

Ohio Partners for Cancer Control

Bylaws

Ohio Partners for Cancer Control (OPCC) is a non-partisan coalition and does not make political endorsements. Individual OPCC members supporting or proposing legislation should not identify their affiliation with OPCC as part of their proposed or supporting legislation.

Article I: ORGANIZATION, MISSION, AND PURPOSE

- Section 1. Name. The name of the coalition will be the Ohio Partners for Cancer Control (hereafter referred to as OPCC).
- Section 2. Area of Service. OPCC will serve the state of Ohio.
- Section 3. Mission. OPCC is a collaboration of organizations, distinct programs, and individuals dedicated to reducing the cancer burden in Ohio.
- Section 4. Purpose. The purpose of OPCC is to develop, implement, and evaluate a comprehensive plan to reduce cancer in Ohio through collaboration with a network of organizations, distinct programs, and individuals. OPCC provides statewide leadership and coordination of the *Ohio Comprehensive Cancer Control Plan* and serves as a catalyst for cancer prevention and control activities throughout Ohio.

Article II: MEMBERSHIP

- Section 1. Types. Membership is defined as active and associate.
- Section 2. Active Member. An active member has full voting privileges and is defined as an individual who adheres to the requirements listed under Article II Section 5(A). An active member can be part of an organization, distinct program, or an individual.
- Section 3. Associate Member. An associate member is not required to attend any meetings, does not have voting privileges, and may not hold an office or leadership role. Associate members may participate on any topical workgroups/committees, attend coalition meetings, and receive written correspondence related to OPCC.
- Section 4. Eligibility. Membership is open to any individual or organization with an interest in reducing the burden of cancer in Ohio and meets all membership requirements listed under Section 5. Membership in OPCC is to be inclusive and open to all Ohio residents and should reflect the geographic, racial, ethnic, and cultural diversity of Ohio.
- Section 5. Requirements.
- A. All active members must adhere to the following membership requirements.

1. Complete and submit a membership agreement application.
 2. Review, accept, and adhere to the current OPCC Roles & Responsibilities.
 3. Endorse the mission, purpose, goals, and objectives of OPCC.
 4. Commit to implement objectives and strategies in the *Ohio Comprehensive Cancer Control Plan*.
 5. Maintain engagement by attending at least one general membership, topical workgroup and/or committee meetings within the calendar year.
 6. Receive regular communications from OPCC about comprehensive cancer control issues and activities and share information, as appropriate, with their organization or program.
 7. For members representing organizations, communicate their organization's viewpoints to OPCC and inform their organization of OPCC's mission, decisions, and activities.
- B. All associate members must agree to the following:
1. Complete a member agreement application.
 2. Review and adhere to Roles & Responsibilities.
 3. Receive regular communications from OPCC about comprehensive cancer control issues and activities.

Section 6. Resignation of Membership. Any active or associate member has the right to resign their membership at any time. Resigning active members who are the sole representative member of an organization or programs will, when possible, designate a replacement representative (alternate) for membership in OPCC. The member will notify OPCC Administrator by email of their resignation, OPCC@ODH.OHIO.GOV.

Section 7. Termination of Active Membership. Any active member who does not meet all the membership requirements (see Article II, Section 5(A)) may be removed from membership by a simple majority vote of the Executive Committee members. A member may be removed from OPCC for cause only after the member has had the opportunity to be heard by the Executive Committee. Upon voting to remove any member from OPCC, the Executive Committee will give written notice. The notice will set forth the date on which the membership will terminate or reclassify.

Article III: MEETINGS

Section 1. Frequency. OPCC general membership and the Executive Committee will meet three times per year, unless otherwise specified by the Executive Committee.

Section 2. Meetings. Meeting dates for the general membership will be provided to all members at the beginning of each calendar year, or as changes necessitate.

