



## **Alaska Comprehensive Cancer Partnership (ACCP) Bylaws**

Updated November 2005

### **I. Vision**

A Cancer Free Alaska

### **II. Mission**

Working Together for a Cancer Free Alaska

### **III. Functions of the ACCP**

The Partnership shall have the following functions:

1. Bring together, at the state level, representatives from the public and private sectors engaged in research, prevention, and early detection of cancer: education, diagnosis, treatment, management, support, rehabilitation, palliative care, and end-of-life care for persons with cancer, and their families (comprehensive cancer control) to address the problems of cancer in Alaska.
2. Seek out persons with special expertise in comprehensive cancer control, epidemiology, fund raising, and public relations, to advise and participate in the work of the Partnership.
3. Foster statewide collaboration efforts to better implement comprehensive cancer control in Alaska, and promote networking between health care providers and community organizations.
4. Engage communities and individuals to actively support the state comprehensive cancer control plan.
5. Continue to implement, evaluate, revise, and disseminate the state plan in such ways as to support comprehensive cancer control in Alaska.
6. Recommend priorities and develop strategies for comprehensive cancer control efforts in Alaska to participating agencies, state, municipal, tribal and local governing bodies, the American Cancer Society, other voluntary agencies, advocacy groups, and national agencies such as the Centers for Disease Control and Prevention, and the National Cancer Institute.

7. Evaluate present and proposed strategies for comprehensive cancer control in Alaska in terms of assessed need, estimated costs, potential benefits, and the probability of success of each strategy.

a. Assess the scope and magnitude of the problem of cancer in Alaska by reviewing available information on incidence, prevalence, severity, temporal trends, cost of care, etiologies and the availability, practicability and effectiveness of preventive and treatment measures.

b. Identify important gaps in available information on cancer in Alaska, and gaps in cancer services. Seek ways to fill these gaps through strategies of Alaska's Comprehensive Cancer Control Plan.

8. Work to secure appropriate funding and broad-based community support for these strategies that will have a positive effect on morbidity and mortality caused by cancer in Alaska.

9. Address health and health care disparities within the State of Alaska in the Comprehensive Cancer Control Plan.

#### **IV. Membership in the ACCP**

1. Membership is open to any individual or organization that meets the following requirements:

a. Be a legally operating entity within Alaska (e.g. for-profit corporation, non-profit organization, governmental agency, advocacy group) or be an individual (e.g. cancer survivor, health care worker, advocate, concerned citizen) that is interested in working to reduce the burden of cancer in Alaska.

b. Endorse the mission, vision, roles, and bylaws of the Partnership.

c. Agree to be identified as a Partnership member organization or individual.

2. Official representatives of member organizations of the ACCP have the following rights and responsibilities:

a. Attend Partnership meetings regularly. If an absence is anticipated, provide for representation at the meeting.

b. Vote to elect Partnership Steering Committee members representing member organizations and vote to adopt or reject bylaw amendments.

c. Serve on the Steering Committee, if nominated by the Nominations Task Force and elected by the members, or on other Partnership committees as requested.

- d. Communicate their organization's viewpoints to the Partnership and inform their organization of Partnership decisions and activities.
  - e. Support implementation of the state comprehensive cancer control program by taking specific action within the member's own organization, or in collaboration with other members or member organizations, to help achieve one or more of the Partnership's goals and strategies.
  - f. Provide a written description of the organization's proposed activities to implement one or more of the strategies in the current state Comprehensive Cancer Control Plan as requested by the Steering Committee.
  - g. Report progress and accomplishments annually to the Data and Evaluation Committee, including any collaboration within the member's own organization or with other organizations.
  - h. Agree to support and participate in efforts to evaluate implementation activities and to assess effectiveness in achieving plan objectives and goals.
  - i. Participate in revising goals, priorities and strategies for the control of cancer, which directs the efforts of the ACCP.
  - j. Retain the right to resign their membership at any time.
3. Individual members of the Partnership have the following rights and responsibilities:
- a. Attend Partnership meetings regularly.
  - b. Vote to elect one Partnership Steering Committee member to represent individual members. (One permanent seat on the Steering Committee is reserved for individual members).
  - c. Serve on the Steering Committee, if nominated by the Nominations Task Force and elected by individual members, or on other Partnership committees as requested.
  - d. Represent their individual views to the Partnership.
  - e. Support efforts to implement and evaluate the state comprehensive cancer control plan.
  - f. Retain the right to resign their membership at any time.

**V. Term of Membership**

Members retain membership status as long as the ACCP membership requirements outlined in Section IV are met.

## **V. Meetings of the ACCP**

1. The ACCP will meet two times each calendar year or on a frequency determined by the ACCP Steering Committee.
2. Notice of meetings (stating the date, time, and place) will be provided to the full membership at least 30 days prior to the meeting. The agenda will be distributed not later than 15 days prior to the meeting. Minutes will be taken, filed, and distributed to the membership of the ACCP.

