



***GAME TIME:
PRESENT YOUR POLICY REQUEST***

PRESENTATION





There is no
risk-free level of
exposure to
secondhand
smoke



Secondhand smoke
levels in outdoor public
places can reach levels
as high as those found in
indoor facilities where
smoking is permitted



Know the Facts...Responses to Frequently Asked Questions about Tobacco-Free Policies for Park Areas in Minnesota

What is current Minnesota state law on smoking outdoors?

There is currently no state law that regulates tobacco use in outdoor areas.

Is it legal for local governments to enact policies restricting tobacco use?

Neither federal nor state law prohibits local governments from regulating tobacco use outdoors.¹

What is the difference between a park policy and an ordinance?

- In general, **park policies** are rules regarding city-owned park property that are established by the city park board and are often approved by the city council. Generally, those who ignore park policies do not receive a fine, but are asked to refrain from using tobacco or leave the premises.
- **City ordinances** are city council enactments that regulate people or property and carry a penalty such as a fine for violations. Ordinances often originate from a recommendation passed by the city park board.²
- For both park policies and city ordinances, tobacco use is prohibited on city park property.

Should a policy cover all property and activities or just youth events?

In Minnesota, both types of policies exist, but the recent trend is toward “all property” policies because they may be simpler for citizens to understand, rather than to determine which activities qualify as “youth events.”

How are these policies enforced? What are other Minnesota communities doing?

- Tobacco-free park policies are enforced by posting tobacco-free signs and publicizing the policy. Nearly all Minnesota communities with tobacco-free park policies post signs in their park areas that announce the policy.
- Signs provide cities with the ability to rely on community and self-enforcement. Many tobacco users look for “no tobacco” signs and are used to following them.
- Signs empower everyone using the parks to provide friendly reminders about the policy to violators.
- Signs also help to eliminate the need for any law enforcement presence.
- Signs are free of charge from Tobacco-Free Youth Recreation.
- In addition to signs, cities notify their community members in a variety of ways: local media, city newsletters, policy reminder cards, recreation program brochures, policy statements sent to sports associations, and coaches’ trainings.

Are existing tobacco-free park policies working?

Yes! According to a 2004 University of Minnesota survey of Minnesota park directors in cities with such policies:

- 88% of park directors reported no change in park usage (no loss of park users).
- 71% reported less smoking in parks.
- 58% reported cleaner park areas.

¹ Minnesota Attorney General Mike Hatch. (5/4/00). Legal opinion letter to Peter Vogel.

² League of Minnesota Cities. (2003). *Handbook for Minnesota Cities*. [Online]. Available: <http://www.lmnc.org/handbook/chapter07.pdf>.

Is secondhand smoke harmful outdoors?

- Secondhand smoke is a human carcinogen for which there is no safe level of exposure.
- Exposure to secondhand smoke has immediate health consequences such as asthma attacks and other respiratory diseases.
- A person in close proximity to the source of the secondhand smoke or a person in an area with a high concentration of secondhand smoke would be most likely to be at risk in outdoor settings.
 - Examples: on a beach, sitting in bleachers, at a picnic table, walking on a trail behind someone who is smoking
- According to Repace Associates, secondhand smoke levels in outdoor public places can reach levels as high as those found in indoor facilities where smoking is permitted.³

Does the public support tobacco-free park policies?

Yes! According to a 2004 University of Minnesota survey of Minnesota adults:

- 70% of Minnesota residents support tobacco-free park and recreation areas
- 73% of families with children support these policies
- 66% of golfers support these policies.

What effect do tobacco-free park policies have on youth?

Research has not been completed on this particular topic, but in general, tobacco-free policies help prevent youth tobacco use, particularly by providing adults the opportunity to be tobacco-free role models throughout the community.⁴

How do tobacco-free policies help the environment?

- Cigarette filters are not biodegradable, so they do not decay and cannot be absorbed by the environment.
- A policy reduces park and beach litter and protects toddlers from ingesting filters that are discarded.
- In Minnesota, smoking-related debris accounted for 62% of total debris during a 2005 coastal cleanup.⁵

Will policies keep people who smoke from using city parks?

- Tobacco-free policies for public park areas ensure that all citizens have a healthy recreational environment.
- People go to parks to exercise or relax, not to use tobacco.
- Smokers work, shop, travel, and reside in smoke-free environments every day.
- There is no right to smoke, as no court has determined that smoking is a constitutionally protected right.⁶

Aren't tobacco-free policies for parks a needless regulation?

These policies are similar to those prohibiting alcohol and litter or requiring that pets be leashed. It is the duty of policy makers to enact policies that protect the health of their citizens.

³ Repace, J. (2000). "Banning Outdoor Smoking is Scientifically Justifiable." *Tobacco Control* 9, p. 97.

⁴ Perry, C. (1999). *Creating Health Behavior Change: How to Develop Community-Wide Programs for Youth*. Thousand Oaks, CA: Sage Publications.

