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# Constitution and Bylaws of the Florida Students Working Against Tobacco

## ARTICLE I. NAME

The name of this organization shall be the Students Working Against Tobacco, hereinafter referred to in this document as SWAT.

## ARTICLE II. MISSION AND PURPOSE

### SECTION 1. MISSION

- 1.1 The mission of SWAT is to educate, unite and empower the diverse segments of youth in Florida to revolt against the manipulation and targeting by Big Tobacco specifically of youth, through the use of the truth message.
- 1.1 SWAT will represent youth to government, community, and businesses in promoting its ideals and achieving its goals. SWAT will empower young people through education, media, marketing, activism, involvement, enforcement, evaluation and working with the truth campaign.

### SECTION 2. PURPOSE

- 2.1 The purpose of SWAT is to provide a means by which the young people of Florida may develop a coordinated, unified assault against the manipulation of Big Tobacco. SWAT will also provide young people with the chance to be advocates and to get involved within their state, regions and communities. SWAT will allow youth to gain “real-life” experiences through planning, executing, and evaluating tobacco prevention activities. SWAT will also attempt to provide meaningful workshops and training sessions that will allow youth to be more effective in any endeavor that they choose to undertake.
- 2.1 SWAT’s purpose is to serve as the Board of Directors for the Florida Tobacco Prevention and Control Program and to provide the Florida Tobacco Prevention and Control Program with insightful information and expert advice on combating tobacco use among youth within the state of Florida.

## ARTICLE III. Chapters and General Membership

### SECTION 1. GENERAL MEMBERSHIP AND CHAPTER DEFINITIONS

- 1.1 The Florida SWAT team shall consist of 67 individual chapters.
  - 1.1.1 All chapters shall be chartered by the Board of Directors and must be in compliance with this document.
  - 1.1.1 Each of Florida's 67 counties shall be designated a SWAT chapter. Each chapter is encouraged to develop bylaws and send them to the state office. Those bylaws are to be no more lenient than this document.
  - 1.1.3 School and community-based sub-chapters may be developed within the individual chapters and shall operate in compliance with this document. The Board of Directors representative is responsible for educating his/her county chapter about the bylaws and enforcing compliance with state SWAT bylaws.
- 1.1 Any middle or high school-aged youth and/or any persons enrolled in a Florida secondary school, parochial or private or any high school equivalency programs, will be eligible to participate.
  - 1.1.1 Any such persons who turn 19 or graduate from high school while a member must vacate and/or resign their position at the end of that fiscal year. Only at-large members of the Executive Committee are exempted.
- 1.3 A person who meets the above criteria shall be considered a member when:
  - 1.3.1 That person attends two SWAT meetings within a four-month period and has been deemed a member by the local SWAT chapter.
  - 1.3.2 That person maintains consistent participation in SWAT as defined by the local chapter or sub-chapter.
  - 1.3.2 That person has a current SWAT membership registration on file at local county and/or school SWAT chapter.
  - 1.3.2 That person demonstrates a clear understanding and adherence to SWAT's anti-tobacco TRUTH message.
- 1.4 Only chapters shall be given the authority to elect a representative to sit on the Board of Directors.

## SECTION 2. MEMBERSHIP CHAPTERS AND REGIONS

- 2.1 The state of Florida shall have only one statewide SWAT team.
- 2.1 The state of Florida SWAT team shall be subdivided into five regions; each region being defined by this document.
  - 2.2.1 Region One shall include: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, and Washington counties.
  - 2.2.2 Region Two shall include: Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Levy, Madison, Suwannee, Taylor, Union, and Wakulla counties.

- 2.2.3 Region Three shall include: Citrus, Clay, Duval, Flagler, Hernando, Lake, Marion, Nassau, Orange, Pasco, Putnam, St. Johns, Seminole, Sumter, and Volusia counties.
- 2.2.4 Region Four shall include: Brevard, Charlotte, DeSoto, Glades, Hardee, Hendry, Highlands, Hillsborough, Indian River, Lee, Manatee, Okeechobee, Osceola, Pinellas, Polk, Sarasota, and counties.
- 2.2.5 Region Five shall include: Broward, Collier, Dade, Martin, Monroe, Palm Beach, and St. Lucie counties.