## **VI. Steering Committee Composition**

1. The Steering Committee consists of twelve members.
  - a. Seven seats on the Steering Committee are permanently reserved for organizational members. Steering committee members will be elected to fill these seats by organizational members.
  - b. One seat on the Steering Committee is permanently reserved for an individual member. A Steering Committee member will be elected to fill this seat by independent members.
  - c. One seat is permanently reserved for the Program Coordinator of the Comprehensive Cancer Control Program for the State of Alaska.
  - d. One seat is permanently reserved for the Cancer Program Planning & Development Manager for the Alaska Native Tribal Health Consortium.
  - e. One seat is permanently reserved for a representative from the American Cancer Society, Anchorage Chapter.
  - f. One seat is permanently reserved for the representative for the National Cancer Institute/Cancer Information Services.
  - g. The Steering Committee will elect the Steering Committee Chair and Vice Chair. No more than one may be from a governmental agency. At least one of the Chairs (Chair or Vice Chair) must remain in a leadership position (Chair or Vice Chair) during the second year of his or her term. The Chair or Vice Chair leaving office will become the Immediate Past Chair and shall serve as an ex-officio member of the Steering Committee for one year.
  - h. Only the elected and permanent members of the Steering Committee may vote. Ex-officio members are not eligible to vote.

## **VII. Steering Committee Responsibilities**

1. The Steering Committee is the governing body of the ACCP.
2. The Steering Committee is responsible for providing leadership and policy direction for the Partnership, and establishing the process and criteria for determining planning and implementation priorities from the state Comprehensive Cancer Control Plan.
3. The Steering Committee is responsible for establishing the process for updating the plan as changing conditions warrant, e.g. changes in policy, science or technology, or the state cancer burden.
4. The Steering Committee will be representative of the organizations in Alaska concerned with cancer control, including organizations that represent special populations that are impacted by cancer. To ensure diverse organizational representation, the Committee will periodically review and approve guidelines to be used by the Nominations Task Force regarding recruitment of specific member categories for Steering Committee membership.
5. The Steering Committee is responsible for appointing or convening task forces, as needed, to provide advice on priority cancer sites or issues. Task force committee membership must include an ACCP member, but is not limited to ACCP members. The Steering Committee will review and approve all standing and task force committee recommendations.
6. The Steering Committee is responsible for periodically reviewing the bylaws and ensuring the partnership is in compliance.
7. Any Steering Committee member with three consecutive, unexcused absences, and who has not provided an alternate representative, will be asked to resign from their position by either the Chair or Vice Chair of the Steering Committee. Reinstatement is possible through application to the Steering Committee.

## **VIII. Term of Office for the Steering Committee**

1. Elected members of the Steering Committee will serve two-year, staggered terms. The ACCP term is renewable if the member continues to meet the requirements for ACCP membership and is reelected by the membership. (*Initial elected Steering committee members will serve through 2007. To implement staggered terms, four positions will serve through 2008.*)
2. A vacancy occurring on the Steering Committee may be filled by the Chair or Vice Chair, with approval from the entire Steering Committee, by the appointment of an ACCP member to serve out the remainder of the term. The member appointed must be of the same membership type as the vacant seat (organizational or individual.)

3. Term of office will be January 1 to December 31. Elections will be held in October of each year. *(The exception will be 2006 since all two-year terms will begin in 2005.)*

### **IX. Meetings of the ACCP Steering Committee**

1. The Steering Committee will meet at least quarterly each year or on a frequency determined by the Chair.
2. Members of the Steering Committee are expected to be present or represented at each Steering Committee meeting.
3. The Chair or at least one Co-Chair from each standing committee, Planning/Implementation Workgroup, and Task Force will be present or represented at each Steering Committee meeting. Reports of activities will be submitted as appropriate and/or required at the meeting.
3. Notice of meetings (stating date, time, and place) will be provided to Steering Committee members at least 30 days prior to the meeting. The agenda will be distributed not later than 15 days prior to the meeting. Minutes will be taken, filed and distributed to the members of the Steering Committee. Teleconference capabilities will be available.

### **IX. Chair and Vice-Chair Responsibilities**

1. The ACCP will have a Chair and Vice Chair elected by the Steering Committee.
2. The Chair will:
  - a. Carry out responsibilities of leadership for the ACCP.
  - b. Serve as a spokesperson for the ACCP.
  - c. Convene and preside over meetings of the ACCP and the Steering Committee.
  - d. Appoint the Nominations Task Force, Membership Committee, Planning Implementation Workgroups, and all Standing Committees.
3. The Vice Chair will carry out the duties of the Chair in his/her absence and will assume the duties of the chair, if that office is vacated, through the remainder of the term and will serve as chair of the Nominations Task Force.