⁵ The Ocean Conservancy. (2004). *International Coastal Cleanup 2003 Minnesota Summary Report*. [Online]. Available: <http://www.coastalcleanup.org>.

⁶ Tobacco Control Legal Consortium. (2004). "Legal Authority to Regulate Smoking and Common Legal Threats and Challenges."



TOBACCO-FREE PARKS AND RECREATION STUDY

Summary of Findings

Park areas in Minnesota are used regularly by state residents. Tobacco use restrictions in outdoor environments such as parks and recreation areas are being established in Minnesota and other states across the U.S. The purpose of this study is to describe the support for tobacco-free park policies in Minnesota. To learn more about the public's perceptions of these policies, we conducted a survey of Minnesota residents. We also interviewed park and recreation professionals to ask specific questions about tobacco-free policies in Minnesota.

Is secondhand smoke a problem?

Yes. Secondhand smoke is a recognized cause of acute and chronic diseases in nonsmokers, and is a major source of indoor air pollution. Secondhand smoke is also responsible for an estimated 3,000 lung cancer deaths and 38,000 heart disease deaths in nonsmoking individuals each year in the United States. The most effective approach to reducing secondhand smoke exposure is to establish smoke-free environments. Research has suggested that the adoption of smoke-free policies creates a change in social norms around smoking, helps smokers reduce consumption or quit, and helps keep youth from starting.

Public support for tobacco-free parks

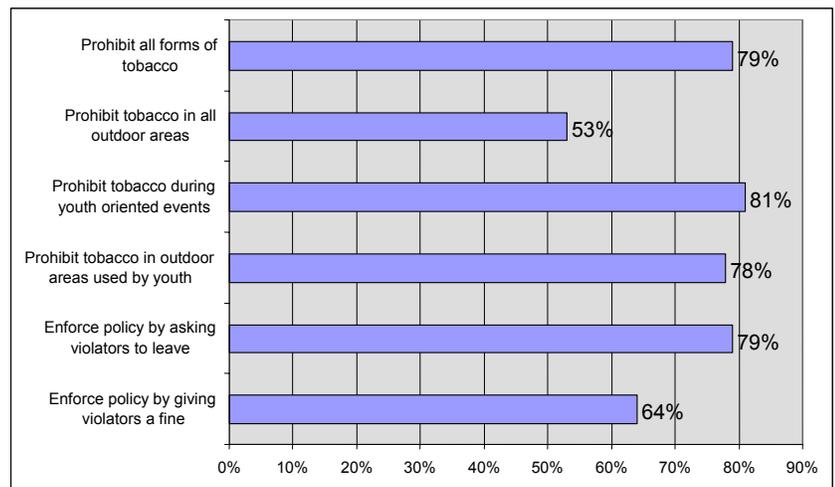
A survey was sent to Minnesota residents by mail in summer 2004. Of the 1,500 respondents, 75% had used any park area in the past month. Overall, 70% of those surveyed supported tobacco-free policies for outdoor park and recreation areas. The attitude of Twin Cities metro area residents was not different from residents living in other parts of the state. Respondents expressed support for tobacco-free policies to:

- Reduce litter in park grounds.
- Avoid the health effects of secondhand smoke.
- Discourage youth smoking.
- Establish positive role models for youth.
- Promote community well-being.

Policy components

We also asked residents about the components of tobacco-free park policies (shown, right). Most people supported strong policies that prohibit tobacco use in youth areas, and asking policy violators to leave park areas. Just over half (53%) of respondents supported the prohibition of tobacco use in all parks at all times. Smokers were the only group generally less supportive of these policies.

Preferences for tobacco-free park policies among Minnesota residents, 2004



Golfers

Thirty-five percent of our sample were golfers. Most golfers (81%) were non-smokers, and 74% of non-smoking golfers supported tobacco-free park policies. We found that being a golfer did not make a difference in support for tobacco-free policies, but being a smoker did.

How do park staff in communities with an existing park policy feel about the policy?

In the summer of 2004, we interviewed 257 park directors from cities and counties in Minnesota's 200 largest cities. Overall, 70 communities reported a tobacco-free policy, which represents 36% of communities surveyed. Park directors with policies had positive experiences, as most reported that park policies were "not difficult" to pass, and 90% would recommend such a policy to other communities.

Changes after implementation

When park directors were asked about changes after tobacco-free policy adoptions:

- 58% reported less litter in park areas.
- 74% reported no problems with policy violators.
- 88% reported no changes in park usage.
- For those reporting a change in park use following the policy, 71% reported an increase in usage.
- Publicity about the policy was reported to be adequate (86%), and few (7%) reported any negative publicity.

