

# Tobacco Free Wichita Coalition

## Operating Principles

### I. NAME

The name of this Coalition shall be the Tobacco Free Wichita Coalition. The Coalition consists of a partnership between agencies, organizations, and residents.

### II. PURPOSE & GOALS

**Vision:** To have a tobacco-free society

**Mission:** To protect the residents of Wichita/Sedgwick County from the adverse effects of tobacco use and reduce the prevalence of tobacco use, particularly among children and youth.

**Goals:**

- A. Reduce tobacco use rates and prevent initiation of tobacco use among youth.
- B. Decrease youth access to tobacco products.
- C. Decrease exposure to environmental tobacco smoke in the home, workplace, and public areas.
- D. Increase community awareness, support, and participation in cessation programs.
- E. Advocate for support of comprehensive tobacco control legislation.

### III. SUPPORTER OF COALITION

**Eligibility:** Anyone who is interested in the work of the Tobacco Free Wichita Coalition, supports the vision, mission, and goals of the Coalition. Supporters receive the newsletter to remain informed and are invited to become a future Coalition member.

**Tasks:** Speak in a positive manner about the Coalition, assist with promoting the Coalition in the community and avoid involvement with any tobacco company or businesses in conflict with the Coalition's mission.

**Removal:** The Leadership Team shall have the right to remove a Coalition member for good cause. A majority vote from the Leadership Team is required for removal.

### IV. MEMBERS OF COALITION

**Eligibility:** Anyone who is interested in the work of the Tobacco Free Wichita Coalition and supports the vision, mission, and goals of the Coalition.

**Tasks:** Coalition members are invited to attend meetings, serve as a guest speaker on behalf of the Coalition, represent the Coalition at events, advocate on behalf of the Coalition, and assist with promoting the Coalition in the community, avoid involvement with any tobacco company or businesses in conflict with the Coalition's mission.

**Compensation:** All members of the Coalition shall serve without compensation.

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### V. LEADERSHIP

**Lead Agency:** There will be no lead agency for the Coalition.

**Fiscal Agent:** The Medical Society of Sedgwick County and/or entities will act as fiscal agent for the Coalition.

**Status:** Tobacco Free Wichita chooses not to become a non-profit organization.

**Leadership Team:** The Leadership Team consists of the following: Chair, Vice-Chair, Leadership Team members, staff, and Supporting Agency Delegates (do not vote).

**Supporting Agency Delegates.** Supporting agencies will provide technical assistance to the Leadership Team and workgroups. Examples of supporting agencies include KDHE and American Heart Association.

- Agency delegates can provide one staff person to serve on the Leadership Team, but will not hold voting privileges.
- Funding and resource support
- Act as an educational liaison between governmental policy/procedures and grassroots initiatives

**Expectations of Leadership Team:** In support of the mission of the Coalition, this group will advocate at all policy levels, including but is not limited to, corporations, government entities, not-for-profit organizations, community partners, and foundations. In addition, the Leadership Team will guide the overall direction of the coalition, implement coalition member assessments, and monitor strategic planning implementation and progress.

### VI. OFFICERS

**Nominations:** Officers will assume roles at the beginning of July.

**Vacancies:** If a vacancy occurs in any elected position, the Chair shall appoint a Coalition member to fill the unexpired term.

**Chairperson.** The Chairperson responsibilities include, but are not limited to:

- Presiding officer at all Coalition meetings
- Advocate policy issues adopted by the Coalition
- Coordination of tasks
- Spokesperson for the Coalition

**Vice-Chairperson.** The Vice-Chairperson shall act in place of the chair as necessary and assist with Leadership Team duties.

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**Removal:** An Officer may be removed from office prior to the expiration of the term for which this Officer has been elected provided the Leadership Team approves of this removal by a majority vote.

### VIII. MEETINGS

**Coalition Meetings.** Coalition meetings shall be held every other month during the months of January through November. The meetings shall be held on the third Friday of the month from 11 a.m. to 12:00 p.m., unless otherwise amended by the Chair or designee. The purpose of the Coalition meetings will be to provide updates, conduct educational presentations, and any other Coalition business as determined by the Chair or designee.

The Chair can change the date, time and place of Coalition meetings with notification to Coalition members.

**Leadership Meetings.** The Leadership Team meetings shall be held on the second Monday every other month from 1 p.m. to 2 p.m. virtually or in person unless otherwise amended by the Chair or designee. The purpose of the meetings will include, but are not be limited to, providing assistance/advice to the Coalition.

The Chair can change the date, time and place of Coalition meetings with notification to Coalition members.

**Special Meetings.** As necessary, the Chair may hold special meetings of the Coalition and/or the Leadership Team. The Chair will give at least one-week notice of such meetings.

**Manner of Acting.** Consensus shall constitute the action from the Leadership Team.

**Communication.** All communication will be conducted via email. Other options may include telephone, face-to-face contact, etc., as technology will allow.

### IX. AMENDMENTS

These Operating Principles may be amended at any regular or special Leadership Team meeting. Written notice of the proposed Operating Principles changes shall be communicated to each member at least three (3) days prior to the date of the final consensus. The Leadership Team must approve changes by a majority vote.

These Operating Principles were approved by the Leadership Team of the Tobacco Free Wichita Coalition on September 23, 2021.