



## **ADVISORY COMMITTEE TO THE TEXAS CANCER REGISTRY OPERATING PRINCIPLES**

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

The name of this 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 (CDC), 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 TCR.

### **Article II – STATUS AND LIMITATIONS**

To achieve the mission of ACTCR the committee 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 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 and actively participate in ACTCR meetings (in person or by conference call) or send an appointed delegate;

- Provide input on matters concerning the TCR;
- Provide letters of support to the TCR for registry funding and/or project proposals;
- Actively participate in ad hoc committees or workgroups;
- Notify Chair and/or TCR ACTCR Coordinator when participation on a regular and routine basis is not possible.

**Section 3 – REPRESENTATION:** In compliance with NPCR program standards, the ACTCR shall endeavor to ensure that its membership includes representatives from the following groups or organizations:

- Other cancer control programs funded in whole or in part through the CDC
- 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
- TCR 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 (e.g., email or letter); 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 and/or Vice-Chair; the addition of new members is dependent upon availability of membership positions. 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; members may provide notice of resignation at any time.

**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 in consultation with the ACTCR Chair.

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

The ACTCR shall be led by two officers selected from the ACTCR membership—a Chair and a Vice Chair. These officers, along with the TCR Branch Manager and TCR 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, TCR Branch Manager, and TCR ACTCR Coordinator to plan ACTCR meetings. The Chair shall preside over ACTCR meetings and may appoint committees or workgroups as needed. Other support services for the ACTCR may be delegated as necessary. 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, TCR Branch Manager, and TCR ACTCR Coordinator 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 TCR ACTCR Coordinator shall be responsible for routine administration of the affairs of the ACTCR. The TCR ACTCR Coordinator shall solicit input from ACTCR members regarding current cancer epidemiology and surveillance events, disseminate essential meeting information, coordinate future meetings, receive new membership requests, and work with other officers to ensure ACTCR initiatives are being implemented appropriately.

## Article V – MEETINGS

**Section 1 – REGULAR MEETINGS:** The ACTCR shall meet no less than two 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 majority vote of ACTCR Members 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 of ACTCR Members 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 by the TCR ACTCR Coordinator or TCR Branch Manager 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 from 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 ACTCR 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 TCR 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 – OFFICERS

**Section 1 – SELECTION 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. Officers shall be selected by nomination from membership or appointed by the TCR Branch Manager. When the Vice-Chair position is vacant or soon-to-be vacant, the TCR ACTCR Coordinator will solicit the members for nominations for a new Vice-Chair.

Selection options are as follows:

- If two or more individuals are nominated, the TCR Branch Manager and/or TCR ACTCR Coordinator will contact each person to determine if they accept the nomination to become Vice-Chair. If two or more individuals accept nominations, 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.
- If only one individual is nominated, the TCR Branch Manager and/or TCR ACTCR Coordinator will contact that person to determine if they accept the nomination to become Vice-Chair.
- If no nominations are submitted and/or accepted, the TCR Branch Manager will appoint a member to become Vice-Chair.

The newly elected Vice-Chair shall assume the role of Chair when the current Chair's term is expired, thus 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 selection.

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 TCR ACTCR Coordinator in writing.

**Section 2 – TERMS OF OFFICE:** The Chair will serve in the position for two regular meetings, a period lasting approximately one year. When the Vice-Chair assumes the position of Chair, selection of a new Vice-Chair will be initiated during meeting which transition takes place. Term lengths may be amended as needed with agreement of term among TCR Branch Manager, TCR ACTCR Coordinator, Chair, and Vice-Chair. After at least six months of leaving an officer position, a former officer becomes eligible again for consideration as an ACTCR officer.

## **Article VIII - MISCELLANEOUS PROVISIONS**

**Section 1 - COMPENSATION:** Elected ACTCR officers and members will 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 AND AMENDMENTS OF THE 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 Texas Department of State Health Services (DSHS) Cancer Epidemiology and Surveillance Branch (CESB).

## **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.

Revisions to the Operating Principles were adopted as presented on March 24, 2017, with the stipulation that if need be, they would be revised to include the new committee name.