- Section 3. Annual Business Meeting. An annual business meeting is to be held each year during one of the general membership meetings. The purpose of this specific meeting is to elect Executive Committee members and other vacant positions and to transact such other business as may be brought before the membership.
- Section 4. Special Meetings. Special membership meetings may be convened at the discretion of the Executive Committee.
- Section 5. Minutes. Minutes will be recorded, filed, and available to OPCC members.
- Section 6. Parliamentary Authority. Executive and general member meetings will follow to the extent practical as per the current edition of Robert's Rules of Order which is consistent with OPCC Bylaws.

Article IV: VOTING

- Section 1. Voting.
- A. Decision making in OPCC, the Executive Committee, and subcommittees will be determined by a simple majority of active members.
 - B. Each member of the Executive Committee will have the right to cast one (1) vote with respect to all matters properly placed before the Executive Committee.
 - C. Each representative organization on the Executive Committee is limited to casting one vote.
 - D. Each active member will have the right to cast one (1) vote with respect to all matters properly placed before the general membership.
 - E. In the case of a tie, the ballot will be recast to decide between the ties. If a tie still exists, the Co-Chairs of the Executive Committee randomly draw a name who will be the decided next Officer.
 - F. OPCC Administrator and any staff of the Ohio Department of Health (ODH) Comprehensive Cancer Control Program (CCCP), will abstain from all voting.
- Section 2. Proxy Votes. Proxy votes will be submitted to the OPCC Administrator by email, OPCC@ODH.OHIO.GOV, prior to the date of the election for which the proxy was intended. Each proxy will be valid only for the election specified therein or

any adjournment thereof and will comply with all requirements of the Executive Committee reasonably designed to assure the authenticity of such proxy.

Section 3. Action without a Meeting. Any action may be taken without a scheduled meeting. If any business needs to be decided prior to a scheduled meeting, voting may be taken electronically.

Article V: EXECUTIVE COMMITTEE AND STAFF

Section 1. Composition & Quorum.

- A. The Executive Committee is the only standing committee within OPCC. The Executive Committee will establish additional committees, Goal Areas, Topical Workgroups, and Ad-Hoc Committees as outlined in Article V.
- B. The Executive Committee may be composed of active OPCC members, including the following elected officers: two (2) Co-Chairs, one (1) Chair-Elect, and up to three (3) Member-at-Large. The Administrator of OPCC will serve as an ex-officio non-voting member of the Executive Committee. Goal Area Co-Chairs, and Health Equity and Data Committee Chairs may serve as ex-officio members of the Executive Committee if not already serving as an elected officer of the Executive Committee.
- C. A quorum of the Executive Committee will be comprised of more than one half of the Executive Committee membership.

Section 2. Authority.

- A. The Executive Committee will be the governing body of OPCC and will have full power to conduct, manage, and direct the business, establish the policies, and protect the property of OPCC.
- B. The Executive Committee will have responsibility for the fiduciary oversight and administration of all or any funds by the organization.

Section 4. Officers and Members. The officers will be Co-Chairs, Chair-Elect and Member-at-Large, each of whom will be elected by the membership. Additional officers, as may be deemed necessary, may be elected by the members of the Executive Committee. The Past-Chair will serve as an ex-officio Executive Committee member for up to two years.

- A. Co-Chairs: The Chairs will preside over all meetings of the general membership and of the Executive Committee.

- B. Chair-Elect: The Chair-Elect will serve one year and then transition to the role of Co-Chair for two additional years. In the absence of a Co-Chair or in event of a Co-Chair's inability or refusal to act, the Chair- Elect will perform the duties of the Chair, and when so acting, will have all the powers of and be subject to all the restrictions upon the Chair.
- C. Member-at-Large: An officer whose duties and responsibilities are not fixed but instead vary according to the needs of OPCC and as directed by the other officers of the Executive Committee.
- D. Administrator: A standing member of the Executive Committee, the Administrator is assigned by ODH to manage the CCCP and will act as the chief administrator of OPCC. The Administrator is responsible for the daily operations of OPCC.

