

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

**Article I – NAME, MISSION, & VISION**

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.

These Operating Principles are guidelines for the Advisory Committee to the Texas Cancer Registry (ACTCR).

**Article III – MEMBERSHIP**

Section 1 - ELIGIBILITY: Volunteer membership for the ACTCR is available to individuals representing organizations that agree to, and are committed to the mission and vision of the ACTCR. The total number of ACTCR members shall not exceed 30 persons.

Section 2- EXPECTATIONS: ACTCR members are expected to:

- Regularly attend ACTCR meetings (in person or by conference call) or send an appointed delegate;
- Provide input on matters concerning the Texas Cancer Registry;
- Provide letters of support to the TCR for registry funding and/or project proposals;
- Actively participate in committees or workgroups as created by the Chair.

Section 3 – REPRESENTATION: In compliance with NPCR program standards, the ACTCR shall 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, with a focus on both American College of Surgeons, Commission on Cancer accredited and non-accredited 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 4 – APPLICATION: Requests for membership in the ACTCR should be submitted to the TCR ACTCR Coordinator in writing (letter, e-mail, etc.); 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 5 – RESIGNATION: Any elected ACTCR officer or member may resign their membership at any time 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 weeks before the next scheduled ACTCR meeting.

Section 6 –TENURE: There are no term limits for ACTCR members. Any member may have his or her ACTCR membership status revoked at the discretion of the TCR Branch Manager.

#### **Article IV – ACTCR LEADERSHIP AND ADMINISTRATION**

The ACTCR shall be led by two officers elected from among ACTCR members—a Chair and a Vice-Chair. These officers, along with the TCR Branch Manager and ACTCR Coordinator, shall have special responsibilities regarding leadership and administration of ACTCR, as follows:

Section 1 - CHAIR: The Chair shall work collaboratively with the Vice Chair and TCR Branch Manager to plan ACTCR meetings. The Chair shall preside over ACTCR meetings and shall be responsible for routine administration of the affairs of the ACTCR. Support services for the ACTCR may be delegated as necessary. The Chair may select and appoint committees or workgroups as needed.

Former Chairs are strongly encouraged to continue providing informal leadership and participating in the affairs of the ACTCR after their terms have expired.

Section 2 - VICE CHAIR: The Vice Chair shall work collaboratively with the Chair and TCR Branch Manager to plan ACTCR meetings. The Vice Chair 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. In the event that the office of Chair should become vacant

before a planned election, the Vice Chair shall become the Chair. The Vice-Chair is the Chair-elect as described in Article VII.

**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:** The 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 V - ACTCR MEETINGS**

**Section 1 – REGULAR MEETINGS:** The ACTCR shall meet no less frequently than three times per federal grant 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.

**Section 2 - SPECIAL MEETINGS:** A special meeting (in person or by conference call) of the ACTCR may be called at any time by the Chair, the TCR Branch Manager or by majority vote to address specific or time-sensitive issues.

**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 prior to the meeting including the proposed meeting agenda.

**Section 4 - QUORUM:** A quorum consists of the members present (in person or by conference call) and voting at a regular or special meeting.

**Section 5 - MEETING MINUTES:** Meeting minutes shall be distributed by the TCR ACTCR Coordinator to all ACTCR members following each meeting for their review. These serve as a record of the major topics discussed and actions taken at the meeting. Members may approve the minutes of the last meeting at the next ACTCR meeting.

### **Article VI – VOTING**

Any member of ACTCR or the TCR Branch Manager or ACTCR Coordinator may request that members vote in order to determine members' opinions, preferences, or advice on a matter of relevance to the ACTCR or the TCR.

**Section 1 - VOTING:** Any individual member may cast only one vote on any question called to a vote. If an individual member is not able to participate in the voting process, only then may his or her appointed delegates vote in lieu of that member.

Section 2 - CASTING BALLOTS: Votes may be counted by a show of hands, voice vote, written ballot, and/ or electronic poll. Votes may take place at a general or special meeting. In the case of a vote taken during a meeting, all members joining the meeting by phone and in person shall have the opportunity to be included in the tally. Absentee voting may be allowed for matters being voted on in a meeting, in which case the ACTCR Coordinator shall notify all members of this possibility and provide a deadline for responding. Votes may also take place in between meetings as long as all members are notified and given a clear deadline to respond at least seven calendar days after the time of notification.

## **Article VII – ACTCR OFFICER ELECTION**

### **Section 1 – REGULAR ELECTIONS OF ACTCR OFFICERS:**

This section describes the process by which ACTCR members may become officers for the ACTCR for defined commitments of time. As described in Article IV, the ACTCR officers are the Chair and the Vice Chair.

Regular elections shall be held at the last regular meeting of the federal grant year (which ends in June) of each year to elect a new ACTCR Vice Chair. The ACTCR Vice Chair shall be approved by an affirmative majority vote of the ACTCR members voting (or plurality in the case of more than two candidates), following the provisions described in Article VI. At the same time, the previous year's Vice Chair shall become the Chair.

The newly elected Vice Chair shall assume the role of Chair in approximately one year; therefore, the Vice Chair may also be known as the Chair-elect. The Vice Chair shall become the Chair and the new Vice Chair shall take his or her new position immediately upon election.

In order to promote smooth transition, the current Vice Chair is encouraged to approach a member or members about running for election to the Vice Chair position in anticipation of the yearly election. Members are also encouraged to indicate interest in running for Vice Chair without having been approached by communicating with the ACTCR coordinator in writing.

### **Section 2 - SPECIAL ELECTIONS**

In the event the ACTCR Chair cannot continue in that role, the Vice Chair shall become the Chair for the remainder of the term. A special election may be called by the TCR Branch Manager at any meeting to fill the Vice Chair position for the remainder of the regular term of that office. At the next regular election time, the Vice Chair may continue in the role of Chair for a full term starting with the time of the regular election cycle if he or she agrees to do so.

Section 3 - TERMS OF OFFICE: Elected ACTCR officers are chosen for two-year terms, including one year as Vice-Chair and one year as Chair. Their terms shall expire when the newly elected officers assume their duties at the meeting following election.

After at least six months of leaving an officer position, a former officer becomes eligible again for consideration as an officer in ACTCR elections.

Section 4 – SPECIAL CIRCUMSTANCES, SUMMER 2011 ELECTION: The process of the

Vice Chair becoming the Chair and elections being held for the Vice Chair as described in Section 1 of this Article shall come into place in the summer 2011 ACTCR meeting if endorsed by the vote of a majority of members. An exception to the officer tenure limitation discussed in Article VII-Section 3 shall be made for the current Vice Chair in the summer 2011 ACTCR officer election due to a change in governance structure.

### **Article VIII - 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 may be 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 OF AND AMENDMENTS TO THE ACTCR OPERATING PRINCIPLES**

Any members may propose changes to the Operating Principles. Members may take a vote to propose changes to the Operating Principles to the TCR Branch Manager. TCR staff may also initiate proposed changes to the Operating Principles and solicit ACTCR member input.

Since the Operating Principles are an agreement between the TCR Branch Manager and stakeholders, they shall go into effect if endorsed by the TCR Branch Manager and a majority of the ACTCR members voting at the time a vote is called to make changes. Voting by members shall follow the process described in Article VI.

### **Article IX – 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**

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

Revisions to the Operating Principles were adopted by majority vote on May 9, 2011; additional revisions were adopted by majority vote on June 15, 2011.