



## **Bylaws**

### **I. Mission**

The New Mexico Cancer Council (NMCC) is a collaborative effort of diverse public and private partners working together to attack cancer in our state through the development, implementation and evaluation of the New Mexico Cancer Plan. Our goal is to increase access to information, prevention and treatment using innovative and effective programs and policies thus reducing the human and economic burden of cancer and improving the outcomes and quality of life for New Mexicans.

### **II. Council Structure**

1. Decisions and activities of the NMCC members are carried out by:
  - a. An Executive Committee that oversees the achievement of the Cancer Plan goals and objectives.
  - b. General Cancer Council members, who act in an advisory capacity to the Executive Committee.
  - c. Workgroups, which may be formed as appropriate by the Executive Committee.

### **III. Chair, Past Chair and Chair Elect**

1. The NM Cancer Council (NMCC) will have a Chair, Past Chair and Chair Elect. These individuals will be current members of the Executive Committee and will be elected by the current Executive Committee. The Executive Committee will nominate candidates for Chair Elect. The Chair and Chair Elect will be approved by a simple majority of the then current members of the Executive Committee.
2. The Chair will:
  - a. Carry out responsibilities of leadership for the NMCC.
  - b. Have general powers of management usually vested in the office of chairperson.
  - c. Serve as spokesperson(s) for NMCC.
  - d. Sign official documents of the NMCC.
  - e. Convene and preside over meetings of the NMCC and the Executive Committee.
  - f. Ensure that the NM Cancer Plan is reviewed and correlates with NMCC activities.



3. The Past Chair will serve for one year after completing term as Chair, serving as mentor and carrying out the duties of the Chair in his/her absence.
4. The Chair Elect will be elected one year prior to the end of the Chair's term and will carry out the duties of the Chair in his/her absence during that year and will assume the duties of the Chair, if that office is vacated, through the remainder of the term.

#### **IV. Term of office for the Chair, Past Chair and Chair Elect**

The Chair will serve a two-year term, followed by a one-year term as Past Chair; the Chair-Elect will serve a one year term. Term of office will be from July 1<sup>st</sup> to June 30<sup>th</sup> of each year. Elections will occur in the final quarter of each year.

#### **V. Executive Committee**

##### **A. Constituency**

1. The Executive Committee will consist of up to twenty members including the Chair, Chair Elect and Past Chair and include up to seventeen additional members, with at least five of the members representing geographic regions outside of Albuquerque or members of our diverse cultures. Executive Committee membership will represent the interest groups of the NMCC (e.g. survivorship, research, education, clinical, industry). At least one of the 20 members will be an employee of the New Mexico Department of Health Cancer Program. It is not necessary to have all seats filled at all times.

Each member of the Executive Committee will be a member of the New Mexico Cancer Council (NMCC). Executive Committee members will act in the best interests of the New Mexico Cancer Council and act as spokespersons for the initiatives of the NMCC.

2. Members nominated for a seat on the Executive Committee will be approved by a simple majority of the then current New Mexico Cancer Council. Members of the Executive Committee may be nominated by a NMCC member or self nominate.

##### **B. Role**

1. The Executive Committee will constitute the governing body and policy-making body of the NMCC and will have and exercise all powers necessary or beneficial in discharging such responsibility. The members



of the Executive Committee will act only as a committee and individual members will have no power as such. Its primary purpose is to oversee the achievement of the goals and objectives of NMCP.

2. The Executive Committee will be responsible for overseeing the writing and the implementation and evaluating the NMCP. The oversight of the NMCP will be done through the reporting and compilation of all cancer control activities conducted by the NMCC members in their communities and highlighting collaborative relationships. The Executive Committee will oversee the annual distribution of the NMCP to all NMCC members.
3. The Executive Committee will appoint work groups, task forces and committees as needed to implement the NMCP. At least one member of the Executive Committee will be a member of each work group appointed by the Executive Committee.

