



## 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.

**Vision:** Shape Up SF envisions an equitable, thriving community where all who live, work, learn and play in San Francisco enjoy optimal health.

**Mission:** Shape Up SF's mission is to advance health equity through systems-level changes to increase healthy eating and active living for San Francisco's most vulnerable populations.

**Values:** Health Equity, Collaboration, Community, Prevention

SUSFC has identified four priorities:

- 1) Increase access to **healthy food**
- 2) Increase opportunities for **physical activity**
- 3) Increase consumption of tap **water**
- 4) Decrease consumption of **sugary drinks**

### ARTICLE 2. MEMBERSHIP

There are five levels of membership in the SUSFC: Coalition member, Steering Committee member, and Coalition Co-Chairs, Vice-Chair, Action Team Co-Leads. 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 quarterly meeting, meetings as needed; 2 hr quarterly Coalition meetings)

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

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

1. Attends quarterly Steering Committee meetings and 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.
8. Participates on monthly action team(s) to advance the work of the Coalition

### **C. COALITION CO-CHAIRS**

**Term:** Minimum one-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 quarterly, 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.

**Role:** 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, at meetings, in letters of support
4. Writes a Coalition newsletter introduction every other month
5. Performs other responsibilities assigned by the Steering Committee

### **D. VICE-CHAIR**

**Term:** Minimum one-year commitment, with pathway to become co-chair

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

**Process:** Nominated and approved by Steering Committee

**Role:** The Vice-chair is a co-chair in training and will participate in co-chair check-ins and may be called upon to facilitate meetings or represent the Coalition when needed.

### **E. ACTION TEAM CO-LEADS**

**Term:** minimum of 1 year

**Time:** minimum of 2 hours a month: 30 min planning call with staff; 1.5-hour monthly action team meeting

**Process:** nominated/self-nominated and approved by Steering Committee. Co-leads of PSEAT may not be from city agencies.

**Role:**

1. Alternate with co-lead to plan and facilitate monthly meetings of action team with staff support
2. Work with SUSF staff to ensure that action team is progressing on deliverables in action plan

3. Attend/facilitate additional meetings for collaboration/planning, as they arise, to complete action plan.

#### **F. STAFF**

DPH Backbone staff to the Shape Up SF Coalition serves as a neutral, coordinating entity that will support the Coalition to ensure the it meets goals outlined in its strategic plan. As such, backbone staff roles will encompass:

1. Meeting planning and preparation
  - a) Work with Co-chairs to set agendas
  - b) Convene meetings, take notes, send announcements
  - c) Lead processes for Coalition to identify and recruit new coalition members, steering committee members and co-chairs
2. Strategic guidance
  - a) Facilitate development of a collective strategic plan for the Coalition
    - i) Track outcomes from strategic plan implementation and related efforts
  - b) Engage partners in efforts to implement SUSF Coalition strategic Plan
    - i) Connect agencies on projects to support implementation
3. Alert SUSF members to healthy eating/active living grant opportunities
  - a) Connect agencies to apply collectively
  - b) As appropriate, include DPH as partner in a grant

### **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 eleven members comprised of cross-sector stakeholder partners.

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, DPH, community based organizations focused on healthy eating/active living across the lifespan and representing communities disproportionately affected by chronic diseases related to healthy eating and active living.

Section 3: A quorum of 50% is necessary for all votes.

Section 4: Members have a minimum 1-year term.

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 25 Van Ness, room 330A unless otherwise noted. Additional meetings are scheduled as needed.

## **B. DUTIES**

1. Nominate and elect 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
9. Participate in workgroup(s)

## **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). Intersectionality is encouraged and recognized.
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. Action Team meetings are open to non-Steering Committee (non-SC) members. Non-members may serve on an action team but are restricted from voting.

## **D. ACTION TEAMS**

The Committee shall create action teams when needed to advance the work of the Coalition. Each action team will have two co-leads, at least one of whom must be a Steering Committee member. All members must participate in at least one action team. Leads of action teams may convene meetings

when necessary. SC members are encouraged to attend in person, but a call-in option must be made available. Non-SC members may participate on action teams. Action teams will meet on a monthly basis.

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

The Committee consists of a minimum of eleven members. Members serve a minimum of 1-year. 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 at least one representative (or their self-appointed alternate as necessary) from or representing the following:

- |  |   |
|--|---|
| 1. Black/African American population     | 8. Academic/medical institution             |
| 2. Latino/Chicano/Indegina population    | 9. Funder                                   |
| 3. Asian/Pacific Islander population     | 10. Active transportation/built environment |
| 4. Children, youth and families          | 11. HEAL policy advocacy                    |
| 5. Physical activity/parks/recreation    | 12. Health Equity                           |
| 6. Seniors                               | 13. DPH                                     |
| 7. Healthy food/Food access Sarah Nelson | 14. SFUSD                                   |

#### **F. 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\*

\* 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.

#### **G. FUNDING**

SUSF Coalition will not implement specific projects, but backbone staff will help funders or other Coalition members identify coalition partners to serve as lead to implement projects. Funding that comes to SUSF Coalition would be managed by backbone staff for the following types of activities:

- a) Data
- b) Assessments
- c) Reports
- d) SUSFC conferences and convenings

Consultants (TBD what service they would provide)