

# **ALASKA TOBACCO CONTROL ALLIANCE**

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## **OPERATIONAL GUIDELINES**

### **VISION**

A tobacco-free Alaska

### **MISSION**

To create conditions for Alaskans to live free from the harmful effects of tobacco

### **PURPOSE**

To create a statewide network of health advocates to develop, support and sustain comprehensive tobacco control programs

### **VALUES**

Stewardship, service, integrity, inclusiveness, cooperation

### **ACTIVITIES**

ATCA accomplishes its mission by conducting the following activities:

- a. advises the State of Alaska Division of Public Health regarding tobacco prevention and control needs and resources
- b. develops and implements a strategic plan and conducts an annual plan review
- c. conducts an annual membership meeting
- d. conducts recruitment activities for new members
- e. advocates for tobacco prevention and control activities for the entire state
- f. lends its name, identity and logo to statewide and local media campaigns that further its mission
- g. supports other local and statewide activities that promote ATCA's vision, mission, purpose, and values
- h. monitor and evaluate ATCA activities, and where possible capture successes

### **GENERAL MEMBERSHIP**

Any organization, agency, business operating in Alaska, or individual of any age who supports ATCA's mission is eligible to apply for membership.

Applications for membership will be considered by the steering committee at regularly scheduled steering committee meetings. If desired, the steering committee may assign application review to a workgroup.

Each member in good standing is eligible and entitled to:

- a. attend general membership and steering committee meetings
- b. nominate and vote for steering committee members during regularly scheduled elections
- c. accept or decline nomination to the steering committee
- d. serve on any workgroup
- e. receive ATCA information and updates

A member may voluntarily terminate his/her membership at any time. Involuntary termination of a membership may occur by a majority vote of steering committee members present at a regularly scheduled meeting:

- a. for conduct that is deliberately injurious to the credibility or welfare of ATCA
- b. for lack of contact by the member for a period of more than two years

## **NOMINATIONS AND ELECTIONS**

Nominations for steering committee members will be solicited from all ATCA members. Steering committee members are nominated and elected by the membership at large prior to the winter steering committee meeting. Each member in good standing is entitled to only one vote. ATCA steering committee members shall be elected by a plurality of the ballots received.

## **STEERING COMMITTEE MEMBERSHIP**

The ATCA steering committee shall be comprised of eighteen members and shall have the following composition:

- a. one representative elected from Southeast Alaska including but not limited to Juneau, Sitka, Ketchikan, Haines, and Yakutat
- b. one representative elected from Southwest Alaska including but not limited to Kodiak, Bristol Bay, and the Aleutian chain
- c. one representative elected from Western Alaska including but not limited to the Yukon-Kuskokwim and Norton Sound regions
- d. one representative elected from Northern Alaska including but not limited to Kotzebue and Barrow
- e. one representative elected from Interior Alaska including but not limited to Fairbanks and Tok
- f. one representative elected from Southcentral Alaska including but not limited to Kenai Peninsula, Mat-Su, Cordova, and Valdez but excluding Anchorage
- g. one representative elected from Anchorage
- h. one representative appointed by the State of Alaska Tobacco Prevention and Control program
- i. one representative appointed by each the American Cancer Society, the American Heart Association, the American Lung Association of Alaska, and the Alaska Native Health Board
- j. two elected at-large representatives
- k. four Alaska Native representatives with certificate of Indian blood to be appointed by the Alaska Native Health Board and approved by the ATCA steering committee

An elected steering committee term is one calendar year.

Appointed steering committee membership shall be reviewed regularly by the ATCA steering committee.

No person may occupy more than one seat on the steering committee. Co-chairs come from the steering committee membership. No additional members are added when co-chairs are elected.

No organization, agency, or business may occupy more than two seats on the steering committee. Steering committee members may participate telephonically or by other remote method if the designated alternate is unavailable.

A steering committee member who is unexcused absent for two consecutive meetings is subject to removal.

## **STEERING COMMITTEE ALTERNATES**

Each elected steering committee member must designate one alternate who is an ATCA member and represents the same constituency.

Designated alternates shall be selected by steering committee members after each election cycle and are subject to approval by the ATCA steering committee.

No individual may be designated as an alternate for more than one seat. No more than two members may be selected from an organization, agency, or business to serve as designated alternates.

Steering Committee members are expected to attend meetings. When not possible, an alternate may serve at no more than 50% of the regularly scheduled steering committee meetings and has full

steering committee rights and responsibilities while serving as an acting steering committee member. (Note: review commitment in recruitment message)

### **ATCA CO-CHAIRS**

The steering committee shall have two co-chairs. The steering committee shall nominate and elect candidates from the steering committee to serve for a one-year term.

Responsibilities of the co-chairs include:

- a. chairing steering committee meetings
- b. developing meeting agenda
- c. making interim decisions on behalf of ATCA when necessary
- d. adhere to the standards and values of ATCA as leaders and spokespeople for ATCA
- e. assigning workgroups as needed
- f. coordinating with chairs of workgroups to ensure workgroup progress and action
- g. collaborating with the Alaska Tobacco Prevention and Control Program and contractors as needed

### **STEERING COMMITTEE MEETINGS**

ATCA steering committee meetings are convened quarterly.

The roles of the steering committee include: (make consistent with first page, Brenda)

- a. acting on behalf of ATCA membership at large
- b. planning ATCA general membership meetings
- c. developing and maintaining a strategic plan for ATCA
- d. recruiting new members
- e. approving final action by ATCA workgroups

Special meetings of the steering committee may be scheduled with approval of a majority of the steering committee members.

### **VOTING**

Formal decisions of the ATCA steering committee shall be made by a consensus vote when practical. If individual votes are required, a motion shall pass with a simple majority of those members present. In the event that steering committee action is required prior to a regularly scheduled meeting, a co-chair may direct ATCA staff to contact steering committee members regarding the proposed action. The action is approved upon securing approval from a simple majority of the steering committee.

### **WORKGROUPS**

A workgroup may be established by the ATCA steering committee or co-chairs to accomplish a specific task. At least one steering committee member must serve on each workgroup. Any ATCA member may serve on a workgroup.

### **ATCA STAFF**

Staff for ATCA will be provided to support ATCA activities through an agency contract or grant with the Alaska Tobacco Prevention and Control Program when funding is available.

### **USE OF THE ATCA NAME, IDENTITY AND LOGO**

Use of the ATCA name, identity and logo is subject to approval by the ATCA steering committee or as specified in contracts supporting ATCA activities.

**OPERATIONAL GUIDELINES REVIEW**

These operational guidelines shall be reviewed and updated annually for approval. Changes to the operational guidelines must be approved by two-thirds of ATCA steering committee members present.

*This operational guideline supersedes all other bylaws, standard operating procedures, and operational guidelines. This document was approved by the Alaska Tobacco Control Alliance Steering Committee August 28, 2006. Revised February 4, 2008.*

Co-Chair: \_\_\_\_\_

Co-Chair: \_\_\_\_\_