### SECTION 3. GENERAL MEMBERSHIP TERMS

- 3.1 Each individual SWAT chapter shall handle general membership. Chapters will have officers, members (as defined by Article III, Section 1.3.) and an adult sponsor.
- 3.2 Chapters shall have the ability to structure their local chapter leadership as the youth see fit. All leadership positions within the local SWAT chapters will be elected by youth.
- 3.2 Each state SWAT Representative shall handle membership questions, problems, or comments or defer to the SWAT Headquarters of the Florida Tobacco Prevention and Control Program.
- 3.2 Membership terms shall last as long as a said member is considered "active" by the SWAT chapter.

### SECTION 4. GENERAL MEMBERSHIP RESIGNATIONS

- 4.1 A member of any SWAT chapter shall have the right to resign at any given time for any stated reason.
- 4.1 Any youth desiring to rejoin SWAT must meet the criteria as defined in Article III, Section 1.3.

### SECTION 5. GENERAL MEMBERSHIP RESPONSIBILITIES

- 5.1 Each member's duties will include but not be limited to the following:
  - 5.1.1 Attend local SWAT meetings.
  - 5.1.1 Complete and submit a SWAT membership registration form to local and/or school SWAT chapter.
  - 5.1.1 Embrace SWAT's anti-tobacco message that rejects Big Tobacco and their manipulative marketing practices targeting youth.
  - 5.1.1 Assume an active role in his or her county's events and anti-tobacco activities.
  - 5.1.1 Attempt to provide insightful comments and suggestions as to what his or her county could do to more effectively combat youth tobacco use.

- 5.1.1 Fulfill any other duties as defined by the voting body of his or her chapter.
- 5.1 County SWAT teams will be responsible for monitoring their member's behavior and seeing that all defined duties are fulfilled.

## ARTICLE IV. The Board of Directors

### SECTION 1. COMPOSITION OF THE BOARD OF DIRECTORS

- 1.1 The Board of Directors shall consist of 67 members.
  - 1.1.1 Each county chapter shall elect a representative and an alternate through an election process as defined by Article IV, Section 2.3.
  - 1.1.1 Each county chapter is required to send the elected representative or alternate to represent the chapter's needs on the Board. Either the elected representative or the elected alternate should attend every meeting.
- 1.2 Only persons who are in good standing with their local SWAT chapter and are deemed a member by that said chapter are eligible to serve on the Board of Directors.
- 1.3 Each member shall have one and only one vote.
  - 1.3.1 Any member may have the opportunity to abstain from voting should a conflict of interest arise.
- 1.4 A quorum shall be established when 2/3 of existing members are present.

### SECTION 2. SELECTION OF THE BOARD OF DIRECTORS

- 2.1 SWAT chapters shall elect their representatives.
  - 2.1.1 A term of such a representative will be classified as July 1 through June 30 of any given year.
- 2.2 **Installment of newly elected board members shall take place every year during the Summit.** Board member duties will begin the following July 1.
- 2.3 Election of a representative and an alternate shall be a direct responsibility of a chapter, and must be completed no later than one month prior to the annual **Teen Tobacco Summit.**

