

BYLAWS
of the
OKLAHOMA COMPREHENSIVE CANCER NETWORK
(as amended June 16, 2020)

I. Name

The name of the organization shall be called the Oklahoma Comprehensive Cancer Network (OCCN).

II. Purpose

The purpose of the OCCN is to continually develop, implement, evaluate and update the cancer prevention and control plan for Oklahoma (*State Cancer Plan*).

III. Vision

The vision of the OCCN is to “reduce the burden of cancer in Oklahoma”.

IV. Mission

The mission of the OCCN is to “educate organizations and professionals about cancer and associated risk factors and to support activities that would improve cancer research, education, prevention, and treatment in Oklahoma”.

**This will be accomplished by encouraging broad participation and a process that is evidenced-based, data driven, culturally competent and comprehensive in nature.*

V. Role

1. The role of the OCCN is to provide leadership in and advocacy for:
 - a. Identifying and prioritizing statewide needs for comprehensive cancer prevention and control;
 - b. Identifying interventions and resources;
 - c. Coordinating activities;
 - d. Promoting the availability and development of a sufficient health workforce, equipment, and services;
 - e. Seeking resources to implement plan initiatives;
 - f. Supporting efforts to increase awareness and share strategies to reduce the burden of cancer disparities faced by racially and ethnically diverse and underserved populations.

VI. Membership

1. OCCN membership is open to any organization which meets the following requirements:

a. Be a legally operating entity within the state of Oklahoma (*e.g., non-profit organization, for-profit-organization, tribal or governmental agency, etc.*) interested in working towards reducing the burden of cancer in Oklahoma;

b. Endorse the vision, mission, roles and values of the OCCN;

c. Agree to be identified as an OCCN active member organization in print and/or electronic media;

** active membership is defined as those members who actively participate in designated OCCN workgroups, committees, taskforces, and/or sub groups, maintain a current yearly membership form on file, and have attended at least 50% of meetings in the current calendar year).*

d. Have a vested interest in cancer control in Oklahoma;

e. Submit a yearly membership form designating an organizational representative(s).

2. Representatives of member organizations have the following rights and responsibilities:

a. Support plan implementation of the State Cancer Plan by taking specific action within the member's own organization, or in collaboration with other members or member organizations to help achieve one or more of the OCCN's priorities on a regular basis (*this may occur as part of an organization's daily workload or be a current or ongoing activity*);

b. Serve on the OCCN Executive Team (*if nominated and/or elected by the members of the OCCN*) or on other OCCN committees;

c. Communicate their organizations' viewpoints to OCCN and inform their organizations of OCCN decisions and activities;

d. Select an alternate representative when needed.

3. OCCN membership is open to any individual who meets the following requirements:

a. Have a vested interest in cancer control in Oklahoma (*dedicated to working towards reducing the burden of cancer in Oklahoma*);

b. Endorse the vision, mission, roles and values of the OCCN;

c. Agree to be identified as an individual active member of the OCCN in print and/or electronic media (*refer to section VI, 1c*);

d. Support plan implementation of the State Cancer Plan by taking specific action individually or in collaboration with other members or member organizations to help achieve one or more of the OCCN's priorities on a regular basis;

e. Serve as an active member within OCCN teams, workgroups, committees, taskforces, etc. (*refer to section VI, 1c*);

f. Request membership by submitting a yearly membership form to be placed on file.

4. All member's rights and responsibilities include the following:

a. Attend designated OCCN workgroups, committees, taskforces, and/or sub groups meetings;

b. Support and participate in efforts to evaluate plan implementation activities and to assess effectiveness in achieving the goals and objectives of the State Cancer Plan;

c. Agree to be identified as an active member of the OCCN (*refer to section VI, 1c*);

d. Vote to adopt or reject bylaw amendments;

e. All members retain membership status as long as the OCCN membership requirements are met (*refer to section VI, 1a-e*);

f. Retain the right to resign membership at any time.

