

OPERATING PRINCIPLES
TEXAS COMPREHENSIVE CANCER CONTROL COALITION
c/o Texas Cancer Council
701 West 51st Street
Austin, Texas 78756

Article I – NAME & PURPOSE

The name of the organization shall be the Texas Comprehensive Cancer Control (TCCC) Coalition. The Texas Comprehensive Cancer Control Coalition exists to facilitate partnerships and promote deliberate actions that result in effective cancer prevention and control efforts statewide and that advance the goals of the *Texas Cancer Plan* with the intent of achieving a cancer-free Texas.

Article II - STATUS AND LIMITATIONS

To achieve the purpose of the Texas Comprehensive Cancer Control (TCCC) Coalition the entity shall be organized as a voluntary, non-profit, non-stock civil Coalition. The Coalition shall hold no assets. The Coalition shall not participate in partisan political activity.

Article III – MEMBERSHIP

Section 1 - ELIGIBILITY: Membership in the Coalition is open to any individual who subscribes and commits to the purposes of the Coalition. There are two levels of participation described below:

Members:

- Represent public, private, nonprofit groups, or themselves as citizens, volunteers, or survivors
- Regularly attend Coalition meetings or send appointed delegate
- Receive all Coalition communications
- Vote by consensus
- Actively serve on one of the five Goal Subcommittees and may serve on ad hoc work groups according to interest
- May request letters of support from the Coalition for funding projects, project proposals

Partners:

- Represent public, private, nonprofit groups, or themselves as citizens, volunteers, or survivors
- Attend Coalition meetings as available
- Receive all Coalition communications
- May volunteer to serve on one of the five Goal Subcommittees
- May volunteer to serve on an ad hoc work group according to interest
- May request letters of support from the Coalition for funding, project proposals

Section 2 – APPLICATION: Those seeking membership or partnership shall submit the Member/Partner Profile form that can be obtained from the Coalition Coordinator or at www.texascoalition.org.

Section 3 – ELECTION: Membership shall be approved by an affirmative majority vote of the Executive Committee. No member or partner shall appoint his or her successor. There are no term limits for general membership.

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 at the meeting at the time the vote is called in order to vote. No member may vote by proxy or absentee ballots. All votes shall be counted by a show of hands or voice vote unless otherwise specified in these Operating Principles.

Section 3 - REFERENDA: The Executive Committee may at any time solicit reactions from members through a mail survey. The Executive Committee resolution authorizing the referendum shall indicate whether the results shall be considered advisory or binding on the Executive Committee. Any meeting may initiate an advisory or a binding referendum and shall specify the exact wording of the question and the required follow-up action by the Executive Committee. Members shall have 10 working days to return response forms. Results of the referendum shall be announced at a membership meeting or in printed form within 30 days of the response deadline.

Article V - MEMBERSHIP MEETINGS

Section 1 – REGULAR MEETINGS: The Coalition shall meet as frequently as necessary to transact its business at a location to be specified in advance. The time and place shall be arranged by the Executive Committee or their delegate unless specified by an overt action (referenda) at a previous meeting. The agenda of each meeting shall be established by the Executive Committee and its duly elected officers serving as the Executive Committee. Participation in meetings by electronic means is allowable.

Section 2 - SPECIAL MEETINGS: A special meeting of the Coalition may be called at any time by the Chair, by majority vote of the Executive Committee, or by written request of one-twentieth of the members or a minimum of six members, whichever is greater. 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 may be by hand delivery or email or by mail at least 10 working days prior to each meeting and at least 5 working days prior to special meetings. The notice shall include the proposed agenda and shall summarize any proposed changes in the Operating Principles (if applicable), shall highlight any proposals to dissolve the Coalition (if applicable), and shall include a description of the matter or matters for which the meeting was called that are exception to routine business (as applicable).

Section 4 - QUORUM: A quorum consists of the members present and voting.

Section 5 - PROCEDURE: Roberts Rules of Order, in the current revised edition, shall be in force at the meetings of the Coalition, of the Executive Committee, and of the Coalition committees unless required otherwise by Texas Statutes or these Operating Principles. Non-members of the Coalition may be recognized to speak at Coalition functions at the discretion of the presiding officer who shall also serve as parliamentarian.

