

The [MASSACHUSETTS PROJECT SUNSET] steering committee (Committee) is an ad hoc group of volunteers serving in their individual capacities to advance endgame measures in the Commonwealth of Massachusetts, in particular Nicotine-Free Generation laws permanently banning the sale of commercial nicotine products to anyone born after a specified date.

The Committee will share information, identify opportunities and courses of action, discuss and find consensus on policy, identify and see to the creation of necessary advocacy materials, track media and communications, and organize written and oral testimony before government bodies. At its first meeting, the Committee may agree to a mission and vision.

Membership in the Committee is by invitation only. Members may include advocates (whether professional or volunteer), researchers, public servants [AND ELECTED OFFICIALS]. The Committee will seek members with a passion for the advancement of tobacco endgame, a willingness to serve, and experience in public health, law, medicine, legislative procedure, economics, youth outreach, consumer protection, environmentalism, human rights, social justice and others as the Committee sees fit. Individual membership in the Committee does not require or indicate that the individual's organization supports the goals of the Committee. Individuals are expected to make known their potential membership in the Committee to their host organizations before.

The Committee is led by a Chairperson selected from among the initial membership. Chairmanship can change with the consensus of the Committee. The Chair schedules and moderates meetings, prepares agendas and notes, and works with the Committee to obtain outside resources and advice, recruit expert witnesses/speakers, and identify prospective members.

At the discretion of the Chair and with the agreement of the Committee, individuals may be invited to meetings as guests, whether as expert speakers or prospective members. Meetings are held virtually, except in extraordinary circumstances, and monthly or at the discretion of the Chair.

Members agree to keep confidential the workings of the Committee. There is no minimum attendance required, and members may withdraw at any time. There are no formal rules of procedure, and the Committee will decide by consensus how to conduct meetings, liaise outside of meetings and

communicate to the public and government officials. No member may speak on behalf of the Committee unless authorized.