



## SHAPE UP SAN FRANCISCO COALITION BY-LAWS

### ARTICLE 1. NAME AND PURPOSE

Section 1: The name of this Coalition is the Shape Up San Francisco Coalition (SUSFC).

Section 2: The SUSFC was founded in 2006, and is a multidisciplinary body convened to address the epidemic of chronic disease through primary prevention and environmental strategies, with an emphasis on nutrition and physical activity. The Coalition partners with key stakeholders and collaboratives to move the needle in Healthy Eating and Active Living issues such as the SF Health Improvement Partnership and the Bay Area Nutrition and Physical Activity Collaborative.

**Vision:** All San Franciscans have access to healthy eating and active living where they live, work, learn and play.

**Mission:** To convene partners for greater collective impact in order to create equitable and sustainable environments, systems and policies that promote healthy eating and active living across the lifespan in San Francisco.

**Values:** Prevention, Social Justice, Diversity

SUSFC has identified **three priorities: 1. Increase access to healthy food; 2. Increase opportunities for physical activity; 3. Decrease consumption of sugary drinks**

### ARTICLE 2. MEMBERSHIP

There are three levels of membership in the SUSFC: Coalition member, Steering Committee member, and Coalition Co-Chair. Roles and responsibilities for each level are listed below.

#### A. COALITION MEMBER

1. Attends quarterly meetings of the Shape Up SF Coalition.
2. Promotes relevant work of the Coalition to organization's network.
3. Actively participates in programs, initiatives or calls to action to advance the mission, vision and values of the Coalition.
4. Actively engages in addressing a Shape Up SF Coalition priority area: increasing access to healthy food, increasing opportunities for physical activity, decreasing consumption of sugary drinks.
5. Anyone who signs the membership agreement may be a member of the Shape Up SF Coalition.

#### B. STEERING COMMITTEE MEMBER (see Article 3 for more details)

**Term:** Annual renewal of commitment

**Time:** Minimum 3-6 hours a month. (1.5 hr Steering Committee monthly meeting, meetings as needed; 2 hr quarterly Coalition meetings)

**Process:** Members are nominated and approved by Steering Committee

*In addition the roles and responsibilities of a Coalition member, a member of the Steering Committee:*

1. Attends monthly Steering Committee meetings and important related meetings
2. Actively participates by staying informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports

3. Provides resources/data/expertise to the Steering Committee that advance the Coalition's mission
4. Serve as interim decision making body in the event an action needs to be taken by Coalition in between regular meetings
5. Votes on related topics in alignment with Shape Up SF mission, vision and values.
6. Evaluates the effectiveness and impact of the Coalition on periodic basis.
7. Annually reviews the Coalition By-laws and votes on changes, if necessary.

### C. COALITION CO-CHAIRS

**Term:** Two-year commitment

**Time:** Minimum 4-6 hours a month. (1.5 hr meeting with staff every other month; 1.5 hr meeting with Steering Committee monthly, and meetings/check-ins as needed via phone/email; 2 hr quarterly Coalition meetings)

**Process:** nominated and approved by Steering Committee. Co-Chairs may not be City and County of SF employees.

*In addition to the roles and responsibilities of a Steering Committee member, a Coalition Co-Chair:*

1. Provides leadership to the Steering Committee
2. Works with staff to develop the agenda and chairs meetings of the Coalition and Steering Committee
3. Represents Coalition at events, in the media and at meetings
4. Performs other responsibilities assigned by the Steering Committee

**D. STAFF** – The Community Health Equity and Promotion Branch of the Population Health Division of the San Francisco Department of Public Health houses the staffing for the Coalition. Staff are responsible for:

1. Developing meeting agendas, announcements, manages Coalition database and website, develops presentations and materials, and provides administrative support to Steering Committee to advance the Coalition's mission, vision and values.
2. Writing grants to fund initiatives that advance the Coalition's mission, vision, and values in our three priority areas: increasing access to healthy food, opportunities for physical activity; and decreasing consumption of sugary drinks.
3. Developing, implementing, and evaluating Shape Up SF initiatives in our three priority areas (as stated above).
4. Analyzing data, conduct research and synthesize resources to support Shape Up SF Initiatives.
5. Serving as liaison between the Coalition, Steering Committee, the SF Department of Public Health and other healthy eating/active living Coalitions and community based organizations.
6. Providing technical assistance to policy makers on healthy eating active living issues.

## ARTICLE 3. SHAPE UP SF STEERING COMMITTEE

The Shape Up SF Steering Committee is the advisory body for the Coalition and is comprised of a variety of stakeholders to accomplish the Coalition's mission.

### A. STRUCTURE

**Section 1:** The Committee consists of a minimum of ten and maximum of 15 members, not including two co-chairs who rotate their functions.