### SECTION 3. BOARD OF DIRECTORS MEMBER DUTIES

- 3.1 The responsibilities of the 67 member Board of Directors shall include but not be limited to the following:
  - 3.1.1 Statewide - Uphold the mission and message of Students Working Against Tobacco and the Florida Tobacco Prevention and Control Program on the statewide, regional, and local levels. Represent the ideas, needs, and expectations of the youth in the county you represent to the Board of Directors and the Florida Tobacco Prevention and Control Program. Attend and actively participate in quarterly Board of Directors meetings in various locations throughout

the state. These meetings will require the Representative to travel by various means as arranged by the Tobacco Prevention Coordinator. Cast votes on behalf of the county you represent on various matters related to SWAT and the Florida Tobacco Prevention and Control Program. Serve as an active member of standing and special committees. This will require various time commitments for participation in conference calls, email communication, etc. as the need arises. Maintain consistent communication through email, telephone, etc. The Florida Tobacco Prevention and Control Program provides each Representative with a laptop computer. Internet service, and an email account will be provided on an as needed basis. Representatives are expected to check emails daily and respond accordingly and in a timely fashion. Review materials sent via US Mail from the Florida Tobacco Prevention and Control Program and respond accordingly. Submit monthly activity reports via the online report system. The Florida Tobacco Prevention and Control Program will provide appropriate training and follow-up. Participate in research projects, focus groups, etc. as an integral part of the evaluation of the Florida anti-Tobacco Program. Deliver presentations and participate in interviews on behalf of SWAT and the Florida Tobacco Prevention and Control Program.

- 3.1.1 Regional - Attend as many regional events as possible. Attendance at these events may require some travel on the part of the Representative. Work with the Regional Representatives and other Representatives within your region to plan at least one event such as a rally, summit, etc. Work with surrounding counties to develop joint activities when possible. Participate in all regional meetings and conference calls as directed by the Regional Representatives. Serve as an active member of regional committees. Report information to the county regarding regional activities. Disseminate location, date, and time information to school and community based SWAT teams. Maintain consistent and timely communication with the Regional Representatives through email, telephone, etc.
- 3.1.3 County - Incorporate skills developed through state and regional training, workshops, and meetings into the every day management and facilitation of county level SWAT activities. Serve as the liaison between the Florida Tobacco Prevention and Control Program and the youth/Partnership within your county by providing updates, follow-up, and recommendations as needed. Represent your county for a term of one year. Representatives may serve two consecutive terms if so elected by the SWAT members within their county. Assume a leadership role in the Community Partnership and within the local SWAT chapter. Work with youth and adult members to ensure appropriate activities are planned. Activities should be developed to reach populations with the highest rates of tobacco use within your

county. Take the lead in the quarterly advocacy and empowerment initiatives at the county level. Attend local events, meetings, etc., and maintain documentation of these activities to include in monthly reports. Attendance may require some travel on the part of the Representative. Provide an overview of statewide and regional initiatives, meetings, etc. to both the Community Partnership and the local SWAT chapter(s). Represent the Board of Directors to the county by providing updates of the Board meetings, the issues voted on by the Board and how the Representative voted. Assist in training other SWAT members. Keep the local SWAT members excited about being a member of SWAT. Establish a working relationship with the Tobacco Prevention Coordinator/Tobacco contact at the county health department and County SWAT Coordinator (if applicable). Maintain timely and consistent communication with these adult leaders. Complete other duties and tasks as required by the individual county.

- 3.1 County SWAT chapters and the Executive Committee will be responsible for monitoring their representative's adherence to these policies.
- 3.1 The Statewide Parliamentarian is to be appointed by the Executive Committee, and should follow this job description:
  - 3.3.1 The Parliamentarian shall maintain all the Bylaws and Standing Rules of the organization. He/she will be a member of the Committee on Organization and Structure and assist the Committee in drafting proposed Bylaw and Standing Rule amendments and implementing all approved amendments. He/she shall provide support to the leadership of the organization by attending all Board of Directors meetings in order to offer assistance with parliamentary procedure. The Parliamentarian may also be called upon to assist in training, problem solving, etc. for the entire Board, a region, or an individual county.

#### SECTION 4. BOARD OF DIRECTORS MEMBER RESIGNATIONS

- 4.1 All Board of Directors members reserve the right to vacate their posts at any given time. However, two weeks notice is needed in order to start the search for a replacement.
- 4.1 Written notification must be given to the Executive Board, who will then circulate the notification letter to the appropriate channels.

