

# **Michigan Cancer Consortium Bylaws**

**(Approved April 17, 2007)**

## **I. Mission**

The MCC is a statewide, broad-based partnership that strives to include all interested public and private organizations and provides a forum for collaboration (communication, coordination and the sharing of resources) to reduce the burden of cancer among the citizens of Michigan by achieving the Consortium's research-based and results-oriented cancer prevention and control priorities.

## **II. Guiding Principles**

1. The Consortium's decisions reflect its Guiding Principles as adopted on September 27, 2006.
2. The Guiding Principles may be amended by either one of the two means described in Section XII. 1. d). Voting.

## **III. Purpose**

1. Assisted by advisory committees, the MCC shall develop, implement and evaluate a comprehensive plan to reduce cancer incidence, mortality, and morbidity in Michigan, which shall include all of the following:
  - a. An analysis of the burden of cancer in Michigan and the progress made toward reducing cancer incidence, mortality, and morbidity.
  - b. The identification of priorities for cancer prevention, detection, treatment, rehabilitation, and/or palliation.
  - c. Recommended strategies to implement cancer control priorities, and to remove barriers to screening, diagnosis, and treatment. Strategies shall be included that emphasize reaching underserved and high- risk populations, and shall be designed to close the gap between minority and majority populations.
  - d. The identification of areas that need evaluation and research related to the development and delivery of effective cancer prevention and control efforts.
2. The MCC shall assist in efforts to identify and attract resources needed to implement its priorities and evaluate impact.
3. The MCC shall advocate as needed to achieve its cancer control priorities.
4. The MCC shall identify opportunities and mechanisms for information exchange and coalition building and makes referrals for those parties interested in addressing cancer control issues that are beyond the mission of the MCC.

#### **IV. Membership in the Michigan Cancer Consortium**

1. Membership is open to any organization whose mission is not in conflict with the MCC's priorities and which meets all membership requirements.
2. Only organizations are eligible to be members.
3. Each member organization shall designate a representative and may designate an alternate, both of whom are encouraged to attend all meetings.
4. The MCC Board of Directors shall approve membership requirements.
5. Member organizations may continue as members as long as they meet membership requirements.
6. Member organizations maintain the right to resign their membership at any time.

#### **V. Meetings of the MCC Membership**

1. The MCC membership will meet in person at least once each calendar year with the frequency and location as determined by the MCC Board of Directors.
2. Additional meetings may be called by other legally recognized methods that allow for dialogue.

#### **VI. Board of Directors**

1. The Board of Directors is the governing body of the MCC and is responsible for ensuring that the MCC acts according to its mission and purpose.
2. The Board of Directors shall periodically review and approve criteria for use of the Governance Committee to develop the slate for the Board of Directors.
3. The Board of Directors shall be elected by a vote of the full membership of the MCC.
4. The Board of Directors shall consist of at least 15 positions and no more than 20 positions filled by elected individuals whose organizations are members.
5. The Board of Directors shall elect individuals from the board to serve as officers of the board and the full MCC membership.
6. The Board of Directors shall appoint the membership of the standing committees annually.
7. The Board of Directors shall establish additional standing committees as deemed necessary.
8. Each individual director on the Board of Directors shall be permitted one vote.

9. The board will include standing organizations as determined by following descriptions:
  - a. A statewide organization whose sole mission is the broad-based prevention and control of cancers.
  - b. An NCI-designated organization (any of the three types of designations - comprehensive cancer, research, clinical).
  - c. A university-based cancer center with a medical school.
10. Standing organizations serving on the board shall not be greater than 1/3 of total board representation.

**VII. Term of Office for the Board of Directors**

1. Individuals elected to the Board of Directors will serve a three-year term.
2. Individuals who have served two consecutive terms on the Board of Directors are not eligible to serve again for at least one year.
3. Board officers may fill vacancies on the Board of Directors by appointing an individual to serve out the remainder of the term.

**VIII. Meetings of the MCC Board of Directors**

1. The Board of Directors shall meet no less than four times per year, or more frequently as needed.
2. Individuals who serve on the Board of Directors are expected to attend all Board meetings.

