

**OPERATING PRINCIPLES**  
**ADVISORY COMMITTEE TO THE**  
**ARKANSAS CENTRAL CANCER REGISTRY**

**April, 2011**

**Article I – NAME & MISSION & PURPOSE**

The name of the organization shall be the Advisory Committee to the Arkansas Central Cancer Registry (ACACCR).

The ACACCR Mission is: To advise and support the Arkansas Central Cancer Registry (ACCR) in achieving its mission, which is: *“The mission of the Arkansas Central Cancer Registry is to serve the public by collecting, analyzing, researching and disseminating quality cancer data to help describe the burden of cancer, so evidence-based cancer prevention and control programs can be implemented to reduce cancer incidence and mortality in Arkansas.”*

The ACACCR Vision Statement is: *“To contribute to the knowledge of cancer prevention and control for use in improving quality of life for all Arkansans diagnosed and treated with cancer*

The ACACCR also fulfills the Centers for Disease Control and Prevention, National Program of Cancer Registries (NPCR) program requirement that the Arkansas Central Cancer Registry (ACCR) establishes and regularly convenes an advisory committee to assist in building consensus, cooperation and planning for the Registry.

**Article II – STATUS AND LIMITATIONS**

To achieve the Mission of ACCR the entity shall be organized as a voluntary committee with no requirement for financial contributions for participation.

**Article III – MEMBERSHIP**

Section 1 – ELIGIBILITY: Membership for the ACACCR is available to individuals representing themselves or organizations that agree to, and are committed to the Purpose, Mission and Vision for the ACCR. The total number of ACACCR members shall not exceed 15 persons (not including current ACCR Employees). Recommendations for membership can come from any current member and a letter of invitation will be sent to all recommended.

Section 2 - Section 2 – REPRESENTATION: In compliance with NPCR program standards, the ACACCR will endeavor to ensure that among its membership the following groups are represented:

- Other cancer control programs funded in whole or in part through the CDC National Cancer Prevention and Control Program
- Hospital cancer registrars
- American Cancer Society
- Clinical pathology laboratories
- Pathologists
- Clinicians

ACACCR Members Expectations:

- Regularly attend ACACCR meetings or send an appointed delegate
- Vote on issues called to question
- Serve for a two-year term that can be renewed. Memberships are renewed after two-year term expires, when contact is made with ACCR Administrative Coordinator to either request another term or accept another term.
- Provide letters of support to the ACCR for registry funding and/or project proposals

ACACCR Officers Expectations:

- Chair and/or Vice-Chair should plan and conduct all ACACCR Meetings or ensure appointee agrees to substitute in Officer's position
- Chair or designee send letter of invitation to persons to replace those members leaving the committee (recommendations for replacements can come from any member of the committee)
- The Chair represent public, private, nonprofit groups, or themselves as citizens, volunteers or cancer survivors
- Vote on issues called to a question
- Lead the committee in advocating for needs of the registry including funding and/or project proposals

- Chair or designee call emergency meetings if necessary
- The Chair shall select and appoint Members for special projects and coordinate individual Member efforts on special projects
- Solicits input from ACACCR Members regarding current cancer epidemiology and surveillance events.

Section 3 – RESIGNATION: Any member resigning before end of term must send a resignation notice, either by mail or e-mail to ACACCR Chair as well as ACCR Administrative Coordinator. Notice must be provided no less than two (2) weeks before the next scheduled ACACCR meeting.

Section 4 – ATTENDANCE: Attendance is confirmed for each member as they participate in ACACCR meetings via the following methods:

- Attendance in person by Member
- Attendance via conference call or video conference
- Attendance by previously appointed delegate
- A call for replacement will be issued for any Member missing three consecutive meetings by any of the above means

#### **Article IV – VOTING**

Section 1 – VOTING: Any individual Member may cast only one vote on any question called to a vote.

Section 3 – REFERENDUMS: The ACACCR Chair, ACCR Director may at any time solicit advice from the Members. Upon receiving a simple majority of a quorum, specific referendums may be authorized and may be considered advisory to ACCR or binding to the ACACCR.