#### SECTION 5. BOARD OF DIRECTORS MEMBER VACANCIES

- 5.1 In the event that a member of the Board of Directors vacates their post, the chapter which that representative came from will be responsible for finding a suitable replacement.
  - 5.1.1 A chapter must choose a new representative within one month.
- 5.2 A vacant position will be filled after the SWAT chapter has notified SWAT Headquarters of the change.

## SECTION 6. BOARD OF DIRECTORS POWERS AND PURPOSES

- 6.1 The Board of Directors has the power to pass rules and procedures by which chapters must adhere to.
- 6.1 This power shall be vested in the Board by the general membership of Florida SWAT and shall only be granted in order for the Board to execute the mission and goals of the organization.
- 6.1 The Board of Directors shall have the power to act on behalf of the SWAT teams in Florida.
- 6.1 The purpose of the Board is to direct and guide the Florida Tobacco Prevention and Control Program in their mission and goals so that the youth of Florida may one day live tobacco-free.

## SECTION 7. GROUNDS FOR REMOVING A MEMBER OF THE BOARD

- 7.1 When a representative fails to perform his or her duties to the satisfaction of his or her peers, the Executive Committee must appoint a three-member committee to look into the allegations.
  - 7.1.1 This committee will consist of three representatives with one representative from the Executive Committee. The other two members will come from the BOD at-large so long as they are not from the same region or committee as the representative.
  - 7.1.1 This committee will document all allegations against the representative and whether the allegations can be substantiated with factual evidence.
  - 7.1.1 This committee will make a recommendation to the Executive Committee regarding whether or not the representative should be removed.
- 7.2 Using the recommendation of the special committee, the Executive Committee will review the allegations and make a final determination as to whether the representative should be removed.
- 7.3 This procedure applies only to the statewide roles and responsibilities of a member of the SWAT Board of Directors. It does not apply to the responsibilities placed on the representative by his/her county.
- 7.3 If any Board member is found guilty of breaking any local, state, or national law, he or she may be removed from office.

## SECTION 8. SWAT HEADQUARTERS

- 8.1 FLORIDA TOBACCO PREVENTION AND CONTROL PROGRAM shall devote at least one full-time staff member to youth development/SWAT and duties will be defined by that office.

- 8.2 A minimum of one Executive Committee member will be involved in the interview and hiring process of FLORIDA TOBACCO PREVENTION AND CONTROL PROGRAM youth development staff.

## SECTION 9. COMMITTEES DEFINED

- 9.1 The Board of Directors may form committees as necessary to conduct its required business. Membership on such committees shall consist of any Board of Directors member interested in serving in such a capacity. The total number of youth on each committee will be no greater than 15. The selection process will be by a rank lottery. Each BOD member will rank order which committee they would like to participate on. In the case that one committee fills up before each BOD member has their first selection they then will be assigned a committee based on the ranking that they assigned to the other committees.
- 9.2 No committee shall be greater in number than the Executive Committee.
- 9.2 The following committees shall be standing committees:
- Executive Committee
  - Committee on Recruitment
  - Committee on Communication
  - Committee on Organization and Structure
  - Committee on Fundraising
  - Committee on Meeting Planning

## ARTICLE V. The Executive Committee

### SECTION 1. COMPOSITION OF THE EXECUTIVE COMMITTEE

- 1.1 The Executive Committee will consist of 15 members.
- 1.2 There shall be 15 voting members of the Executive committee. Each region will elect three of its Board of Directors to serve on the Executive Committee and serve as an advisor to the FLORIDA TOBACCO PREVENTION AND CONTROL PROGRAM.
- 1.3 A designee from the Florida Tobacco and Control Program shall serve as advisors to the executive committee and the Board of Directors.
- 1.3 Only persons who hold one of the 67 member-delegate positions shall be eligible to hold a position on the Executive Committee.
- 1.3 The executive committee shall choose 5 at-large members to serve as advisors to the executive committee and Board of Directors. Each of these five must have been a SWAT Board of Directors representative for at least one year. At-large members will not have voting privileges.

