

Bylaw Change Proposals

Virtual Bylaw Meeting to be held August 7, 2024, 1-2:30 pm.
A calendar invite will be sent to all current membership from the ND Cancer Coalition.

Current bylaws can be found at:
(https://www.ndcancercoalition.org/wpcontent/uploads/2023/05/NDCC_Bylaws_Revised_1-8-21.pdf)

Proposals:

1. Article II. Mission

Update: Working together as organizations and individuals to reduce the ~~incidence and impact~~ morbidity and mortality of cancer for all North Dakotans.

Rationale: Update wording.

2. Article IV. Purposes

Replace current wording entirely with the following: The North Dakota Cancer Coalition fosters statewide collaboration efforts to improve comprehensive cancer control in North Dakota and coordinates the improvement of cancer prevention and control activities throughout the state.

Rationale: Simplify – and some of the previous purposes are no longer the responsibility of the coalition, but rather the NDCCCP staff.

3. Add to Article IV:

ND Cancer Coalition’s Mission is driven by five key principles:

1. Success begins with VISION.
The North Dakota Cancer Coalition is charged with implementing the North Dakota Cancer Plan, which provides a clear vision of how we can address a leading cause of death in the State. The plan outlines North Dakota’s comprehensive cancer control goals and strategies for cancer prevention, early detection, treatment, and quality of life.
2. The vision is based on COLLABORATION.
Comprehensive Cancer Control utilizes the power of collaboration as a key approach to reduce cancer. The North Dakota Cancer Coalition is made up of organizations and individuals united through shared vision, common commitment, and collaborative activities.
3. Collaboration promotes EFFICIENCY.
Cancer is a complex problem too large for any one entity to address efficiently. By pooling information, ideas, skills, and strategies, a united partnership is better equipped to set priorities, enhance existing coordination, prevent overlap, maximize resources, and evaluate impact.

4. Efficiency turns plans into ACTION. The North Dakota Cancer Coalition helps its members adapt the goals and strategies of the North Dakota Cancer Control Plan, engage others in their efforts, and build community capacity.
5. Action yields RESULTS.
North Dakota Cancer Coalition members carry out North Dakota's Cancer Plan through activities that promote and advocate for positive health behaviors, increased cancer screenings, broader access to quality treatment, and better quality of life for survivors. These results bring us closer to the ultimate goal of a cancer-free North Dakota.

Rationale: Replaces the previous multi-bulleted purpose to something more descriptive of the partner relationship of a coalition.

4. Article V.1 Membership

Replace with: Any organization or individual that is committed to reducing the burden of cancer in North Dakota and that subscribes to the mission of the NDCC is eligible for membership.

Rational: Update the wording.

5. V.2. Application Procedure.

Replace with: Prospective members must submit a member application form online at www.ndcancercoalition.org/join-us/.

Rationale: Update to what is currently accurate.

6. V.3.d Member Expectations.

Replace with: d. Participate in a workgroup to support the implementation of NDCC strategies.

Rationale: Align with current activities. Annual survey has not been completed for many years.

7. V.3.e. Member Expectations.

Strike portion as shown: Attend regularly scheduled meetings to share ideas and recommendations (~~attendance can be in person or via teleconference~~). If unable to attend, all effort will be made to appoint someone to attend in their place or share updates with the membership:-

Rationale: Not all meetings are available in-person and online/conference call. Persons must attend in the format that it is available in.

8. V.4 Member Acceptance

~~Remove completely. Acceptance of new memberships (individual and organizations) must be approved by a majority vote of the members at the next regularly scheduled meeting (in person or conference call) of members or may be sent to the executive committee by the membership for further action.~~

Rationale: Article V, Article 1 states that membership is open to those who are interested/committed to the cause. Coalition will not discriminate.

9. V.5. Member Term

Replace with: 5. Removal Due to Inactivity. Membership will continue until terminated by the member or after one (1) year of inactivity defined as repeatedly missing coalition meetings, absent from all workgroup meetings, replaced by a different member from their workplace, or otherwise disengaged from the coalition. The NDCC Manager will reach out to members who are considered inactive and will collaborate to increase engagement or remove the member.

Rationale: Provides for process to maintain current active membership.

10. V.6 Member Resignation

Update to: Any member may resign their membership at any time by submitting a request in writing using the “contact us” feature on the NDCC website.

Rationale: Update to current practices.

11. VI.5 Voting:

Correct first paragraph, 4th sentence: Members may take action at a meeting by voice and/or ~~written~~ ballot.

Rationale: There are many options now for voting electronically – the ballot may be in any format. Strike the word “written” to avoid technicality.