Section 5. Qualifications. Executive Committee member(s) will be OPCC active members who are empowered to obtain commitments of resources and support from within their organization and be a voice for their organization.

Section 7. Nominations.

- A. When possible, the proposed slate of nominations will represent the geographic, racial, ethnic, and cultural diversity of the state.
- B. Any member may be nominated by either another OPCC member or self-nominated. Nominations from the floor are permitted. Nominees must be active members of OPCC.

Section 8. Election. Co-Chairs, Chair-Elect, Member-at-Large, and other officers of the Executive Committee will be elected by the full membership. One annual election will be held in accordance with the election procedures established by the Executive Committee. Each active member will receive one ballot to cast. Ex-officio Executive Committee members are not elected officers.

Section 9. Terms.

- A. All Executive Committee officers and members will serve two-year terms, except for the Chair-Elect which is a one-year term. Two-year terms will be staggered, when possible, so that approximately half of the Executive Committee is elected each year.
- B. Executive Committee officers are limited to being elected for two consecutive terms in the same office, unless otherwise decided by the Executive Committee.
- C. The term of office will be January 1 to December 31 of each year.

Section 7. Removal, Resignation, and Vacancy.

- A. Any member of the Executive Committee may be removed from the office without assigning any cause by a vote of two thirds of remaining Executive Committee members.
- B. An Executive Committee member will be removed for excess absences from the Executive Committee if he or she has two (2) or more unexcused absences from pre-scheduled Executive Committee meetings in one (1) year. An unexcused absence is one where the Executive Committee member did not give prior notice to an officer, or OPCC Administrator or Coordinator.
- C. Resignation from the Executive Committee must be in writing and received by an officer, Administrator, or Coordinator.
- D. When a vacancy on the Executive Committee exists, outside of a planned election, the vacancy will be filled by either Executive Committee vote or general membership special election.
 - 1. Vacancies in Co-Chair or Chair-Elect offices will be appointed by the Executive Committee.
 - 2. Member-at-Large vacancies or other officers will be voted on by active OPCC membership.

Article VI: SUBCOMMITTEES

Section 1. Subcommittees.

- A. The Executive Committee will establish subcommittees as necessary to fulfill the mission and purpose of OPCC, including the development, implementation, and evaluation of the *Ohio Comprehensive Cancer Control Plan*. Subcommittees can be but are not limited to the priority objectives selected from the Cancer Plan and ad-hoc subcommittees such as the Health Equity Committee.
- B. The Subcommittees will report directly to the Executive Committee on their work.
- C. Subcommittees may be composed of individuals from the Executive Committee and the active membership.
- D. Subcommittee Chairpersons will serve two-year terms, not to exceed two (2) consecutive two-year terms, unless otherwise decided by the Executive Committee.
- E. Meetings of the Subcommittee will be held at a frequency determined by the Subcommittee Chairpersons.

Article VII: CONFLICT OF INTEREST

On any matter brought to a vote, a member with a personal or organizational conflict of interest (financial or otherwise) between the interests of OPCC and the individual or member representative's organization will be responsible to declare such a conflict. OPCC Chair and/or designee will decide whether the Executive Committee should vote on the issue about which the conflict has been declared.

Article VIII: AMENDMENTS TO BYLAWS

Section 1. Bylaws Review. The Executive Committee will undertake a review of these Bylaws at least once every five (5) years.

Section 2. Proposed Amendments. Any OPCC member may propose any amendment to these Bylaws by submitting the proposed amendment to the Executive Committee to be reviewed and considered.

Section 3. Amendment Procedure. The amended Bylaws may be approved by a majority vote of active members.

Section 4. Effective Date of Amendments. Amendments to these Bylaws will take effect immediately after they are adopted unless otherwise provided.

Approved on May 31, 2024 by OPCC membership.

OPCC Bylaws have been edited, modified, and approved as of 5/31/2024. Previous editions of OPCC Bylaws are kept for historical purposes by OPCC. This edition supersedes all editions bearing a previous date.