### SECTION 2. SELECTION OF THE EXECUTIVE COMMITTEE MEMBERS



- 2.1 At the discretion of the State Board of Directors, officers shall be elected to serve a one-year term.
- 2.2 A term year shall be defined as July 1 through June 30.
- 2.3 Persons wishing to run for the positions as defined in Article V, Section 1.2 shall turn in their intent to seek election form, signed by them their local tobacco contact or SWAT Advisor, and parents to SWAT Headquarters. Candidates who garner a majority of votes cast shall be declared the duly elected officers of the Executive Committee. In the event that no clear majority (over 50%) of votes cast are in favor of one candidate, the two candidates who have received the most votes cast shall run against each other in a runoff. The person who receives a majority of votes in this election shall be declared the winner.
- 2.4 In order to run for Chair of the Board a person must have attended at least two consecutive Board of Directors meetings within the current fiscal year.
- 2.5 Each of the three Regional Representatives shall be elected by his/her region at the annual Teen Tobacco Summit.
- 2.6 Elections shall be conducted by the SWAT Headquarters.
- 2.7 Elections shall be validated by a majority vote of the general membership.
- 2.8 Elections shall be supervised by the Florida Tobacco Prevention and Control Program staff.

### SECTION 3. EXECUTIVE COMMITTEE MEMBER DUTIES

The Offices within the Executive Committee will be defined by Article V, Section 1.2 of this document.

- 3.1 The following responsibilities are uniform for all Executive Committee members:

He/she will participate on conference calls and serve on committees on an as needed basis. This may require travel to the site of the conference call. He/she will present to adult and youth associations, organizations and clubs on behalf of SWAT and the Florida Tobacco Prevention and Control Program. He/she will meet at Executive Committee meetings to plan the agenda for each of the Board of Directors meetings. These meetings may involve travel by automobile or airplane. He/she will travel to the state office at least once a quarter to work with the state office staff member that he/she consults with. He/she may be asked to travel out of the state to represent SWAT and the Florida Tobacco Prevention and Control Program and give presentations pertaining to SWAT and/or the Division. He/she will represent SWAT and the Division to the media, government and communities. He/she will work closely with the state staff, regional tobacco prevention coordinators, other executive committee members and the Board of Directors. He/she will participate in the strategic planning process. He/she will perform other duties as needed.
- 3.2 Chair of the Board, should one be elected, shall be responsible for setting agendas, running meetings, mediating discussions, and working to ensure that SWAT is meeting all of its goals and objectives. This person will act

as the liaison between the FLORIDA TOBACCO PREVENTION AND CONTROL PROGRAM and SWAT. He/she will keep in contact with the Vice Chair of the Board to keep them up to date regarding the happenings of the state. He/she has the power to appoint special committees. He/she will act as floater to three standing committees. He/she advises on issues related to the Board of Directors. He/she ensures that the needs of SWAT and the Board of Directors are met. He/she is the Chair of the Summit Committee. He/she facilitates communication between the state office and the Board of Directors.

3.3 The Vice Chair of the Board, should one be elected, shall work cooperatively with the Chair of the Board in his/her duties. Vice Chair of the Board shall serve as acting Chair in the absence of the Chair. He/she will be the contact for the regional representatives. He/she will act as floater to three standing committees. He/she will keep the Chair updated as to what is going on in the regions.

3.3 The role of the committee chairperson(s) is to be the acting leader of the committee. Their role is to assure jobs assigned to them are performed in a timely manner.

3.3.1 The following is a detailed list of the committee chair responsibilities: schedule and lead committee conference calls on a regular basis, report minutes from conference calls to DHAT contact, delegate duties of committee to its members and oversee their execution, ensure consistency to SWAT mission and message in all actions of the committee, work with FLORIDA TOBACCO PREVENTION AND CONTROL PROGRAM staff assigned to committee, report actions of committee to SWAT advisory board and SWAT Board of Directors.