Article VI – EXECUTIVE COMMITTEE

Section 1 - AUTHORITY: Subject to directives of regular and special meetings and these Operating Principles, the Executive Committee shall have authority over the activities of the Coalition and be known as the Executive Committee.

Section 2 - COMPOSITION: The Executive Committee shall be composed of the following members:

The Chair of the Coalition;

The Chair- Elect of the Coalition;

A representative from the Texas Department of State Health Services;

A representative from the Texas Cancer Council;

The Chair of the Coalition's Subcommittee I: Prevention Information & Services; The Chair of the Coalition's Subcommittee II: Early Detection & Treatment;

The Chair of the Coalition's Subcommittee III: Professional Education & Practice; The Chair of the Coalition's Subcommittee IV: Cancer Data Acquisition & Planning;

The Chair of the Coalition's Subcommittee V: Survivorship;

An "at-large" member elected by the Coalition from within its membership;

The immediate past Chair of the Coalition.

Section 3 - ELECTIONS: The Executive Committee shall nominate one or more members for each vacant position on the Executive Committee. Additional nominations of members shall be taken from the floor. All elections for the Executive Committee shall be conducted by a show of hands or voice vote unless otherwise specified.

Section 4 - TERMS OF OFFICE: Executive Committee members are elected for two-year terms. Their terms shall expire after the last meeting of their term and upon the election of Executive Committee members, whichever occurs later.

The following terms expire in **odd**-numbered years: (i.e.12/05, 12/07, 12/09)

Chair

Chair of the Coalition's Subcommittee I: Prevention Information & Services

Chair of the Coalition's Subcommittee III: Professional Education & Practice

Member-at -Large

Immediate Past Chair

The terms of all other Executive Committee members expire in **even**-numbered years: (i.e.12/06, 12/08, 12/10)

Chair of Coalition's Subcommittee II: Early Detection and Treatment

Chair of Coalition Subcommittee IV: Data Acquisition and Utilization

Chair of Coalition Subcommittee V: Survivorship

Note: the following Executive Committee terms do **not** expire:

the Texas Cancer Council Representative

Texas Department of State Health Services Representative

Section 5 – EXECUTIVE COMMITTEE MEETINGS: The Executive Committee shall meet on a quarterly basis by conference call, or scheduled in-person meetings – conducted in accordance with reasonable and ethical process. These meetings shall occur prior to each meeting of the Coalition. Executive Committee members shall conduct business by phone, email or regular mail, as necessary to manage the issues and business of the Coalition that may arise, or to complete business begun during a regularly scheduled quarterly meeting. The Executive Committee shall convene in person, if required, to address any special or time-sensitive issues that emerge. Special meetings may be held on the call of the Chair or any three Executive Committee

members after at least 24 hours notice by telephone, mail, email or personal contact. Four Executive Committee members shall constitute a quorum for the transaction of business. The meetings shall be open to the members. Decisions shall be made by majority vote of members present, with the Chair voting only to break ties. Between meetings, the Chair may solicit decisions from the Executive Committee through written communications.

Section 6 - VACANCIES: Any Executive Committee member who misses two consecutive meetings without good cause as determined by the Executive Committee may, at the discretion of the Executive Committee, be removed from office. Any vacancy may be filled for the remainder of the term by the affirmative vote of a majority of the Executive Committee members then in office, but at least two. No Executive Committee member shall appoint his or her successor.

Section 7 - COMPENSATION: Executive Committee members shall not be compensated for their time and effort. The Executive Committee may authorize officers, members, and committee members to be paid actual and necessary expenses incurred while on Coalition business.

Article VII – OFFICERS

Section 1 - CHAIR: The Chair shall preside over all meetings and Executive Committee meetings. The Chair shall be the chief executive officer of the Coalition, responsible for day-to-day administration of the affairs of the Coalition and supervision of any employees or contractors, i.e. support services. Support services for the Coalition may be delegated as necessary. The Chair shall appoint all committee chairs and members who shall serve until the end of that Chair's term with the exception of the Goal Committees whose members shall self select and shall elect a chair from among their committee members. The Chair is an ex-officio member of all committees.

Section 2 – CHAIR-ELECT: The Chair-Elect 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 Chair-Elect shall assist with meetings and carry out other assignments at the request of the Chair.

Section 3 – COMMITTEE CHAIRS: The Committee Chairs shall convene their committees as necessary to conduct the business related to their responsibilities as titled in support of the *Texas Cancer Plan* and the purposes of the Coalition.

