



North Central Florida Cancer Control Collaborative

One Community Fighting Cancer

- **BYLAWS** -

ARTICLE I – Name and Background

The North Central Florida Cancer Control Collaborative (NCFCCC or the Collaborative) is a volunteer collaborative made up of individuals, representatives from agencies, and organizations that provide cancer-related services or are interested in reducing the cancer burden in North Central Florida.

Background: NCFCCC is one of Florida's five regional Cancer Control Collaboratives under the Department of Health's Florida Comprehensive Cancer Control Program. The program is funded by the Centers for Disease Control and Prevention (CDC) to support and coordinate comprehensive cancer control activities throughout the state.

ARTICLE II – Goals and Aims

The purpose of the North Central Florida Cancer Control Collaborative (NCFCCC) is to improve access to cancer care and reduce the burden of cancer on residents of North Central Florida. The NCFCCC target area includes 11 predominantly rural counties: Alachua, Bradford, Dixie, Gilchrist, Lafayette, Levy, Union, Putnam, Columbia, Hamilton, and Suwannee. This region has the highest cancer mortality rate in the state of Florida.

The NCFCCC aims to accomplish this through a collaborative effort of members, working together and sharing resources to develop and implement cancer control projects for the public and health care professionals in North Central Florida.

ARTICLE III - Membership

Section 1. Composition and Qualifications

- a. The Collaborative consists of professionals and members of the general public. The number of members is variable and membership is voluntary.
- b. Members must work or reside in one of the 11 counties in North Central Florida, represent an organization that serves the cancer-related needs of county residents, or have an expressed interest in goals and aims of the Collaborative.
- c. Membership is defined by attending or sending a representative to at least one of the quarterly NCFCCC meetings per calendar year.

- d. Members will complete a member contact form, designate a representative or proxy to receive email and to attend meetings on member behalf and submit to the Coordinator. A membership list will be maintained by the Coordinator.

Section 2. Role of Members

- a. Members shall attend in-person or via conference call to one of the quarterly NCFCCC meetings per calendar year.
- b. Active members agree to work toward the purpose and mission of the NCFCCC.
- c. Interested parties any individual, organization, group, or company who is are stakeholders and desire to learn more about the collaborative or cancer.

Section 3. Voting

- a. Each member is entitled to one vote on any issue where voting is required.
- b. If issues that require voting arise between meetings, voting will be conducted by email or internet polling.
- c. Alternatively, a member may formally designate by letter or email a representative to vote on his/her behalf.
- d. Voting Results - Results will be based on the majority vote.

Section 4. Conflict of Interest

If a member has a conflict of interest with an issue or project undertaken by the Collaborative, he/she should inform the Chairpersons, who will decide if it is appropriate for that member to abstain from voting on that issue.

ARTICLE IV - Officers

Section 1. Chairpersons

- a. The Collaborative shall decide to have up to two chairpersons elected to serve a term of at least two years.
- b. The terms will be effective as of the first meeting date of each calendar year.
- c. Chairpersons shall be members who have been active in the Collaborative.
- d. Responsibilities of the chairpersons include, but are not limited to the following:
 - 1. Develop agendas for meetings and conference calls.

2. Preside over meetings and conference calls.
 3. Maintain communication with committees as needed.
 4. Facilitate and promote NCFCCC activities.
 5. Represent NCFCCC at state and national meetings, including Florida Cancer Plan Council meetings.
- e. Past chairs will serve as Emeritus officers in an advisory capacity, as needed.
 - f. Other officers may be established by the Collaborative, and the bylaws amended, accordingly.

Section 2. Nominations and Elections of Officers

- a. Nominations will be solicited from members prior to the first meeting of the calendar year via the NCFCCC List Serv.
- b. A slate of nominees will be sent via the List Serv, and Members will submit their votes by email prior to the election meeting. The results of individual votes will be kept confidential, and tallied by the Coordinator. Results will be announced at the first meeting of the calendar year.

Section 3. Resignation, Removal and Replacement

- a. Any officer wishing to resign shall notify the Chairpersons and the Administrator at least 30 days prior to the next meeting.
- b. Any officer may be removed by a majority of members whenever, in their judgment, the best interests of the Collaborative will be served thereby. The removal of an officer shall take effect upon action of the Collaborative or as otherwise determined by the Collaborative at the time of removal.
- c. Replacements will be elected, as described in Article IV, Section 2. The new officer will be announced at the next Collaborative meeting after the voting, and will serve for the remainder of the term for the officer that was replaced.

Section 4. Compensation

- a. Officers shall serve on a voluntary basis without compensation.

ARTICLE V – Meetings

Section 1. Frequency and Location

- a. Meetings/conference calls will be held on a quarterly basis.

- b. The Collaborative may hold other meetings whenever it is considered necessary or desirable.

Section 2. Notice of Meetings and Minutes

- a. Notification of date, time and venue for all meetings will be distributed via the NCFCCC List Serv at least two weeks after the meeting date. A reminder agenda will be distributed two days prior to the meeting date. Notification of changes will also be made via the List Serv.
- b. Meeting minutes and information about upcoming meetings will be posted on the NCFCCC web page.

Section 5. Quorum

- a. A majority of the members present each meeting shall constitute a quorum for voting purposes.

ARTICLE VI – Committees

Establishing and Dissolving Committees

- a. Committees shall be established by majority vote at meetings or at the recommendation of the Chairpersons. Committees shall likewise be dissolved as needed.
- b. When possible and when consistent with NCFCCC goals, the committees will aim to accomplish the goals of the Florida Cancer Plan, and will collaborate with the Florida Cancer Plan Council and the Florida Department of Health’s Comprehensive Cancer Control Program.
- c. Members of a committee shall report on activities of the group at the quarterly NCFCCC meetings.

ARTICLE VII - Parliamentary Procedure

The NCFCCC shall operate under majority rules but will utilize Robert’s Rules of Order when consensus cannot be reached.

ARTICLE VIII - Amendments

Proposed amendments to these bylaws will be distributed via the NCFCCC List Serv at least two week prior to the next meeting. The bylaws may be amended by vote of two-thirds of the members present at the meeting or by proxy vote submitted prior to the meeting/conference calls.