3.4. The role of the committee floaters is to provide additional assistance to committees on an as needed basis and to communicate the activities of the other committees so that consistent, unified planning can take place. Each committee floater must have at least one year's experience on the SWAT Board of Directors.

3.4.1 The following is a detailed list of the floater responsibilities: attend/Participate in committee conference calls, communicate to assigned committees on the activities of other committees, assist with committee duties as needed

3.5 Regional Representatives (15) will serve as the official SWAT liaisons among their regions, the SWAT Board of Directors, and FLORIDA TOBACCO PREVENTION AND CONTROL PROGRAM. They will monitor the progress of their regions' SWAT chapters. They will report the activities of their region to the Executive Committee. These persons will serve as spokespersons, and report the interest of SWAT on issues pertaining to their regions. They shall be responsible for setting regional meeting agendas, running regional meetings, and mediating regional

discussions in conjunction with the county Representatives in their region. They are responsible for taking minutes at regional breakout meetings during the Board of Directors meeting and the Summit. Those minutes will be then given to the state office and included in the official meeting minutes.

#### SECTION 4. EXECUTIVE COMMITTEE MEMBER RESIGNATIONS

- 4.1 All Executive Committee Members reserve the right to vacate their posts at any given time. However, two weeks notice to SWAT Headquarters and Executive Committee is needed in order to start the search for a replacement.
- 4.2 Written notification must be given to the Executive Committee, who will then circulate the notification letter to the appropriate channels.

#### SECTION 5. EXECUTIVE COMMITTEE MEMBER VACANCIES

- 5.1 In the event that a member of the Executive Committee vacates his or her post, an application process will begin to fill the vacant position.
- 5.1 All applications will be processed through the Executive Committee.
- 5.1 Qualified applicants will be notified and an interview shall be conducted with the Executive Committee.
- 5.1 A vacant position will be filled by a candidate who receives a majority vote of the Executive Committee.

#### SECTION 6. EXECUTIVE COMMITTEE POWERS AND PURPOSES

- 6.1 The Executive Committee exists to make decisions, make suggestions, and to act on behalf of the Board of Directors.
  - 6.1.1 Responsibilities of the executive committee shall include: setting Board of Directors agendas, making decisions that must be addressed prior to the next Board of Directors meeting, and playing an active role in the interview process of any new employee of the Youth Development component of the Florida Tobacco Prevention and Control Program.
- 6.1 The powers vested in the Executive Committee shall be granted by the general membership of the Florida SWAT team. This power shall be granted in order to better execute the mission and goals of SWAT.
- 6.1 The Executive Committee shall have the power to act on behalf of the SWAT organizations in Florida.
- 6.1 The Executive Committee reserves the right to appoint SWAT BOD members to sit on ad-hoc committees.

#### SECTION 7. GROUNDS FOR REMOVING EXECUTIVE COMMITTEE MEMBERS

- 7.1 When a member of the Executive Committee fails to perform the duties of his or her office adequately as assessed by the representatives that they serve, the chair must appoint a three-member committee to look into the allegations.
  - 7.1.1 This three-member committee will consist of another Executive Committee member and two members, of the Board of Directors, not directly associated with the accused representative.
  - 7.1.1 This committee will document all allegations against the representative and whether the allegations can be substantiated with factual evidence.
  - 7.1.1 This committee will make a recommendation to the other members of the Executive Committee regarding whether or not the representative should be removed.
  - 7.1.1 If the member accused of not performing his or her duties is the Chair, the Executive Committee will appoint the special committee.
- 7.1 Using the recommendation of the special committee, the other members of the Executive Committee will review the allegations and make a final determination as to whether the executive committee member should be removed.
- 7.1 This procedure only applies to Executive Committee members not fulfilling the roles and responsibilities of their elected office. It does not apply to the statewide or county roles and responsibilities that each member of the SWAT Board of Directors is responsible for.
- 7.1 If an Executive Committee member is found guilty of breaking any local, state, or national law, he or she may be removed from office.