5. The Oklahoma State Department of Health (*OSDH*) is a permanent member of the OCCN, by virtue of holding the cooperative agreement with the Centers for Disease Control and Prevention (*CDC*) to fund Comprehensive Cancer Control and serving as the lead agency in Oklahoma:

a. The OSDH OCCCP staff will be non-voting attendees at all OCCN, OCCN Executive Team, and State Cancer Plan Implementation Committee Meetings, Workgroups, Taskforces, etc.

VII. Role-OSDH OCCP Staff

1. The OSDH OCCCP Coordinator (*OCCC*) or staff supervised by the OCCCP Manager will have the following responsibilities within the OCCN:

a. Attend Executive and other committee meetings;

b. Provide administrative support necessary to facilitate the effective operation of the OCCN. These responsibilities include, but are not limited to, working with the Chair, Vice Chair and other Committee Chairs to prepare meeting agendas; facilitating internal communication; developing

action plans to address priorities; coordinating State Cancer Plan implementation activities; and monitoring and tracking overall OCCN comprehensive cancer control activities;

c. Provide and/or facilitate the provision of technical support for assessment, planning, State Cancer Plan implementation and evaluation. Facilitate updating plan data, content, goals, objectives and strategies as necessary.

VIII. OCCN-Meetings

1. The OCCN will meet physically and/or virtually on a bi-monthly basis and more frequently, if necessary, as determined by the OCCN Executive Team.
2. The OCCN Chair and Co-Chair will facilitate the OCCN meetings:
 - a. The OCCN Chair and Co-Chair will serve simultaneously as the Chair and Co-Chair of the OCCN Executive Team.
3. Oklahoma State Department of Health (*OSDH*) Oklahoma Comprehensive Cancer Control (*OCCCP*) staff will provide:
 - a. The notice of meetings (*date, time and location*) will be distributed to OCCN members at a minimum, 30 days prior to the meeting;
 - b. The agenda will be distributed to OCCN Members at a minimum, 4 hours prior to the meeting;
 - c. The meeting minutes will be recorded, filed and distributed to the OCCN members at a minimum, 24 hours prior to the meeting.

IX. OCCN Executive Team-Composition

1. The OCCN Executive Team is the governing body of the OCCN and is responsible for the ongoing development, implementation, and evaluation of the State Cancer Plan:
 - a. The OCCN Executive Team will be composed of representatives of organizations and independent individuals in Oklahoma concerned with cancer prevention and control;
 - b. Diversity will be achieved through encouraging broad based representation from a variety of organizations (*e.g., governmental, tribal, private, non-profit, research organizations, etc.*) and focus areas (*e.g., gender, racial, ethnic, population served, geographic, socio-economic, health disparities, etc.*).
3. The OCCN Executive Team will consist of at least 1 Chair, 1 Co-Chair, and 1 Lead person of each of the priority cancer workgroups.

4. The OCCN Executive Team Chair and Co-Chair may be nominated and/or elected by the OCCN:

a. The OCCN Chair and Co-Chair will serve as the OCCN Executive Team Chair and Co-Chair;

b. The OCCN Chair upon leaving office shall become the Immediate Past Chair and may serve as an ex officio member of the OCCN Executive Team for one term;

c. One term is defined as one calendar year (*January 1-December 31*);

d. In the event a vote is necessary, and a tie vote occurs (*acting in the best interest of the OCCN*) the Chair or Co-Chair may recuse their vote and/or request vote by ex officio.

5. The OCCN Executive Team may be elected by e-mail vote:

a. The vote must pass by simple majority of the active members of the OCCN;

b. The percentage of 50% + 1 will be considered as the simple majority.

