



ADVISORY COUNCIL BY-LAWS

TRIBAL YOUTH AMBASSADORS FOR TOBACCO CONTROL PROJECT

ARTICLE 1

TITLE

The Title of this organization is the Tribal Youth Ambassadors for Tobacco Control Advisory Council.

ARTICLE 2

MISSION STATEMENT

The Advisory Council assists and supports the Tribal Youth Ambassadors for Tobacco Control by providing recommendations and approaches to community-based tobacco control efforts. The participation of the Advisory Council to gain public support and involvement within their local communities promotes Native community wellness and resiliency.

ARTICLE 3

PURPOSE

The purpose of the Advisory Council is to provide guidance to the **Tribal Youth Ambassadors for Tobacco Control Project** as it develops and implements culturally relevant Smoke-free Homes Assistance for American Indians and Alaska Natives in Sonoma, Lake and Mendocino Counties in Northern California to improve the health of Native people and tribal communities. The **5-year Project commenced on**

July 10, 2020 and ends on June 30, 2025. The Project is administered by the **California Indian Museum and Cultural Center (CIMCC)** pursuant to Agreement No. 20-10331 with the California Department of Public Health, California Tobacco Control Program.

The Project's **goal** is to reduce American Indians' and Alaska Natives' exposure to secondhand smoke (SHS), third-hand smoke (THS) from commercial tobacco products and marijuana.

The Project focuses on reducing smoking of commercial tobacco products (including e-cigarettes) and marijuana in homes among low-income American Indians and Alaska Natives in Sonoma, Lake and Mendocino Counties. 300 households (100 in each County) will receive culturally-tailored, CIMCC Smoke-free Home Assistance, and at a three-month follow-up, 30% (90) or more will report creating a smoke-free home as evidenced by self-report at the three-month follow-up call.

To achieve this Goal and Objective, the Advisory Council will:

- Provide input and recommendations to ensure that the Project is culturally relevant and culturally sensitive for the intended audience of the Assistance and other stakeholders;
- Serve as an advocate for Commercial Tobacco Use Prevention and as a champion for the Project;
- Help develop and annually update the Communication Plan for the Project to ensure it is visible to the audience for the Assistance and other stakeholders;
- Participate in 15-60 minute quarterly project debriefing sessions with Project Staff and Consultants;
- Guide development of 1-2 culturally relevant guides on Smoke-free Homes that will be distributed to the audience for the Assistance;
- Guide Development of 1-2 culturally relevant key messages and signage to support implementation of the Smoke-Free Homes Assistance;
- Guide development of a smoke-free home pledge that families enrolled in the smoke-free homes Assistance will sign;
- Guide creation of a 1-5 minute video promoting the Smoke-Free Homes Assistance; and,
- Participate in the development and presentation of a Photovoice exhibit of the Project.

ARTICLE 4

MEMBERSHIP

The Advisory Council will have up to 9 members and strive to be comprised of 3 representatives from youth, adult and elder age groups from each of the 3 Counties in the project geographic scope. The age groups are defined as follows and are flexible to accord with how a member identifies within a particular age group.

- Youth – ages 11 to 24
- Adult – ages 25 to 64
- Elder – ages 65+

There is no time limit on a member's length of membership on the Advisory Council. Members are asked to serve for at least 1 year and may serve for all 5 years of the Project.

Membership will be open to all residents and/or personnel or volunteers from organizations within Sonoma, Lake and Mendocino Counties who are interested in contributing to the Advisory Council's mission and furthering the objectives of the Project. Due to the cultural relevancy objective of the Project, preference will be given to American Indians and Alaska Natives.

Membership is voluntary. Members will serve without compensation but may be reimbursed for necessary travel costs incurred in performance of their Advisory Council duties. Travel costs must be pre-approved by the Project Director and will be reimbursed at the current rate identified by the California Department of Human Resources (CalHR).