## Article VI. Meetings

### SECTION 1. STATE MEETINGS

- 1.1 State meetings shall be held at least twice yearly in various locations throughout the state.
- 1.2 State meetings will be organized and executed by Committee on Meeting Planning.
- 1.3 Meeting specifics, including agenda, times, places, and dates, shall be decided upon by the Committee on Meeting Planning.
- 1.4 State meetings will only take place to discuss business related to the operation of the entire SWAT organization.
- 1.5 A quorum shall be established when 2/3 of the 67 member-delegates are present. The affirmative vote of a majority of quorum is necessary to take official action.
  - 1.5.1 A quorum is necessary for official discussions or official business to take place.
  - 1.5.2 in the event that a county's representative cannot meet at a given time, the county may choose a replacement. This alternate shall

have full voting rights and, for the amount of time designated, serve to represent that county.

## SECTION 2. REGIONAL MEETINGS

- 2.1 Regional meetings must take place at least once a year.
  - 2.1.1 Regional Representatives will be responsible for such intra-regional communications.
- 2.2 The Regional Representative shall decide upon times, dates and agendas for regional meetings, after consulting with the county Representatives, county Tobacco Contacts and Regional Tobacco Prevention Coordinators from that region.
- 2.3 Regional meetings are to be rotated among counties within a particular region.
- 2.4 Regional Representatives shall be responsible for the planning and coordination of all regional activities and events, after consulting with the county Representatives, county Tobacco Contacts and Regional Tobacco Prevention Coordinators from that region.

## SECTION 3. LOCAL MEETINGS

- 3.1 Local meetings are a responsibility of the local SWAT team.
- 3.2 Local SWAT teams should meet at least once a month.
- 3.3 The local SWAT chapter shall set all other details of local meetings.

## SECTION 4. SPECIAL MEETINGS

- 4.1 Any member of the Board of Directors can call a special meeting. In order to call a special meeting, a member must get the signature of five other members and submit a letter explaining the reasons for needing to meet.
- 4.2 The Executive Committee and the SWAT Headquarters staff will decide if it is necessary to meet.
- 4.3 If it is not necessary to meet, all interested parties will be notified. If it is necessary to meet, a notice will go out to all members and a meeting will occur one month later.
- 4.4 It is not necessary for all members to participate in a special meeting.

## SECTION 5. EXECUTIVE COMMITTEE MEETINGS

- 5.1 The Executive Committee must meet at least three times yearly.
- 5.2 A quorum is necessary for official discussions or official business to take place.
- 5.3 Quorum shall be defined as ten members being present.

## Article VII. Relationship to the Florida Tobacco Prevention and Control Program

### SECTION 1. THE RELATIONSHIP

- 1.1 FLORIDA TOBACCO PREVENTION AND CONTROL PROGRAM shall support and work together with the Florida SWAT team as it plans events and achieves its goals.

## Article VIII. Parliamentary Authority

### SECTION 1. ROBERT'S RULES OF ORDER

- 1.1 The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the SWAT meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the SWAT team chooses to adopt.

## Article IX. Amendments

### SECTION 1. REVIEW

- 1.1 If necessary, each year, Committee on Organization and Structure will be responsible for reviewing these bylaws and making recommendations to the Board of Directors for appropriate changes.

### SECTION 2. AMENDMENTS

- 2.1 All proposed changes must be submitted to the Committee on Organization and Structure. The Committee on Organization and Structure will then distribute copies to the Executive Committee. The changes will then be distributed to the Board of Directors for a minimum of 15 day consideration and review period.
- 2.2 A vote will be called at the any time after the 15 day review period. These bylaws may be amended if 3/4 of the voting membership of the Board of Directors votes in favor of the change.