6. Members of the OCCN Executive Team may not be non-participating members of the OCCN.

X. OCCN Executive Team-Responsibilities

1. The OCCN Executive Team is responsible for:

a. Providing leadership and policy direction for the OCCN, establishing the process and criteria for determining Plan Implementation priorities from the State Cancer Plan, establishing operational, plan implementation, and ad hoc committees, and communicating statewide priorities and recommendations;

b. Establishing the process for updating the State Cancer Plan as changing conditions warrant (*e.g., advances in science, shifts in the Oklahoma cancer burden, etc.*);

c. Reviewing and approving all standing committee recommendations;

d. Reviewing the OCCN membership to identify gaps and ensure recruitment of a diverse and representative membership, including ex officio members;

e. Reviewing the bylaws and ensuring the OCCN is in compliance.

XI. OCCN Executive Team-Terms of Office

1. The OCCN Executive Team members may serve a minimum of one term (*refer to section IX, 4c*).

2. The OCCN Executive Team members may serve additional terms (*refer to section IX, 4c*) if membership requirements continue to be met and if re-elected and/or nominated by the OCCN.

**Executive Team members may be elected and/or nominated by e-mail vote and the vote must pass by simple majority (refer to section IX, 5b):*

a. In the case of an organizational vacancy on the OCCN Executive Team, the OCCN Executive Team Chair and Co-Chair may nominate an organizational member to serve the remainder of the term (*refer to section IX, 4c*). The organizational representative may be nominated from outside the OCCN if this organization agrees to uphold the mission of the OCCN and submits an OCCN membership form. The nomination may be elected by email vote and vote must pass by simple majority (*refer to section IX, 5b*) of the OCCN Executive Team;

b. In the case of an independent individual vacancy on the OCCN Executive Team the OCCN Executive Team Chair and Co-Chair may nominate an OCCN independent individual member to serve the remainder of the term (*refer to section IX, 4c*). An individual may be nominated from outside the OCCN if this person agrees to uphold the mission of the OCCN and submits an OCCN membership form. The nomination may be elected by email vote and vote must pass by simple majority (*refer to section IX; 5b*) of the OCCN Executive Team.

c. In the case of an OSDH vacancy on the OCCN Executive team, OSDH will appoint its new representative on the OCCN Executive Team;

3. Nominations for the next term (*refer to section IX, 4c*) will be solicited during the final quarter (*September-December*) of the term. Elected nominees will be announced in December and will assume leadership duties in January of the upcoming term.

XII. OCCN Executive Team-Meetings

1. The OCCN Executive Team will meet at least quarterly each calendar year or on a frequency determined by the OCCN Chair and/or Co-Chair;

2. Members of the OCCN Executive Team are expected to be present, or have a non-voting representative, at each OCCN Executive Team meeting;

3. OCCN operational, plan implementation, or ad hoc committees will report on activities to the OCCN Executive Team at meetings, as appropriate and indicated by the OCCN Executive Team;

4. Notice of meetings (*date, time, and location*) will be provided to the OCCN Executive Team by OSDH OCCCP staff at least 30 days prior to the meeting.

**The agenda will be distributed no later than 24 hours prior to the meeting. Minutes will be recorded, filed, distributed and/or made available to members of the OCCN Executive Team and the OCCN by OSDH OCCCP staff.*

XIII. OCCN Executive Team-Chair and Co-Chair

1. The OCCN members will elect their OCCN Executive Team Chair and Co-Chair (*by solicitation, recommendations, and/or self-nominations*).

2. The OCCN Executive Team Chair and Co-Chair cannot be affiliated with the same organization.

3. The OCCN Executive Team Chair and Co-Chair will provide leadership to the Executive Team by the following:

a. Serve jointly as the OCCN Chair and Co-Chair

b. Carry out the responsibilities of leadership for the OCCN Executive Team and OCCN membership;

c. Serve as spokespersons for the OCCN;

d. Convene and preside over meetings of the OCCN Executive Team and OCCN;

e. Establish ad-hoc committees or work groups on an as needed basis, upon approval of the OCCN Executive Team;

f. Travel as identified necessary to the Centers for Disease Control and Prevention (*CDC*) meetings.