Enforcement

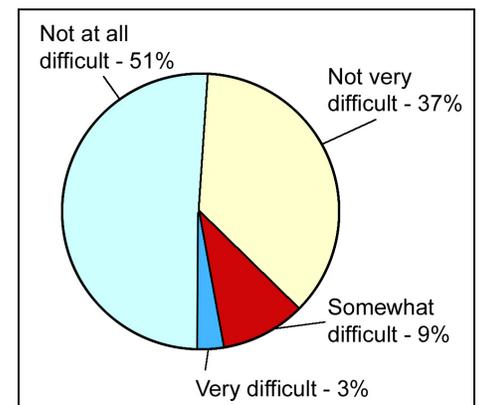
Enforcement was an area of worry for nearly all park directors without a policy. However, in communities with a policy, few park directors (26%) reported compliance problems. Staffing was an issue, as 74% reported too few staff to enforce the policy and/or monitor all park areas.

Park director support

Out of the 257 park directors interviewed, nearly all personally supported tobacco-free policies. Reasons for their support included:

- 96% wanted to establish positive role models for youth.
- 89% wanted to promote community well-being.
- 92% wanted to reduce youth opportunity to smoke.
- 92% wanted to avoid litter from cigarette butts.

Difficulty in passing a tobacco-free park policy, Minnesota 2004



Major Conclusions:

- ❑ The majority of Minnesotans support tobacco-free park and recreation policies.
- ❑ Park staff have experienced few problems and many benefits with the policies, and overwhelmingly recommend tobacco-free policies to other communities.

This study was conducted by the University of Minnesota, Schools of Public Health and Kinesiology, in partnership with Tobacco-Free Youth Recreation and the Minnesota Recreation and Park Association, and supported by the Minnesota Partnership for Action Against Tobacco. For more information, contact study coordinator Liz Klein at klein_L@epi.umn.edu or call (612) 626-1799.



Introduction to Robert's Rules of Order

What is Parliamentary Procedure, also known as Robert's Rules of Order?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

It's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Parliamentary procedure is the basic operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Giving a Tobacco-Free Parks Presentation

Your group and presentation will probably be printed on the agenda; if it is not, a council member or city employee may tell you when you will be presenting. The presentation will likely be heard under special orders or new business. When it is time for your presentation:

1. All members of your presentation group should stand before the council (there may be a podium or microphone).
2. Take turns presenting your information in the order you practiced.
3. Speak clearly and at a normal, conversational pace.
4. If you have something to hand to the council, ask "May I approach the bench to show you..." and explain what you want to give them.
5. When you are done with your presentation, thank the council for their time and say that you are available to take any questions they have.
6. If you are asked a question, address the council by first acknowledging the Mayor or Chair and then the councilmember that asked the question. For example, "Mr. Mayor, Councilmember Smith, during our litter clean up, we collected 1,000 pieces of cigarette litter in one hour."
7. Always be polite and courteous!

After Your Presentation

Once the council has heard your presentation and asked you questions, they will make a motion and debate the issue. At this point, your group can sit and listen to the discussion. If a councilmember asks you a question, you should stand in front of the council again to give your answer.

Council Motions

1. A councilmember will make a motion. It will likely sound something like "I move that we recommend that the City Council adopt a tobacco-free park policy" or "I move that we adopt a tobacco-free park policy."

Basic Types of Motions

- a. *Main Motions*: Introduce items to the membership for their consideration.
- b. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- c. *Subsidiary Motions*: Change or affect how a main motion is handled, and is voted on before a main motion.
- d. *Privileged Motions*: Bring up items that are urgent about special or important matters unrelated to pending business.
- e. *Incidental Motions*: Provide a means of questioning procedure concerning other motions and must be considered before the other motion.

2. Another councilmember will second the motion or the Chair will call for a second.
3. If there is no second to the motion, it is dead and a new motion must be introduced if further action will take place on the issue.
4. The Chair will re-state the motion. For example, the Chair will say, "It has been moved and seconded that we adopt a tobacco-free park policy. Is there any discussion?"

Debating the Motion

Once a motion has been made, the council may debate the motion, amend the motion, or move directly to a vote.

1. Debating the motion
 - a. Council members will speak in favor of or against the motion. They may ask questions of each other, city employees, or your group.
 - b. All comments must first address the Chair and then a specific councilmember.
2. Amending the motion
 - a. During discussion, a councilmember may choose to make an amendment to the motion. If an amendment is made, the amendment must be voted on first.
 - b. If the amendment receives a majority vote, the council continues to discuss the original motion with the new changes. If an amendment doesn't receive a majority vote, the council continues to discuss the original motion without changes.
 - c. There are two kinds of amendments:
 - *Regular Amendments*: An amendment may add, subtract, or change specific language of a motion. An amendment can be made that improves the original motion, but it can also negatively change the motion.
 - *Friendly Amendments*: Non-controversial amendments that are usually in favor of the motion on the table are friendly amendments. For example, if the original motion to adopt tobacco-free parks did not include the park's trails, someone could make a friendly amendment to include the trails in the policy.

Voting on a Motion

After all council members have had a chance to discuss the motion, the Mayor or Chair will call for a vote. There are five methods used to vote by most organizations:

1. *By Voice*: The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. *By Roll Call*: Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. *By General Consent*: When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. *By Division*: This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. *By Ballot*: Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting:

1. *Motion to Table*: This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. *Motion to Postpone Indefinitely*: This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.