**IX. Board Officers**

1. The MCC shall have four officers: two Co-Chairpersons, one Secretary/Treasurer, and one Immediate Past Co-Chairperson. Other than the Immediate Past Co-Chairperson, these individuals will be elected from and by the current membership of the Board of Directors.
2. The Co-Chairpersons shall have general powers of management usually vested in the office of chairperson.
3. The Secretary / Treasurer shall:
  - a. Oversee the recording of the proceedings of meetings of the MCC, Board of Directors, and officers.
  - b. Oversee the financial affairs of the MCC.
4. The Immediate Past Co-Chairperson shall:
  - a. Preside at meetings in the absence of the Co-Chairpersons;
  - b. If not a current member of the board, serve as an ex officio board officer, voting only to break a tie.

## **IX. Term of Office for the Officers**

1. The Co-Chairpersons and the Secretary / Treasurer shall be elected from the Board of Directors and shall serve no more than 3 one-year terms. The Co-Chairpersons' terms shall not end at the same time.
2. If a vacancy occurs for an officer, the remaining officers shall fill that vacancy by appointing an individual from the Board of Directors who will serve out the remainder of the term.
3. The Co-Chairperson leaving office shall become the Immediate Past Co-Chairperson, and shall serve as an ex officio board officer until the next Immediate Past Co-Chairperson assumes office.

## **XI. Committees**

1. The MCC may have standing committees formed at the discretion of the Board of Directors. Their charters approved by the Board of Directors will direct the committee's work.
2. The Board of Directors shall appoint members to the standing committees annually. Standing committees shall consist of one MCC Co-Chairperson or their designee, two members of the Board of Directors, and individuals from at least four MCC member organizations that do not have representatives on the Board of Directors. Standing committees may also include other individuals to serve at the pleasure of the MCC officers.
3. Ad hoc committees shall be formed and members appointed by the officers of the MCC.

## **XII. Voting**

1. General membership:
  - a. Each member organization is entitled to one vote.
  - b. Member organizations shall designate in writing a representative and may designate an alternate who are eligible to vote on behalf of the member organization.
  - c. No member organization representative shall vote on behalf of more than one organization.
  - d. Motions before the general membership shall be decided in one of two ways:
    - 1) At a meeting of the full MCC membership where a quorum is present and the vote passes by 60% of those voting;
    - 2) By mail or electronic mail vote and the vote passes by 75% of eligible membership.
2. Motions before MCC subgroups, including the Board of Directors and standing committees, shall be decided, where there is a quorum, in one of two ways. The MCC officers or the chairperson of the relevant subgroup shall decide on which method to use.
  - a. A simple majority of the voting membership present, or

- b. The current MCC Decision Rules for Conflict Resolution.
3. Being present for voting purposes includes real time electronic connections to the meetings of MCC subgroups and standing committees but does not include meetings of the MCC Board of Directors.

### **XIII. Conflict of Interest**

1. Any matter brought to the Board of Directors that presents a conflict of interest shall be decided in accordance with the Conflict of Interest policy.
2. Any decision that has been delegated to a committee that presents a conflict of interest shall be decided in accordance with the Conflict of Interest policy.

### **XIV. Quorum**

A quorum shall consist of one third of the voting members of the MCC, Board of Directors and standing committees.

### **XV. Amendments to the MCC Bylaws**

3. The Bylaws may be amended by the two methods described in Section XII. 1. d) Voting.
4. A notice setting forth the proposed amendments must be sent to all members at least 30 days prior to the vote.

### **XVI. Staff Support**

Staff from the Michigan Department of Community Health's Cancer Section and the Michigan Public Health Institute's Cancer Programs shall provide support for the MCC.

### **XVII. Parliamentary Authority**

The Michigan Cancer Consortium shall be governed by the most current edition of Robert's Rules of Order in those cases that are applicable or consistent with these bylaws. The Consortium shall also be governed by any rules it chooses to adopt.