XIV. OCCN Executive Team-Terms of Office for Chair and Co-Chair

1. The OCCN Executive Team Chair and Co-Chair may serve a minimum of one term (*refer to section IX, 4c*).

2. The OCCN Executive Team Chair and Co-Chair may serve additional terms (*refer to section IX, 4c*) if membership requirements continue to be met and if re-elected by the OCCN.

**Executive Team Chair and Co-Chairs may be elected and/or nominated by e-mail vote and the vote must pass by simple majority (refer to section IX, 5b).*

3. A vacancy in the OCCN Executive Team Chair or Co-Chair position(s) will be filled by a vote of the OCCN Executive Team members. The vote may be by email and must pass by simple majority (*refer to section IX, 5b*).

a. The newly elected OCCN Executive Team Chair or Co-Chair will serve the remainder of the vacated position's term (*refer to section IX, 4c*);

4. Nominations for the next term (*refer to section IX, 4c*) will be solicited during the final quarter (*September-December*) of the term.
 - a. Elected nominees will be announced in December and will assume leadership duties in January of the upcoming term.
5. The Chair leaving office will become the OCCN Immediate Past Chair and may serve as an OCCN ex officio member of the OCCN Executive Team for a minimum of one term (*refer to section IX, 4c*).

XV. OCCN State Cancer Plan Development and Implementation Committee

1. OCCN State Cancer Plan Development and Implementation Committee may be formed as a standing committee to address prevention efforts which focus on the priority cancers and reducing an individual's risk of cancer incidence and mortality.
 - a. Additional ad-hoc committees may be added over-time, as plan priorities change.
2. The OCCN State Cancer Plan Development and Implementation Committee will include both the OCCN Executive Team and volunteers from among the OCCN membership:
 - a. The OCCN Executive Team Chair and Co-Chair(s) will serve as Chair and Co-Chair(s) of the committee;
 - b. The OCCN Executive Team Workgroup Leads will serve as Workgroup Leads of the committee;
 - c. OCCN members may serve as additional members of the committee;
 - d. All committee members retain membership as long as OCCN membership requirements are met.
3. The Workgroup Leads of the OCCN State Cancer Plan Development and Implementation Committee will;
 - a. Maintain committee workgroup membership to further address the State Cancer Plan priorities for plan implementation;
 - b. Report committee workgroup progress directly to the OCCN State Cancer Plan Development and Implementation Committee Chair and Co-Chair(s);
 - c. Appoint committee workgroup members, as needed to address priority issues;

d. Maintain communication tools designed to address potential overlap and duplication in goals and objectives, as written in the State Cancer Plan.

XVI. Voting

1. Decision making by the OCCN and the OCCN Executive Team may be by in-person and/or e-mail vote and the vote must pass by simple majority (*refer to section IX, 5b*).

2. OSDH OCCCP staff does not have a vote.

3. Conflict of Interest:

a. On any matter brought to a vote, any member with a personal or organizational financial conflict of interest between the interests of the OCCN and the individual or member's organization will be responsible to declare such conflict;

b. The Executive Team Chairs or Operational Chairs of any other committee will decide whether the member shall vote on the declared issue of conflict.

4. Quorum (*applies to only the Executive Team*):

a. Six of the currently filled positions present at any meeting of the Executive Team shall constitute a quorum;

c. If a quorum is not present, a simple majority (*refer to section IX, 5b*) of those present shall be sufficient to approve any proposed action;

b. The Chair and Co-Chair are authorized to conduct Executive Team business by e-mail if deemed necessary.

XVII. Amendments to the OCCN bylaws

1. Proposed amendments to these by-laws must be submitted to OSDH OCCCP staff for distribution to the Executive Team at least 30 days prior to the next Executive Team meeting. The Executive Team shall appoint an ad hoc by-laws Committee to evaluate the proposed amendments and report back to the Executive Team with recommendations, at the next scheduled Executive Team meeting.

2. The bylaws may be amended by e-mail vote and the vote must pass by simple majority (*refer to section IX, 5b*).