

**OPERATING PRINCIPLES**  
**ADVISORY COMMITTEE TO THE TEXAS CANCER REGISTRY**  
**(FORMERLY ~ TEXAS CANCER DATA WORK GROUP)**

**Article I – NAME & MISSION & PURPOSE**

The name of the organization shall be the Advisory Committee to the Texas Cancer Registry (ACTCR).

The ACTCR Mission Statement is: *“To advise and support the Texas Cancer Registry in achieving its Mission”*

The ACTCR Vision Statement is: *“To contribute significantly to the knowledge of cancer for use in improving the health of Texans”*

The ACTCR also fulfills the Centers for Disease Control and Prevention, National Program of Cancer Registries (NPCR) program requirement that the Texas Cancer Registry (TCR) establishes and regularly convenes an advisory committee to assist in building consensus, cooperation and planning for the Registry.

**Article II - STATUS AND LIMITATIONS**

To achieve the Mission of ACTCR the entity shall be organized as a voluntary, non-profit, non-stock civil Advisory Committee. The ACTCR shall hold no assets. The ACTCR shall not participate in partisan political activity.

**Article III – MEMBERSHIP**

Section 1 - ELIGIBILITY: Membership for the ACTCR is available to individuals representing organizations that agree to, and are committed to the Purpose, Mission and Vision of the ACTCR. The total number of ACTCR Members shall not exceed 30 persons (not including current TCR employees). There are two levels of participation that are expected with ACTCR Membership, including:

1. ACTCR Members:
  - Represent public, private, nonprofit groups, or themselves as citizens, volunteers or cancer survivors
  - Regularly attend ACTCR meetings or send an appointed delegate
  - Vote by simple majority of those attending
  - Actively serve on at least one ACTCR Operational Committee (see Article VIII, Section 2) per calendar year according to interest or as requested by the Chair
  - Provide letters of support to the TCR for registry funding and/or project proposals
  - There are no term limits for general membership
  
2. ACTCR Officers:
  - Plan and conduct the ACTCR Meetings
  - The Chair and Vice Chair may not hold those positions for more than two calendar years upon election
  - Represent public, private, nonprofit groups, or themselves as citizens, volunteers or cancer survivors
  - Attend all ACTCR meetings or ensure other appointed Officers agree to substitute in

that role

- Vote by simple majority of those attending
- Actively serve on at least one ACTCR Operational Committee (see Article VIII, Section 2) per calendar year according to interest or as requested by the Chair
- Provide letters of support to the TCR for registry funding and/or project proposals

Section 2 – REPRESENTATION: In compliance with NPCR program standards, the ACTCR will endeavor to ensure that among its membership the following groups are represented:

- Other cancer control programs funded in whole or in part through the CDC National Cancer Prevention and Control Program
- Hospital cancer registrars
- American Cancer Society
- Clinical pathology laboratories
- Pathologists
- Clinicians

Additionally, representation may include the following functional stakeholder categories:

- Institutions of Higher education
- Cancer treatment centers
- Research institutions
- Epidemiologists
- Texas Cancer Registry data users
- Ambulatory surgery centers
- Other state and local governmental entities
- Other appropriate representatives as determined by the ACTCR Chair and TCR Branch Manager

Section 3 – APPLICATION: Requests for Membership in the ACTCR should be delivered to the TCR ACTCR Coordinator in writing; requests must include the individual's name, the name of the organization they will be representing and other relevant contact information. Determination of membership eligibility will be made by the TCR Branch Manager in consultation with the ACTCR Chair or Vice Chair; dependent upon Membership position availability, the TCR ACTCR Coordinator shall provide the requestor with a written ACTCR Membership offer.

Section 4 – RESIGNATION: Any elected ACTCR Officer or Member may resign their membership at any time for any reason, or no reason, by mailing or emailing a resignation notice to the ACTCR Chair, TCR Branch Manager and TCR ACTCR Coordinator. Officers must provide notice of resignation no less than two (2) weeks before the next scheduled ACTCR meeting.

Section 5 – ATTENDANCE: Any Member who misses two consecutive ACTCR meetings without reasonable cause, may have their ACTCR Membership status revoked at the discretion of the TCR Branch Manager and/or ACTCR Chair. Attendance is confirmed for each Member as they participate in ACTCR meetings via the following methods:

- Attendance in person by Member
- Attendance via conference call
- Attendance by previously Appointed delegate

## **Article IV – VOTING**

Section 1 - MULTIPLE VOTING: Any individual Member may cast only one vote on any question called to a vote.