Section 4 - MULTIPLE OFFICE HOLDING: The same person may hold the offices of Chair-Elect, Member-at-large, and Committee Chair.

Section 5 - OTHER APPOINTEES: Other persons may be appointed by the Chair with concurrence of the Executive Committee. A legal counsel, an executive secretary, program coordinator, newsletter editor, or such other assistants as are deemed necessary need not be members of the Coalition. A person or persons shall be appointed by the Chair, with the concurrence of the Executive Committee, and shall maintain the official records of the Coalition as well as any archives. That person shall record and distribute the minutes of member meetings and Executive Committee meetings. That person shall maintain a current record of the names and addresses of members entitled to vote and shall send out notices of membership meetings. That person shall prepare publicity for the Coalition and shall prepare the Coalition newsletter unless an editor is appointed to do so. That person shall serve on such committees as is deemed appropriate by the Chair, with the concurrence of the Executive Committee. That person shall serve as an ex-officio member of the Executive Committee.

Article VIII – COMMITTEES

Section 1 - Goal Committees - The *Texas Cancer Plan* Goal Committees will be formed as standing committees to address *Plan* priorities for implementation.

Prevention Information & Services
Early Detection & Treatment
Professional Education & Practice
Cancer Data Acquisition & Planning
Survivorship

Goal Committees will include volunteers from among the Coalition membership. The chairs of the Goal Committees may form work groups to further address plan priorities for implementation. The chairs may recruit work group members, including non-Coalition members, as needed to address priority issues.

Section 2 - Operational Committees - Operational Committees appointed by the Chair are formed as standing committees to address Coalition administrative and operating issues and will report directly to the Executive Committee on their work. Operational Committees are responsible for the ongoing administrative and operational activities of the Coalition and include Nominations, Resources, and Communications.

The Nominations Committee will consist of the Chair and Chair- Elect of the Coalition and three Coalition members who are not members of the Executive Committee. The full Coalition will elect the three Coalition members who are not members of the Executive Committee. The Nominations Committee will solicit recommendations and self-nominations from the Coalition members annually for openings on the Executive Committee, other than those of Goal Committee Chairs, due to expired or vacated positions. Meetings of the Nominations Committee will be held on a frequency determined by the Nominations Committee Chair as needed to fill openings on the Executive Committee due to expired or vacated positions.

The Resources Committee will convene to review funding opportunities and help identify various means of support for Coalition activities.

The Communications Committee will convene to develop strategies to promote the Texas Cancer Plan and the TCCC and develop communication materials as needed by the Coalition on specific projects.

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 Coalition.

Article IX - MISCELLANEOUS PROVISIONS

Section 1 - INDEMNIFICATION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS: As provided by Texas law, the Coalition shall indemnify any officer, Executive Committee member, employee, or agent who was, is, or may be involved in legal proceedings by virtue of his or her good faith actions on behalf of the Coalition.

Section 2 - FISCAL YEAR: The records and accounts of the Coalition shall be maintained on a fiscal year basis from September 1 to August 31.

Section 3 - ACCOUNTS AND INVESTMENTS: Funds of the Coalition shall be promptly deposited at a fiduciary institution designated by resolution of the of Executive Committee.

Article X - ADOPTION AND AMENDMENTS

These Operating Principles and any amendments thereto, may be adopted at any regular or special meeting of the Coalition by two-thirds 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 – DISSOLUTION

The Executive Committee, by a two-thirds affirmative vote of all Executive Committee members, may recommend that the Coalition be dissolved and that the question of such dissolution be submitted to a vote at a subsequent meeting of members. Notice of the meeting shall highlight the question of dissolution. At the meeting, a two-thirds affirmative vote of members present and entitled to vote shall be required to approve a resolution of dissolution. Such a resolution shall direct the Executive Committee to prepare a dissolution plan for subsequent approval by the members as provided under Texas law. Dissolution of the Coalition shall not be final until the members, by majority vote, shall have approved the dissolution plan, either at a meeting or by a binding mail referendum.

CERTIFICATION

These Operating Principles were adopted by unanimous vote at the Coalition meeting on this day of May 20, 2005.

These revised Operating Principles were adopted by unanimous vote at the Coalition meeting on February 15, 2007.