



**THE SMOKING AND TOBACCO USE
ADVISORY COMMITTEE (STUAC)
CHARTER**

OFFICE OF THE SURGEON GENERAL

**UNITED STATES PUBLIC HEALTH
SERVICE
DEPARTMENT OF HEALTH AND HUMAN**

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I. MISSION

The Smoking and Tobacco Use Advisory Committee (STUAC), chartered under the Office of the Surgeon General (OSG), employs the voluntary service of the United States Public Health Service (USPHS) Commissioned Corps officers to advise the OSG on emerging and critical smoking and tobacco use issues and the implementation of evidence-based tobacco cessation treatment and prevention interventions in communities and health systems throughout United States and to provide tobacco use cessation resources to Public Health Service (PHS) Officers and individuals in the United States who use tobacco products.

II. RELATIONSHIP OF THE STUAC TO THE USPHS

STUAC is a multidisciplinary collective of PHS officers possessing subject matter expertise in tobacco cessation services, nicotine and tobacco research, smoking and tobacco product use education, health analytics, health informatics, and comparative effectiveness research. STUAC serves as a resource and an advisor to the OSG on matters regarding the dissemination, implementation, and evaluation of initiatives related to the Surgeon General's (SG's) reports or priorities involving smoking or tobacco use. Additionally, STUAC is recognized as an extension of OSG as force multipliers within the community for all smoking, nicotine, and tobacco-related initiatives developed by the SG.

III. OBJECTIVES

STUAC, through the following activities of its respective Subcommittees, serves as a resource and advisor to the OSG in accomplishing the following objectives:

1. Facilitating communication of pertinent tobacco and nicotine research information and issues of concern to USPHS leadership, United States Department of Health and Human Services (HHS) agencies, non-HHS agencies, professional organizations and other tobacco control stakeholders.
2. Coordinating engagement between USPHS and tobacco control stakeholders.
3. Capacity building in identifying or developing resources to facilitate the capture of essential elements of tobacco cessation treatment and prevention.
4. Identifying, collating, and disseminating funding opportunities for PHS officers or external stakeholders serving in clinical or research tobacco roles.
5. Supporting PHS officers throughout the entire process of establishing and providing tobacco cessation and prevention services.
6. Developing and facilitating the development of guidelines and statistical reports related to tobacco products and the implementation of evidence-based tobacco cessation and prevention services.

7. Developing and maintaining resources to train PHS officers and the broader U.S. public to deliver evidence-based tobacco cessation and prevention interventions.
8. Providing tobacco use cessation resources to support quit efforts of PHS Officers, U.S. servicemembers, and individuals within the United States who use tobacco products.
9. Promoting tobacco cessation and awareness through community engagement.
10. Advocating for and increasing access to evidence-based resources and tobacco cessation treatments to create a tobacco-free culture among servicemembers in all branches of uniformed service.

IV. FUNCTIONS

The primary function of the STUAC is to coordinate and promote the implementation of OSG advisories, reports, and initiatives regarding smoking and tobacco use and the health conditions that are impacted by smoking and tobacco use within health systems and communities throughout the Nation.

V. VOTING MEMBERSHIP

1. Basic Eligibility Requirements: Members must be active duty PHS officers at the time they are nominated and appointed to STUAC. Additionally, PHS officers must maintain basic readiness standards.
2. Size of Voting Membership: STUAC shall have a minimum of 9 voting members while the maximum size will be 25 voting members.
3. Ex-Officio Members (non-voting member): The immediate past STUAC Chair may serve an additional year as an ex-officio member to help ensure process continuity and efficiency. STUAC may identify other members and request that they serve as ex-officio members (e.g., STUAC Senior Advisor(s)), such members are recommended by STUAC to OSG for appointment.
4. Organizational Representation: In order to represent a broad range of training, experience, and awareness of issues related to tobacco use and dependence, every effort is made to ensure representation from as many PHS categories and agencies that are staffed by PHS officers as is feasible.
5. Geographic Considerations: STUAC will have at least two voting members whose regular duty station is geographically 75 miles or more outside of the Washington DC Metropolitan Area.
6. Gender and Minority Representation: STUAC will make every effort feasible to ensure that voting membership includes a broad cross section of gender, racial, and ethnic representation so that membership is inclusive, and that tobacco use and dependence considerations are viewed from said perspectives.

7. Professional Seniority: STUAC will have, at a minimum, at least one voting member who is a junior officer.
8. Documentation: At initial appointment, each newly appointed voting member will receive an Appointment Letter for placement in the officer's electronic Official Personnel Folder.