Section 2 - CASTING BALLOTS: A Member must be present (in person or by conference call) at the meeting in order to vote. Votes shall be counted by a show of hands, voice vote or written ballot. If a written ballot is used, absentee ballots may be accepted when appropriate and time permits. Absentee ballots must be distributed to members at least ten days prior to the date on which the vote is to occur. Absentee ballots must be received by the TCR no later than the day before the date on which the vote is to occur. If individual Members are not able to participate in the voting process, only then may their Appointed delegate vote in lieu of that Member.

Section 3 - REFERENDUMS: The ACTCR Chair, Vice Chair, TCR Branch Manager and TCR ACTCR Coordinator may at any time solicit advice from the Members. Upon receiving a simple majority of votes, specific referendums may be authorized and may be considered advisory or binding to the ACTCR.

## **Article V - MEMBERSHIP MEETINGS**

Section 1 – REGULAR MEETINGS: The ACTCR shall meet no less frequently than three times per calendar year. The time and place shall be arranged by the TCR ACTCR Coordinator or other Members as assigned by the Chair or Vice Chair unless specified by referendum at a previous meeting. The agenda for each meeting shall be established by the TCR with input from ACTCR Members, approval by the Chair and dissemination by the TCR ACTCR Coordinator. A tentative meeting schedule for the following calendar year shall be agreed upon by the Members at their last regular meeting of the State fiscal year.

Section 2 - SPECIAL MEETINGS: A special meeting of the ACTCR may be called at any time by the Chair, the TCR Branch Manager or by majority vote. The agenda of a special meeting may include any items properly brought before a regular meeting. Only those matters described in the notice shall be discussed at the meeting.

Section 3 - NOTIFICATION: Every regular or special meeting must be preceded by notice to Members. Notification will be made by email at least 30 calendar days prior to each meeting and at least 5 working days prior to special meetings. In addition to this notice, separate notification shall be made approximately two weeks prior to the meeting; this shall include the proposed agenda, other pertinent information, shall summarize any proposed changes in the Operating Principles (if applicable) and shall include a description of the matter or matters for which the meeting was called that are exception to routine business.

Section 4 - QUORUM: A quorum consists of the Members present (in person or by conference call) and voting.

## **Article VI – ACTCR OFFICERS**

Section 1 – ELECTION and APPOINTMENT of ACTCR OFFICERS: ACTCR Officers include the following positions:

- ACTCR Chair
- ACTCR Vice Chair

- TCR Branch Manager
- TCR ACTCR Coordinator

Elected ACTCR Officers include the Chair and Vice Chair. The Members shall nominate one or more Members for each vacant elected position. Elections for the ACTCR Chair and Vice Chair Offices shall be conducted by a show of hands, voice vote, written ballot and/or electronic vote. Regular elections will be held at the last regular meeting of the state fiscal year of each even numbered year. ACTCR Chair and Vice Chair positions shall be approved by an affirmative majority vote (exceeding 50 percent) of the ACTCR Members in attendance. Newly elected officers assume their duties at the next regular ACTCR meeting. ACTCR Chair and Vice Chair positions shall not exceed two calendar years upon election. In the event the ACTCR Chair cannot continue their role, the Vice Chair shall serve as the interim Chair until such time as an election for Chair can be held. A special election may be called by the TCR Branch Manager at any meeting to fill the Chair or Vice Chair position for the remainder of the regular term of that office when such position becomes vacant for any reason. Individual Members who wish to be considered for the next ACTCR Chair and Vice Chair openings should contact the TCR ACTCR Coordinator so that their name may be added to the list of candidates to be voted upon.

The current TCR BRANCH MANAGER and TCR ACTCR Coordinator are permanent ACTCR Officers and are not appointed by majority vote of the ACTCR. These positions can only be held by current TCR employees.

Section 2 - TERMS OF OFFICE: Elected ACTCR Officers are chosen for two-year terms. Their terms shall expire when the newly elected officers assume their duties at the meeting following election.

Note: the following ACTCR Officers are not elected and their terms do not expire:

- TCR Branch Manager
- TCR ACTCR Coordinator

Section 3 - VACANCIES: Any Officer who misses two consecutive meetings without good cause as determined by the TCR Branch Manager, may be removed from office. Any Officer vacancies may be filled for the remainder of the term in accordance with Section 1, above. No Officer shall appoint his or her successor.

## **Article VII – OFFICERS ADMINISTRATIVE ITEMS**

Section 1 - CHAIR: The Chair shall preside over ACTCR meetings. The Chair shall be responsible for routine administration of the affairs of the ACTCR. Support services for the ACTCR may be delegated as necessary. The Chair shall select and appoint Operational Committee chairs who shall coordinate special projects that involve other Members. Operational Committee chairs shall not be considered Officers; rather, they shall coordinate individual Member efforts on special projects.