Membership may include but is not limited to representatives from Tribes, community- and faith-based organizations, Indian Health Service clinics, local health care agencies, schools, media, youth groups, physicians, behavioral health organizations, businesses, law enforcement, veteran's organizations, environmental justice and protection organizations, and individuals with a special interest in commercial tobacco control.

New members will receive the Advisory Council by-laws as well as a brief orientation to the Tribal Youth Ambassadors for Tobacco Control Project. Materials and orientation will be provided by staff from the Project.

Members will be asked to participate in key informant interviews annually to assess the Advisory Council's diversity, functioning, satisfaction, and outcomes. Results of the survey will be made known to the Advisory Council and will be used to make any necessary changes to the structure and functioning of the Advisory Council.

ARTICLE 5

STRUCTURE

The Advisory Council will meet bi-monthly (6 times per year) throughout the 5-year Project, and as needed. Meeting will be conducted either by web-conference, using Zoom or another online communications platform, or in-person at the California Indian Museum and Cultural Center once the county has permitted the opening of the agency pursuant to COVID-19 Prevention Guidelines. Staff members from the Tribal Youth Ambassadors for Tobacco Control Project will create and distribute Advisory Council agendas, minutes, meeting invitations, and other materials necessary for furthering the Advisory Council's purpose.

The Project strives to have an active and participatory Advisory Council. Project Staff may call upon Advisory Council members to perform Project related work in-between Council meetings. To be considered active, Advisory Council members must participate in a minimum of 4 meetings per year. Members that do not meet these participation standards will not be retained on the Advisory Council.

Advisory Council recruitment will initially be conducted by Project Staff using CIMCC communication channels and through CIMCC partner channels. After 50% of the Advisory Council membership is initially established (4 to 5 people), recruitment will be conducted by a Standing Recruitment Sub-Committee comprised of at least 2 Advisory Council members. The Standing Recruitment Sub-Committee will meet an additional 2 times per year to assess Advisory Council membership against recruitment goals. The Sub-Committee will be assisted by Project Staff and will use the personal and professional networks of the members and CIMCC communication channels and CIMCC partner communication channels to foster recruitment and achieve recruitment goals.

ARTICLE 6

CHAIRPERSON

The Advisory Council shall have a chairperson. The Chairperson shall be from the audience the Project intends to serve and not be receiving tobacco control-related funding obtained through a California tobacco tax initiative.

The Chairperson will be selected at the beginning of each fiscal year of the Project by a consensus of the Advisory Council members present at the first meeting of each fiscal year.

The Chairperson's term of office shall begin at the first regular meeting of the fiscal year.

The Chairperson will work with the Project Director to create agendas and facilitate Advisory Council meetings, and act as spokesperson for the Advisory Council and champion for the Project.

ARTICLE 7

TRAINING

The Project Director will provide an overview of the purpose and operation of the Advisory Council at the first meeting of the Council at the beginning of each fiscal year of the Project.

Advisory Council members may be asked to participate in other trainings or meetings conducted by the Project, or by the California Tobacco Control Program or its Partners, to help them fulfill the purpose of the Advisory Council and/or the Project's goal and objective.

ARTICLE 8

COMMUNICATIONS

Project Staff will set up an Advisory Council site in Basecamp, an online project management platform. The site will contain Advisory Council documents such as rosters, agendas and meeting minutes and recordings, as well as other resources that help the Advisory Council fulfill its purpose. Advisory Council meetings will be posted in the calendar in the Basecamp site along with links to the web-conferences. Advisory Council members may elect not to participate in the Basecamp site and request that Advisory Council documents, resources and meeting notices are sent to them by email, fax, or mail.

ARTICLE 9

AMENDMENTS

These by-laws may be amended at any regular meeting of the Advisory Council by consensus of those present provided that the specific amendments have been introduced at a prior meeting, included in the minutes of that meeting, and are listed on the agenda for the current meeting.