Section 2: The Steering Committee membership has a goal of having at least one representative (or their self-appointed alternate as necessary) from American Cancer Society, American Diabetes Association, American Heart Association, Department of Children, Youth & Their Families, Recreation and Parks Department, UCSF, and community based organizations focused on healthy eating/active living across the lifespan.

Section 3: A quorum of 50% is necessary to start the meeting and for all votes.

Section 4: Members have a 1 year term with a two-term limit for community-based organizations. They may reapply for a third term. The limit may be waived by majority vote of the committee.

Section 5: Announcements of openings will be available on the Shape Up SF Coalition web site, as well as circulated in the community.

Section 6: There are no prerequisites for applying for a position but interested parties must prepare a letter of interest and sign a membership agreement form indicating no conflicts of interest and are encouraged to attend Coalition meetings and familiarize themselves with the mission, vision and values of the Coalition as well as healthy eating/active living programs in the city.

Section 7: Current committee members will vote on applicants. If there are more eligible applicants than openings, the applicants receiving the highest number of votes will get the seat.

Section 8: Meetings are held monthly on the 4<sup>th</sup> Tuesday of each month from 1-2:30 at 30 Van Ness, room 252 unless otherwise noted. Additional meetings are scheduled as needed.

## **B. DUTIES**

1. Nominate and elect co-chairs.
2. Advocate for the adoption of systems and policies that promote healthy eating and active living.
3. Set agendas for the Coalition's quarterly meetings.
4. Make recommendations for priorities for Shape Up SF Strategic Planning.
5. Advocate for policies that advance the Coalition's mission.
6. Form time-limited ad hoc committees to address single issues.
7. Share information/network.
8. Participate in group events.

## **C. MEMBERSHIP**

1. Steering Committee should reflect the diversity of Shape Up SF Coalition and its priorities, and represent the communities most impacted by chronic disease.
2. Members may represent multiple categories (e.g. an individual can work for a CBO and be a community resident representing different organizations).
3. Attend monthly meetings and, preferably, send a designated replacement if unable to attend. If a committee member misses two meetings, co-chairs will contact the member. Afterwards, co-chairs will recommend to the committee actions deemed appropriate, including removal from the committee.

4. The Steering Committee is independent from the Department of Public Health. Steering Committee members are not appointed by the Department of Public Health nor by any city and county official. They are self-selected or recruited based on their commitment to the Coalition's mission.
5. Committee meetings are open to non-committee members. Non-members may be on a subcommittee but are restricted from voting.
  - a. Co-chairs may recommend non-committee members to serve on a subcommittee. Although non-members may vote on sub-committee items, they may not vote on committee-level items.

#### **D. SEATS ON THE STEERING COMMITTEE**

The Committee consists of a minimum of ten and maximum of 15 members, not including two co-chairs who rotate their functions or Coalition staff. Members serve 1-year term. 5 seats for community based organizations; 2 term limit for CBO. The SC shall consult with youth-leadership bodies (such as the Youth Commission and/or Student Advisory Council) when appropriate. The Steering Committee membership has a goal of having one representative (or their self-appointed alternate as necessary) from or representing the following:

- |  |   |
|--|---|
| 1. American Cancer Society                       | 9. Funders                                |
| 2. American Diabetes Association                 | 10. San Francisco Unified School District |
| 3. American Heart Association                    | 11. <b>CBO – Children (0-5)</b>           |
| 4. Department of Children Youth & Their Families | 12. <b>CBO – Youth (2-17)</b>             |
| 5. Recreation and Parks Department               | 13. <b>CBO – Seniors</b>                  |
| 6. Food Access / Healthy Retail                  | 14. <b>CBO – Built environment</b>        |
| 7. Safe Routes to School / Pedestrian Safety     | 15. <b>CBO – Open</b>                     |
| 8. UCSF Community Engagement and Health Policy   |   |

#### **E. VOTING**

1. Each member has one vote. Members vote with their respective affiliation in mind, but their vote does not necessarily reflect the organization's position on the matter.
2. For all matters requiring a vote, a quorum of 50% plus one must be in attendance. If a vote is necessary between meetings, co-chairs may call for a vote by email.
3. Vote on letters of support on behalf of the Coalition require a 48 hour minimum turnaround. A simple majority is required to approve letters of support from Co-Chairs on behalf of the Coalition.
4. Members should abstain from voting on issues that constitute a conflict of interest.
5. SUSF and DPH staff do not vote\*

\* The San Francisco Department of Public Health and Shape Up SF staff are not members of the Steering Committee, but provide staffing and coordination. Therefore, these staff do not vote on Steering Committee matters. Staff assist Co-chairs to implement their roles such as: providing assistance with planning of meetings; conducting information gathering and research to support Steering Committee planning and policy related activities; preparing draft documents in response to Steering Committee requests; coordinating meetings, notices and minute distribution; providing background information for meetings; bringing matters to the Steering Committee's attention that are related to its mission.