### **X. Term of Office for the Chair and Vice Chair**

1. The Steering Committee Chair and Vice Chair will serve for two-year staggered terms, which may be renewed. Individuals may be reelected to serve subsequent terms. *(The first year will require either the Chair or Vice Chair to serve a three-year term.)*

2. A vacancy occurring for the Vice Chair will be filled through the appointment of a member of the Steering Committee by the Chair and Immediate Past Chair to serve out the remainder of the term.

#### **XI. Term of Office for the Immediate Past Chair**

The Chair leaving office will become the Immediate Past Chair and may serve as an ex-officio member of the Steering Committee for one year.

#### **XII. Standing Committees, Planning/Implementation Workgroups and Task Forces**

1. Standing Committees, Task Forces, and Planning/Implementation Workgroups are established by the Steering Committee.
2. Each Standing Committee, Task Force, and Planning/Implementation Workgroup will have a Chair or Co-Chairs. Standing Committees, Task Forces, and Planning/Implementation Workgroups will either elect or accept volunteers as their Chair or Co-Chairs.
3. The Chair/Co-Chairs of each Standing Committee, Task Force, and Planning/Implementation Workgroup will be responsible for creating meeting agendas and ensuring that meeting minutes are recorded.
4. The Chair/Co-Chairs of each Standing Committee, Task Force, and Planning/Implementation Workgroup will be responsible to report to the Steering Committee on the progress of the committee or workgroup activity. Reporting shall be done quarterly to coincide with Steering Committee meetings.
5. Administrative support for the development of agendas and recording minutes will be provided by the support staff of the Alaska Comprehensive Cancer Control Program. The support staff will retain minutes in the department and distribute the minutes to the members of each Standing Committee, Task Force, and Planning/Implementation Workgroup.
6. Teleconference capabilities will be available at all meetings.
7. Any member of a Standing Committee, Task Force, and/or Planning/Implementation workgroup with three consecutive, unexcused absences, and who has not provided an alternate representative, will be asked to resign from their position by either the respective Chair or Co-Chairs of that committee/task force/workgroup, or by the Chair of the Steering Committee. Reinstatement is possible through application to the Steering Committee.

### **XIII. Nominations Task Force**

1. The Nominations Task Force will consist of the Vice Chair and two members of the ACCP membership who are not members of the Steering Committee.
2. Each year the Nominations Task Force will solicit recommendations from the full ACCP for open positions on the Steering Committee. The Nominations Task Force will develop and forward for vote to the ACCP a ballot for the Steering Committee that is consistent with Steering Committee guidelines for categories. This will help ensure broad representation from the ACCP.

### **XIV. Membership Committee**

1. The Membership Committee will consist of one Steering Committee Member (appointed by the Chair) and three members of the ACCP membership who are not members of the Steering Committee.
2. The Membership Committee responsibilities are as follows:
  - a. Recruit new members to the ACCP general membership.
  - b. Review annual reports from the general membership.

### **XV. Voting**

1. Each organizational member of the Partnership is entitled to one vote to be cast by the representative or alternate representative.
2. Individual members, collectively, are entitled to one vote to be cast by their elected representatives or alternate representative.
3. Decision making by the partnership and Steering Committee will be determined by a simple majority of the voting members present or voting by mail, with the exception of bylaw amendments, which require a 60% majority vote by those submitting votes.

### **XVI. Conflict of Interest**

On any matter brought to a vote, a member with a conflict between the interests of the ACCP and the member's organization or private enterprise, will be responsible to declare such a conflict. The Chair will decide whether the member should vote on the issue about which the conflict has been declared.

### **XVII. Quorum**

1. A quorum will consist of one-third of the voting members of the ACCP.

2. Fifty percent of the currently filled positions on the Steering Committee will constitute a quorum. Voting can be conducted by mail or email as approved by the Chair and Vice Chair.

### **XVIII. Amendments to the ACCP Bylaws**

1. The Bylaws may be amended by two means:

a. At a meeting of the full ACCP, where a quorum is present and the vote passes by 60% of those voting.

b. By a mail or electronic mail vote if a quorum responds and the vote passes by 60% of those voting.

2. A notice setting forth the proposed amendments must be sent to all members in good standing at least 30 days prior to the vote.

### **XIX. Role of DPH AK-CCCP Staff**

1. The Department of Public Health (DPH) Alaska Comprehensive Cancer Control Program (AK-CCCP) Coordinator or staff supervised by the Program Coordinator will have the following responsibilities within the ACCP:

a. Attend or have a representative present at all Steering Committee, Standing Committee, and Task Force meetings.

b. Provide administrative support necessary to facilitate the effective operation of the ACCP. These responsibilities include, but are not limited to, working with the Chair, Vice Chair, and other Committee, Task Force, and Planning/Implementation Workgroup Chairs to prepare meeting agendas; facilitating internal communication; developing action plans to address priorities; coordinating implementation activities; and monitoring and tracking overall ACCP comprehensive cancer control activities.

c. Provide and/or facilitate the provision of technical support for assessment, planning, implementation, and evaluation. Facilitate updating plan data, content, goals, objectives and strategies as necessary.