12. VI.5 Voting – second paragraph:

Update wording: ~~Action by Electronic Ballot Outside of Official Meeting.~~ Action may be taken by NDCC members outside of regularly scheduled meetings by electronic ballot at the request of the NDCC executive committee. Ballots are to be sent by e-mail or electronic survey. Every member is entitled to vote on the matter and must receive the ballot. ~~Approval is valid only if the number of votes cast by ballot equals or exceeds 25% of the membership.~~ Approval is valid by a simple majority of those voting.

Rationale: This statement has more to do with the process for conducting a vote outside of a meeting, than it does with the format of the ballot. Updates the validity of the vote to assure that changes can be made with the approval of those who chose to vote, rather

than requiring a percentage of membership.

13. VII.3.e

Add clarification: Assist the coalition manager with setting meeting agendas and priorities;

Rationale: clarification

14. VII.6 Secretary

1. *Update wording:* The Secretary shall attend and give notice of all meetings of the executive board and members, make provision for the keeping of a record of all proceedings, ~~keep a current listing of the members of the NDCC,~~ and perform other duties prescribed by the executive board.

Rationale: keeping a list of the membership is part of the manager's role.

15. VIII.6 Special Meetings.

Update wording: A special meeting of the executive board may be called by the Chair or at the request of two board members, by notice e-mail, ~~delivered mail, or transmitted by facsimile~~ to each member of the board, not less than two days before the meeting is held. The notice must state the purpose of the meeting.

Rationale: Update to current practices.

16. VIII.7 Voting

Replace with: A regular or special meeting or single action item may be addressed through a telephone conference call or group email in which a motion, a second and a vote are cast by a quorum of board members. The voting rights of a board member may not be delegated to another or exercised by proxy.

Rationale: Update to current practices.

17. VIII.11 Action Without Meeting.

Remove. ~~An action required or permitted to be taken at an executive board meeting may be taken by written action approved by a majority of the board members with notice of five business days.~~

Rationale: *Addressed in #16.*

18. VIII.12 Compensation

Replace current wording with: A board member may not receive compensation for

service on the board.

Rational: Separate topics of compensation and reimbursement.

19. Add VIII.13 Reimbursement

Propose to add #13: Reimbursement: A board member may be reimbursed for actual expenses incurred for service on the board, with the approval of the executive committee.

Rationale: Reimbursement is a separate issue from Compensation. Note that in compensation statement in original bylaws it states that reimbursement would not exceed \$2000 per year dependent on availability of funds. Reimbursement of actual expenses that are approved by the executive board should be covered independent of the amount. The executive board should not approve expenditures that they cannot pay for.

Example: The executive committee approves the Chair to attend a national cancer conference on behalf of the NDCC. Costs incurred for flight, hotel and registration total \$2800. If the chair is representing NDCC, these costs should be covered. To expect someone to represent the group on their own \$ would be prohibitive for many people to take on a leadership role.

20. Article IX. Steering Committee

Replace current with: The Steering Committee will focus on building programmatic support. Programmatic support provides input and information to improve infrastructure, administration, and sustainability of NDCC and its efforts. To this end, the Steering Committee will be composed of individuals who have the ability and are willing to actively support this primary focus.

Steering Committee Member responsibilities include:

1. Monitor progress of the implementation and outcomes of the North Dakota Cancer Control Plan and ensure timely action on issues that arise between NDCC meetings
2. Make operational and policy recommendations to the NDCC to guide cancer prevention and control efforts and accomplish the mission set forth in the North Dakota Cancer Control Plan
3. Attend Coalition meetings and events
4. Attend and participate in at least 50% of the required, regularly scheduled Steering Committee meetings or provide a delegate if unable to attend.
5. Intervene to mediate and support the resolution of conflicts within the membership
6. Focus efforts on priority issues such as funding and increased visibility of the NDCC
7. Support implementation of practices to help sustain NDCC efforts

Rationale: Update to current NDCC expectations

21. IX.4. Resignation/Removal

Update wording as follows: A member of the steering committee may choose to resign at

any time. It is also possible that a member may need to be removed from the steering committee (e.g., change in job, lack of active participation, etc.). ~~Removal of steering committee member occurs with a simple majority vote of the current steering committee membership at a regular committee meeting.~~

Rationale: Historically, do not *remove* members, unless they are inactive.

22. IX.5. Compensation.

Update wording as follows: A steering committee member may not receive compensation for service on the board, but by resolution, the board may allow for reimbursement of approved actual expenses incurred for service on the committee, ~~which may not exceed two thousand dollars per year pending availability of funds~~ pending availability of funds.

Rationale: Require approval of expenses and strike the limit of reimbursement to match article VIII.