Section 2 - VICE CHAIR: The Vice Chair shall assume the duties of the Chair should that office become vacant and shall preside at meetings when the Chair is unable to attend. The Vice Chair shall assist with meetings and carry out other assignments at the request of the Chair.

Section 3 - TCR BRANCH MANAGER: The TCR Branch Manager shall coordinate with the Chair, Vice Chair and TCR ACTCR Coordinator to prioritize meeting agenda items to be

discussed at future meetings. The TCR Branch Manager shall determine ACTCR membership eligibility; recommend appropriate selection/retention of Members to the Chair; and ensure ACTCR endeavors are in the best interest of the TCR and fall within its expectations of the ACTCR.

Section 4 - TCR ACTCR COORDINATOR: Solicits input from ACTCR Members regarding current cancer epidemiology and surveillance events, disseminates essential meeting information, coordinates future meetings, receives new membership requests and works with other Officers to ensure ACTCR initiatives are being implemented appropriately.

### **Article VIII – ACTCR ORGANIZATIONAL STRUCTURE AND WORKFLOW**

Section 1 – MEETING NOTIFICATION AND COORDINATION: In a timely manner preceding ACTCR meetings, the TCR ACTCR Coordinator will solicit Members for topic proposals to be addressed at the upcoming meeting. Each Member may choose to submit up to two proposed discussion topics to the TCR ACTCR Coordinator for each meeting. These suggestions will be collected and discussed amongst ACTCR Officers to determine the priority of topics and issues to be discussed at the next meeting. These topics/issues will be included in a formal Agenda and will be disseminated to Members approximately two weeks prior to the next regularly scheduled meeting. Meeting minutes will be distributed by the TCR ACTCR Coordinator to all ACTCR Members following each meeting. Additionally, ACTCR meeting minutes shall be mutually distributed between the ACTCR and the Texas Comprehensive Cancer Control Coalition (TCCCC) as numerous Members serve on both groups; this shall help reduce redundant focus on congruent projects being addressed by both groups. For time-sensitive issues, the TCR ACTCR Coordinator shall notify all Members regarding with details surrounding the issues; then will make appropriate arrangements so that the ACTCR may meet to discuss and potentially act upon the issue as necessary.

Section 2 – OPERATIONAL COMMITTEES: At each ACTCR meeting, a limited number of topics/issues selected by the Officers to be discussed shall be listed on upcoming meeting agendas and will be distributed to all Members prior to the next meeting. The issues selected must be deemed applicable to both the ACTCR and TCR Missions by the Chair or Vice Chair and shall be presented at the meeting by the Chair. Operational Committees shall be formed as needed to assess, and work on various issues, concerns or other topics which are proposed to the ACTCR by Members. Operational Committees formed to address specific projects/issues shall provide written project summaries and progress reports for assigned projects to the TCR ACTCR Coordinator three weeks prior to each meeting. During each meeting, time will be allocated for Operational Committees to summarize and discuss their ongoing/completed projects with the ACTCR.

Section 3 - OTHER COMMITTEES: The Chair may appoint such other committees, including Ad Hoc Committees, as are deemed necessary to support the efforts of the ACTCR.

### **Article IX - MISCELLANEOUS PROVISIONS**

Section 1 - COMPENSATION: Elected ACTCR Officers and Members may not be compensated for their time and effort or expenses related to attending meetings.

Section 2 – DONATED HOURS AND EXPENSES: As part of its grant with the CDC-NPCR, the TCR reports matching funds (in-kind expenses) provided by others in support of the registry. ACTCR members are asked to report hours and expenses on the "Donated Hours Form" at each

regular ACTCR meeting to include any activities undertaken in support of the TCR since the last regular meeting.

#### **Article X - ADOPTION AND AMENDMENTS**

These Operating Principles and any amendments thereto, may be adopted at any regular or special meeting of the ACTCR by majority vote of Members present and entitled to vote. Proposed amendments to the Operating Principles must be summarized in the notice for the meeting at which the amendments are to be voted on.

#### **Article XI – CONTINUATION OF THE ACTCR**

Stakeholder involvement with the TCR is important to ensuring high quality data are collected and disseminated for use in cancer prevention, control and research activities. The ACTCR will remain in existence so long as stakeholder input provides value to the Department of State Health Services' cancer surveillance and epidemiologic programs.

#### **CERTIFICATION**

Final Operating Principles were adopted by majority vote of ACTCR members conducted electronically on September 10, 2008.