#### **Article V – MEMBERSHIP MEETINGS**

Section 1 – REGULAR MEETINGS: The ACACCR shall meet no less than three times per calendar year, dates and times will be announced at the beginning of each calendar year. The meeting place shall be arranged by the ACCR Administrative Coordinator or other members as assigned by the Chair. The agenda for each meeting shall be established by the ACCR with input from ACACCR Members, approval by the Chair and dissemination by the ACCR Administrative Coordinator.

Section 2 – SPECIAL MEETINGS: A special meeting of the ACACCR may be called at any time by the Chair, ACCR Director, by majority vote or all members, for special or urgent matters. Special meeting discussions may include only those matters described in the notice.

Section 3 – NOTIFICATION: Every regular or special meeting must be preceded by notice to Members. Notification will be made by e-mail at least 30 days prior to each regular meeting. In addition to this notice, separate notification shall be made approximately two weeks prior to the meeting. This shall include the proposed agenda, and other pertinent information. Notice for Special meetings will be made at least 5 working days prior to special meetings, and shall include a description of the matter or matters for which the meeting was called.

Section 4 – QUORUM: A quorum consists of fifty-percent (50%), of membership in person, by conference call or video and voting.

### **Article VI – ACACCR OFFICERS**

Section 1 – ELECTION of ACACCR OFFICERS: ACACCR Officers include the following positions:

- ACACCR Chair
- ACACCR Vice Chair

Chair and Vice-Chair shall be elected to a two-year term by a quorum of members. The Deputy State Public Health Officer will propose the slate of officers for voting. Recommendations for positions can come from any committee member and should be provided to the Deputy State Public Health Officer. Terms expire after two years and can be re-elected for a second term. In the event ACACCR Chair cannot continue their role, the Vice Chair shall serve as the interim Chair until such time as an election for Chair can be held. Election of Chair and Vice Chair shall occur every two years or at a special meeting called by the State Deputy Health Office to fill a vacant position of Chair or Vice Chair.

### **Article VII – ARACCR ORGANIZATIONAL STRUCTURE AND WORKFLOW**

Section 1 – MEETING NOTIFICATION AND COORDINATION: Four weeks preceding ACACCR meetings, the ACCR Administrative Coordinator will solicit Members for topic proposals to be addressed at the upcoming meeting. Each Member may choose to submit up to two proposed discussion topics for each meeting. These suggestions will be collected and discussed amongst ACACCR Officers to determine the priority of topics and issues to be discussed at the next meeting. These topics/issues will be included in a formal Agenda and disseminated to Members approximately two weeks prior to the next regularly scheduled meeting along with minutes from the last meeting. For time-sensitive issues the ACCR Administrative Coordinator shall notify all Members with details surrounding the issues;

then make appropriate arrangement so the ACACCR may meet to discuss and potentially act upon the issue as necessary.

Section 2 – SPECIFIC PROJECT COMMITTEES: Specific Project Committees shall be formed as needed to assess, and work on various issues, concerns or other topics which are proposed to the ACACCR by Members. Specific Project Committees shall provide progress reports for assigned projects. During meetings, time will be allocated for Specific Project Committees to summarize and discuss their ongoing/completed projects with the ACACCR. Special Project Committees shall be resolved at completion of assigned projects.

### **Article VIII – MISCELLANEOUS PROVISIONS**

Section 1 – COMPENSATION: Elected ACACCR Officers and Members may not be compensated for their time and effort or expenses related to attending meetings

Section 2 – DONATED HOURS AND EXPENSE: As part of its grant with the CDC-NPCR, the ACCR reports matching funds (in-kind expenses) provided by others in support of the registry. ACACCR members are asked to report hours and expenses on the “Donated Hours Form” at each regular ACACCR meeting to include any activities undertaken in support of the ACCR since the last regular meeting.

Section 3 – SUPPORT SERVICES: Support services including routine administration for the ACACCR will be provided by ACCR staff.

### **Article IX – ADOPTION AND AMENDMENTS**

These Operating Principles and any amendments thereto, may be adopted at any regular or special meeting of the ACACCR by majority vote of a quorum. Proposed amendments to the Operating Principles must be summarized in the notice for the meeting at which the amendments are to be voted on and provided to all Members within 2 weeks of the meeting.