



## **North Carolina Advisory Committee on Cancer Coordination and Control (Advisory Committee) Bylaws**

### **ARTICLE I: MISSION**

The mission of the Advisory Committee is to:

*facilitate the reduction of cancer incidence and mortality for all North Carolinians, enhance statewide access to quality treatment and support services, and maximize quality of life for all North Carolina cancer survivors, patients, and their loved ones through educating and advising government officials, policy makers, public and private organizations, and the public.*

### **ARTICLE II: DUTIES AND RESPONSIBILITIES**

The Advisory Committee duties and responsibilities are set forth in *Section 130A-33.51* of the *North Carolina General Statutes*. They are:

1. To recommend to the Secretary a plan for the statewide implementation of an interagency comprehensive coordinated cancer control program;
2. To identify and examine the limitations and problems associated with existing laws, regulations, programs, and services related to cancer control;
3. To examine the financing and access to cancer control services for North Carolina's citizens, and advise the Secretary on a coordinated and efficient use of resources;
4. To identify and review health promotion and disease prevention strategies relating to the leading causes of cancer mortality and morbidity;
5. To submit a written report to the Secretary, by October 1, addressing progress in the implementation of a comprehensive cancer control program including an accounting of funds expended and the anticipated funding needs for full implementation of recommended programs;
6. To recommend standards for:
  - a. Oversight and development of comprehensive cancer control services;
  - b. Development and maintenance of interagency training and technical assistance in the provision of comprehensive cancer control services;

- c. Program monitoring and data collection;
- d. Statewide evaluation of locally-based comprehensive cancer control programs;
- e. Coordination and funding sources for comprehensive cancer control programs; and
- f. Procedures for awarding grants to local agencies providing comprehensive cancer control services.

### **ARTICLE III: ADDITIONAL RESPONSIBILITY**

The Advisory Committee will serve in an advisory capacity and as medical liaison to the North Carolina Central Cancer Registry.

### **ARTICLE IV: MEMBERSHIP**

Membership is in accordance with G.S. 130A, Sec. 288. Except for the Secretary of the Department of Health and Human Services, members are appointed by the Governor, Speaker of the House of Representatives and/or President Pro Tempore of the Senate, for a four-year term. Members may succeed themselves for one term, but may be appointed again after missing one term.

### **ARTICLE V: OFFICERS**

#### **Section 1: *Chair***

The Chair shall preside at all meetings of the Advisory Committee, serve as Advisory Committee spokesperson, and sign all official papers and documents of the Advisory Committee. The Chair shall be elected for a two-year term and may succeed him/herself for another two-year term.

#### **Section 2: *Co-Chair***

The Co-Chair shall perform duties of the Chair in the absence of the latter. The Co-Chair shall be elected for a two-year term and may succeed him/herself for another two-year term. When both the Chair and Co- Chair are absent, a chair Pro Tempore shall be selected by those members present.

#### **Section 3: *Executive Director***

The Branch Manager of the NC Cancer Prevention and Control Branch shall serve as ex officio, liaison and advisor to the Advisory Committee and will handle its secretarial needs.

#### **Section 5: *Election of Officers***

A nominating Committee shall be appointed by the Chair at the end of his/her term at the last regularly scheduled meeting of the fiscal year. The Nominating Committee shall nominate a Chair and Co-Chair for the Advisory Committee report on its selection two weeks before the first regularly scheduled meeting of the next fiscal year.

## ARTICLE VI: MEETINGS

### Section 1: *Regular Meetings*

A calendar for each successive year will be decided upon by the Advisory Committee at the last meeting of each State fiscal year. The Committee shall meet not more than twice a year at the call of the chair.

### Section 2: *Notice of Meetings*

Notice of each meeting will be communicated to each member at least three weeks prior to each regular meeting.

### Section 3: *Special Meetings*

Special meetings may be called by the Chair or in his/her absence, by the ***Co-Chair***, by giving each member a one-week notice.

### Section 4: *Quorum*

A quorum is required for any action of an official nature. A meeting quorum exists when a minimum of ten (10) members of the Advisory Committee membership are in attendance. Absentee ballots and proxy votes shall be counted when a quorum exists. Options for voting may also be through electronic communication (email, teleconferencing, and/or fax).

### Section 5: *Rules of Order*

General parliamentary rules, as in the latest revised edition of *Robert's Rules of Order*, shall be observed in conducting meetings of the Advisory Committee.

### Section 6: *Attendance*

Members are expected to attend meetings and to maintain active communication with the Advisory Committee, the Chair and lead staff. If a member is absent from more than ***one meeting (per Executive Order No. 34, "appointees are required to attend 75% of the board's regularly scheduled meetings".)*** in a one-year period, except when prevented by illness, the Chair will write to that member to determine his/her commitment to the Advisory Committee. If there is no response, or if the member wishes to resign, the Chair will notify the organization that appointed that member and request a new appointment. A letter of resignation by an Advisory Committee member should be submitted to the Chair.

### Section 7: *Reimbursement for Expenses*

***There will be no reimbursement of expenses unless funds are allocated from the State Budget.***

## **ARTICLE VII: SUBCOMMITTEES**

### **Section 1: *Appointments***

The Chair shall have the authority, subject to approval of the Advisory Committee, to appoint such Subcommittees or work groups as deemed necessary to complete the work of the Advisory Committee. The functions and composition of all Subcommittees shall be kept current and appended to the *Bylaws*.

### **Section 2: *Membership***

The Advisory Committee members of any Subcommittee may, at the discretion of that Chair/Associate Chair, invite such other persons as they choose to become members of their Subcommittee.

### **Section 3: *Election of Officers***

Leadership of each Subcommittee will be appointed by the Chair and Co-Chair for a two-year term and may be succeeded by him/herself for another two-year term. The Chair must be an appointed Advisory Committee member.

### **Section 4: *Voting***

Subcommittee recommendations that need official action will be presented to the Advisory Committee for a vote and determination of final action. Official determination must be voted on for final action by the Advisory Committee. All other recommendations must be approved by the Chair and Co-Chair.

## **ARTICLE VIII: AMENDMENTS**

These *Bylaws* may be amended at any regular meeting of the Advisory Committee by a majority vote, provided a two-week notice of any proposed amendment has been given.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

### **Section 1: *Membership***

The Chair shall have the authority, subject to approval of the Advisory Committee, to engage the Executive Committee as deemed necessary to complete the NC State Cancer Control Plan (Cancer Plan) as part of the responsibilities of the Advisory Committee. The Executive Committee will consist of the Advisory Committee Chair, Co-Chair and the Advisory Committee chairs of each subcommittee. The Executive Committee will advise and provide final approval of the Cancer Plan to be submitted to the Department of Health and Human Services.

***The Executive Committee will meet by conference call the month following the semi-annual meeting.***