23. Propose to add a section that would become Article X, making all following articles #'s progressive.

Article X. Workgroups

1. Purpose. A Workgroup structure within the Coalition is used to implement objectives and strategies outlined in the North Dakota Cancer Plan. Workgroup's topics are proposed based on findings from the ND Burden of Cancer Report, monitoring of the cancer plan's implementation, and other resources. New workgroups may be developed with the approval of the executive board.

2. Composition. Workgroup membership is based on the NDCC member's interest in the group's work focus. A Coalition member may be added or removed from a workgroup at anytime by contacting the Coalition Manager.

3. Regular Meetings. Workgroups will meet on a regular schedule set by the majority of the workgroup. Members who cannot attend meetings will receive meeting notes from the workgroup lead.

4. Workgroup Leaders. Workgroup leaders are members of the Workgroup who volunteer to take on additional responsibilities. Workgroup Leader responsibilities include:

- a. Align Workgroup projects with objectives and strategies outlined in the ND Cancer Plan
- b. Coordinate completion of projects and ensure timelines are met
- c. Coordinate and Lead Workgroup calls and face-to-face meetings as needed.
- d. Work with NDCC leadership to share updates and provide member feedback on NDCC goals and strategies.

e. Provide a copy of meeting minutes to workgroup members and to coalition manager to be uploaded to the website.

Rationale: No current description of workgroup responsibilities.

24. X. Nominating Committee (will be renumbered to XI)

Update wording as follows:

A representative from the executive board, in conjunction with the NDCC annual meeting planning committee, shall appoint a Nominating Committee consisting of three voting members at least 90 days prior to the annual meeting. The Nominating Committee shall ~~nominate a candidate to the board whenever a vacancy occurs in the board, with that candidate to be elected by a majority vote of the remaining members of the board.~~ The nominating committee shall ~~nominate a candidate for each elected office and shall notify, in writing, the membership of its choice not less than thirty days before the applicable annual meeting.~~ garner candidates to be presented to the membership not less than thirty days prior to the annual meeting. Thirty days must be allowed for nominations from the membership. The ballot must indicate those nominees recommended by the Nominating Committee and those recommended by the membership. In addition, the nominating committee will call for additional nominations at the annual meeting, with those names being added to the ballot. All nominees must present a bio, including their credentials for the position, at the annual meeting. The Nominating Committee shall conduct an election at the annual meeting in which each voting member has one vote to cast for each officer and board member position to be elected. The candidates receiving the highest number of votes for each office must be declared elected. The results of the election must be announced no later than the conclusion of the annual meeting.

Rationale: Proposed by the nominating committee to simplify and clarify the tasks of the nominating committee. The statement “ all nominees must preset a bio...” was added by the bylaws committee.

25. Article XI Coalition Logistics & Management (will be renumbered to XII)

f/g: Combine into one and update wording to: Contact new members to provide welcome/orientation information and to assist with directing to appropriate workgroup(s).

Rationale: Update

h: Strike: ~~Lead member recruitment efforts and member recognition.~~

Rationale: Not the job of the manager.

n: clarify: ~~Take~~ Receive meeting notes and minutes from all meetings and workgroups; post to website within 7 days of receipt.

Rationale: Clarification/current practice. Assure location of minutes for storage.

~~o. Strike: Facilitate meetings in absence of committee or workgroup leads~~

Rationale: committee/workgroup leads can delegate this task within the workgroup or committee – this doesn't need to be the responsibility of coalition management.

~~p. Strike: Process invoices, issue payments, and complete requests for reimbursement~~

Rationale: This is the responsibility of the Treasurer and would not be good practice to have the manager write checks to themselves.

26. Article XV. Amendments

Add sentence to end of paragraph: The Executive Committee will review the by laws every 3 years (2027, 2030, etc.)

Rationale: To assure that the bylaws are reviewed on a regular basis.

Note: Article XII (future XIII) requires additional research and will be reviewed in the next fiscal year.

Additions after 6/3/2024

27. Article V.2 Application Procedure

Update wording to establish membership dues:

Members must complete an application form online at www.ndcancercoalition.org/join-us/ annually. All individual members shall pay an annual membership due of \$50, with a due date to be established by the executive committee. All dues are non-refundable and cover membership benefits, communication from the NDCC, and other privileges. Action Team Leads (ATLs) play a critical role in driving our organization's work and deserve the privilege of an exemption from paying membership dues. ATLs will be identified by the executive team and their exemption status recorded.

Rationale: Update application process to what is currently accurate and to establish membership dues with exemption for Action Team Leads

28. Article XIV. Contracts, Checks, and Funds

Add # 4. Audit: An audit of the ND Cancer Coalition financials will be performed on an annual basis by two members appointed by the Chair. The Treasurer shall be available to answer any questions.

Rationale: Accountability to the membership.