    a) Coalition meetings are currently held on the fourth Monday of each month.
2) Regularly scheduled Coalition meetings must have an agenda sent to all members a minimum of at least five (5) business days prior to the scheduled meeting date. Use of email is an acceptable form of notification.
3) Members may participate in a meeting by conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

### Section 2. Annual Meeting

1) A yearly meeting of the full Coalition membership shall be held at a time and place designated by the membership. Business to be taken up at this meeting shall include elections, strategic planning, and other such businesses, as shall specify in the agenda of the meeting. There will be training for and review of operational procedures with members.

### Section 3. Ad Hoc Meeting

1) Subcommittee meetings may be held as needed.
    a. i.e., Recruitment two times annually, Cessation, Media, Policy, etc.

### Section 4. Emergency Meetings/Sessions

Special meetings may be called at the discretion of the Chairperson when Coalition business requires action between regularly scheduled meetings. Reasonable notice shall be provided to Coalition members whenever possible.

### Section 5. Decision Making

1) All decisions will be made by majority vote of those members, or their proxies present at a meeting.
2) Apart from 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.
3) When conflicts arise, the members involved should attempt to resolve. If agreement cannot be reached, the Chairperson or designee will mediate to reach an agreement.

### Section 6. Custody of the Minutes

1) The minutes of the meetings of the Coalition shall be recorded by Public Health staff and distributed to Coalition members with the meeting agenda, at least five (5) business days prior to a regularly scheduled meeting for review prior to approval.
2) The minutes of the meetings shall be the property of the Coalition and shall be retained by the Coalition Chairperson and Tehama County Health Services Agency-Tobacco Education Program for archival purposes.

### Section 7. Transparency and Public Participation

The Coalition is not a local legislative body subject to the requirements of the Ralph M. Brown Act. However, the Coalition values transparency, collaboration, and community engagement. To support these principles, the Coalition will make reasonable efforts to:

1) Provide advance notice of meetings to Coalition members;

2) Distribute meeting agendas prior to meetings;

3) Maintain meeting minutes and records;

4) Encourage participation and input from Coalition members and community stakeholders; and
5) Conduct Coalition business in an open and inclusive manner whenever practical.

## ARTICLE VIII. CONFLICT OF INTEREST

A member who receives any direct or indirect financial benefit from or serves on the Board of Directors of any organization, project or development that is being considered by the Coalition, or by any of the organization's task forces or committees, its Board of Directors, or membership, must declare known affiliations in writing and shall abstain from discussion and voting on any related issues. A conflict of interest shall be deemed to exist if that person is a member of the same immediate family (spouse, son, daughter, mother, father, brother or sister) of the beneficiary of any action of the Coalition.

## ARTICLE IX. AMENDEMENT OF COALITION BYLAWS

1) Amendment: Addition or deletion of articles to the bylaws.
2) Revision: Changes to current articles of the bylaws.
3) All meetings and activities shall be conducted in accordance with Coalition bylaws.
4) Coalition bylaws cannot be suspended.
5) These bylaws may be amended at any meeting of the Coalition by a majority vote of those members, or their proxies present at a meeting; provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and listed on the agenda for the current meeting.