VI. NOMINATION PROCESS

1. Nomination of officers for positions (Any nomination by the OSG constitutes a direct appointment and is not subject to a vote by the Executive Committee (EC).
2. Annually, STUAC will solicit nominations (self-nominations will be accepted) for current and anticipated vacancies. The nominees will be reviewed by STUAC to identify highly qualified candidates whose names will be transmitted by STUAC to the nominee's respective supervisor for endorsement. A final list of nominees will be sent by the STUAC Chair or Senior Advisor to OSG for approval.
3. The nomination process shall be conducted so that the final nomination package is available for OSG's consideration no less than 60 calendar days prior to the expiration of the regular term of the voting member.
4. Vacancies: Should the need arise to fill the remainder of the unexpired term of a voting member, the vacancy shall be filled through nomination of currently serving Co-Leads or alternates with a process that is consistent with the rigor followed in the annual voting member selection process. Until a new voting member is selected, Co-Leads or alternates will serve as acting Leads or the STUAC Chair may select any available member to temporarily "act" in the vacant position.

VII. TERM OF APPOINTMENT

1. STUAC voting members are appointed for a three-year term by the SG. Appointed members will not serve more than two consecutive terms. Terms will be staggered for rotational balance.
2. Subcommittee member appointments (i.e., Subcommittee Co-leads and program/initiative leads and co-leads) will be made by Subcommittee Leads for three-year terms. Subcommittee members may not serve more than two consecutive terms in the same position.
3. Alternates: The option will remain available to STUAC to establish procedures for each voting member to appoint another officer to serve as one's alternate and inform the Chair of this selection. Alternates shall have voting privileges when serving in the place of the primary member. Alternates

shall meet the same requirements as the primary member (e.g., basic readiness and supervisory approval).

4. Resignation: STUAC members may request to resign by submitting the resignation in written or electronic form to the STUAC Chair or respective Subcommittee Lead if a Subcommittee member. A four-week notice is strongly encouraged to allow time for a replacement.
5. Attendance: The STUAC Chair may recommend removal of any member who has three consecutive or more than 6 unexcused absences in an operational year. The recommendation will be approved or disapproved by a majority vote by the EC.
6. Removal: Requests for removal due to continuous failure to contribute or participate in the activities and/or STUAC or Subcommittee meetings, after an initial formal warning, may be initiated by the STUAC Chair and voted upon by the EC.

VIII. STUAC CHAIR

1. Selection: The OSG may nominate the STUAC Chair. OSG nominations result in an appointment upon acceptance by the officer. Otherwise, the Chair will be elected from among the voting membership of STUAC.
2. Term of Chair: The Chair will serve a two-year term and may be re-elected for an additional two-year if the STUAC Chair-Elect is unable to assume the role.
3. Term of Appointment: If the term of the Chair coincides with the expiration of that individual's STUAC voting membership, the Chair may serve an additional one year as an ex-officio member provided the individual's supervisor is informed and concurs with the extension.

IX. STUAC CHAIR-ELECT

1. Selection: The STUAC Chair-Elect shall be elected from among the STUAC voting membership.
 - a. If the STUAC Chair-Elect is unable to progress to Chair, STUAC voting members may choose to elect a Chair who has not first served as STUAC Chair-Elect.
 - b. Alternatively, the STUAC voting members may choose to re-elect the Immediate Past Chair if the STUAC Chair-Elect is unable to progress to Chair.
2. Term: The Chair-Elect serves a two-year term with a commitment to serve an additional two-years as Chair and an optional one more year as an ex-officio member being the Immediate Past Chair.
3. There is no re-election of this position.

X. OPERATIONS AND PROCEDURES

1. The STUAC shall develop its own internal operations and procedures (e.g., Bylaws and Standard Operating Procedures). These shall include, at the minimum, provisions covering the following:
 - a. Operational year: The operational year of the STUAC is the calendar year, beginning on January 1st and ending December 31st.
 - b. Subcommittees: Where the STUAC elects to establish Subcommittees or standing or ad hoc working groups addressing major and common needs of the programs and initiatives within STUAC, membership may include non-STUAC members.
 - c. Agenda: A meeting agenda and appropriate background material is to be made available to the members prior to the meeting.
 - d. Records and Reporting:
 - i. Minutes will be developed and approved by the appointed members. Records of the STUAC will be maintained by the Executive Secretary and made available to the STUAC members in accordance with their purpose.
 - ii. An annual report on Committee and Subcommittee activities for the operational year are due by November 30th of each calendar year.
 - e. Meetings:
 - i. Scheduled Meetings: The STUAC EC and Subcommittees will meet monthly for at least 10 months each year. Meetings will be conducted via web exchange, teleconference, or in person to the extent that it is reasonable and feasible.
 - ii. Ad-hoc Meetings: Other ad-hoc meetings may be held for specific purposes as needed and as resources allow.
 - iii. Attendance by Non-members: Non-members may be present at a Committee or Subcommittee meetings at the discretion of and upon the permission of Committee or Subcommittee Leads on an ad-hoc or intermittent basis. Routine attendance by non-members requires formal selection as member for participation.
 - iv. Listening Sessions: The STUAC may seek advice from members of the public on an individual basis during listening sessions. Listening sessions will be held on an as needed basis.
 - f. Quorum: Quorum is a simple majority of the STUAC voting members.
 - g. Voting: A simple majority of votes will determine the acceptance or rejection of a given motion. In the event of a split vote, the STUAC Chair, will cast a vote for the motion to proceed or not proceed.