**SHAPE UP SF COALITION MEMBERSHIP AGREEMENT**

Thank you for your interest in joining the Shape Up San Francisco Coalition. By completing this membership agreement, you confirm your support for the Coalition and its priorities to: increase access to healthy foods, increase opportunities for physical activity and decrease consumption of sugary drinks in order to make the healthy choice the easy choice. Further, you are agreeing to attend quarterly membership meetings and actively participate in Coalition activities and events.

A. Name: \_\_\_\_\_

Agency Affiliation (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

B. Check all that apply to you or your organization

I AM A(N)	I AM AFFILIATED WITH A(N)	
<input type="checkbox"/> Community Leader or Advocate	<input type="checkbox"/> Health Agency	<input type="checkbox"/> Community-based Organization
<input type="checkbox"/> Youth Advocate	<input type="checkbox"/> Media/Public Relations	<input type="checkbox"/> Ethnically-focused Organization
<input type="checkbox"/> Interested Community Member	<input type="checkbox"/> Non-Profit Agency	<input type="checkbox"/> Faith Community
<input type="checkbox"/> Public Health Dept./City Agency Employee	<input type="checkbox"/> Workplace	<input type="checkbox"/> Senior Service
<input type="checkbox"/> Health Professional	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Voluntary Health Organization
<input type="checkbox"/> Community-based Agency Employee	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Youth Service Organization
<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____

C. How did you hear about the Shape Up San Francisco Coalition?

\_\_\_\_\_  
 \_\_\_\_\_

D. Why do you want to participate in the Coalition?

\_\_\_\_\_  
 \_\_\_\_\_

E. In which neighborhoods does your organization have programs? (If not affiliated with an organization, in which neighborhood do you live?)

\_\_\_\_\_  
 \_\_\_\_\_

F. The Shape Up SF Coalition’s three priorities are to: increase access to healthy food; increase opportunities for physical activity; and decrease consumption of sugary drinks. Which of the three strategies is your priority? (Check all that apply)

- ↑ healthy eating       ↑ physical activity       ↓ consumption of sugary drinks

G. How you would like to participate in the Coalition?

- |   |  |
|---|--|
| <input type="checkbox"/> Information sharing/networking               | <input type="checkbox"/> Testimony at policy hearings  |
| <input type="checkbox"/> Expand advocacy for policies:                | <input type="checkbox"/> Action alert network  |
| <input type="checkbox"/> Increase access for healthy food             | <input type="checkbox"/> Other, specify: _____   |
| <input type="checkbox"/> Increase opportunities for physical activity | <input type="checkbox"/> Media advocacy, including writing letters to editors, acting a spokesperson |
| <input type="checkbox"/> Decrease consumption of sugary drinks        |  |

### MEMBERSHIP AGREEMENT

Membership is free and open to individuals and organizations that have an interest in healthy eating and active living. As a Shape Up SF Coalition member, I am committed to the mission of the Coalition, can express my opinions and participate in Coalition decisions by attending Coalition meetings or serving on task forces or committees. I agree to abide by the mission of the Coalition and will act in the best interest of the Coalition. I will abide by decisions made at any Coalition meetings even if I was unable to attend.

**The Mission of the Shape Up SF Coalition is:** To convene partners for greater collective impact in order to create equitable and sustainable environments, systems and policies that promote healthy eating and active living across the lifespan in San Francisco.

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Print Name

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Date

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Signature



## SHAPE UP SF STEERING COMMITTEE MEMBERSHIP AGREEMENT

As a Shape Up SF Steering Committee member, I am committed to the mission of the Coalition, and do not have a conflict of interest, as described below.

I agree to abide by the mission of the Coalition and will act in the best interest of the Coalition. I will abide by decisions made at Steering Committee meetings even if I was unable to attend. When called upon to represent the Coalition, I will uphold its mission, vision and values.

*Mission:* To convene partners for greater collective impact in order to create equitable and sustainable environments, systems and policies that promote healthy eating and active living across the lifespan in San Francisco.

*Vision:* All San Franciscans have access to healthy eating and active living where they live, work, learn and play.

*Values:* Prevention, Social Justice, Diversity

*Strategies:*

↑ access to **healthy food**    ↑ opportunities for **physical activity**    ↓ consumption of **sugary drinks**

Conflicts of Interest include employment or contractual relationships with an organization whose activities or policies are in opposition to the Coalition's mission.

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Print Name

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Date

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Signature