**C. Term of Office for the Executive Committee**

1. Members of the Executive committee will serve a two year term, provided that at least half of the original Executive Committee members will serve a three year term. Members may serve for one or any number of consecutive or non-consecutive terms.
2. Any member of the Executive Committee may be removed from the committee upon a vote of three-fourths of the then current committee members.
3. Any member of the Executive Committee may resign at any time by submitting a resignation, in writing, to the Chair. The resignation will become effective upon its acceptance by the Executive Committee.
4. Any vacancy of an Executive Committee member will be filled by seeking nominations from the NMCC. Any member elected to fill a vacated seat on the Committee will serve until the expiration of the original term he or she is elected to fill.

**D. Meetings of the Executive Committee**

1. The Executive Committee will meet at least quarterly.
2. Executive Committee members will attend at least 50% of Council meetings. Members may participate in meetings in person, via teleconference or televideo, or by designating a representative to act as a proxy. The choice of a proxy will be at the discretion of the Executive



Committee member and these representatives are not required to be members of the Executive Committee. When designating a representative, Executive Committee members must notify the Chair in advance of the meeting and may not designate a proxy more than three (3) times a year.

## **VI. New Mexico Cancer Council**

### **A. Roles**

The Cancer Council shall serve to advise the Executive Committee decision-making process. In addition, the Cancer Council:

1. Serves as the voting body for members of the Executive Committee.
2. Provides an overview of the current status of cancer in the state.
3. Assists in the development of strategies to reduce overall cancer incidence.
4. Strives to improve the quality of life for those affected by cancer in New Mexico.
5. Provides a forum for communication of cancer-related issues and activities among community groups.

### **B. Membership**

1. Application for membership is open to any organization or person who is interested in reducing the burden of cancer in New Mexico and abiding by the New Mexico Cancer Council Bylaws and the Membership Agreement. All members must represent a constituency of cancer control in New Mexico (i.e., survivorship, research, education, clinical, industry).
2. Prospective members must complete and submit a membership application designating an official representative for their organization or identifying as an individual member. Organizations must also identify an alternate representative to act on behalf of the organization in the absence of the official representative. Each member shall be either an individual member or organizational member, but not both.
3. All prospective members will be approved by a majority of the then current Executive Committee.



4. Any member of the Cancer Council may be removed from the committee upon a vote of three-fourths of the then current Executive Committee.
5. The Cancer Council will place no limits on the number of members.
6. Members retain the right to terminate their membership in the Council at any time.

**C. NMCC Member Responsibilities**

1. Support implementation of the *New Mexico Cancer Plan* by acting within the member's organization or in collaboration with other members or member organizations to work towards achievement of one or more of the *Plan's* goals and objectives
2. Attend Cancer Council meetings on a regular basis
3. Agree to participate in evaluation activities to assess effectiveness in achieving goals and objectives of the New Mexico Cancer Plan.
4. Serve on the Executive Committee or on other Council committees or workgroups as needed.
5. Report progress and accomplishments annually including any collaboration with other Cancer Council member organizations and how these accomplishments align with the goals and objectives of the Cancer Plan, utilizing the Cancer Council Reporting Guideline Processes.

**D. Meetings of the NMCC**

1. The Cancer Council will meet at least twice a year or on a frequency determined by the NM Cancer Council Executive Committee. Council members must attend at least half of all meetings. If a member is unable to attend a meeting, an alternative representative should be sent as a replacement.
2. Notice of meetings (stating the date, time and place) will be provided to the full membership at least 30 days prior to the meeting. The agenda will be distributed not later than 10 working days prior to the meeting. Minutes will be taken, filed, and distributed to the membership of the New Mexico Cancer Council.
3. The Chair, Past Chair or Chair Elect will chair NMCC meetings.



## **VII. Workgroups**

1. The Executive Committee will establish workgroups as needed to meet the goals and objectives of the New Mexico Cancer Plan.
2. Each workgroup will include a minimum of one member of the Executive Committee, who will facilitate communication and direction between the Executive Committee and the workgroup.
3. The workgroup members may be appointed from the NMCC or other individuals who have volunteered to be a member of the workgroup.
4. The workgroup will nominate their chairperson. The chairperson will be responsible for creating minutes and agendas for each workgroup meeting. The minutes and agendas will be distributed to members of the workgroup and the Executive Committee.

## **VIII. Voting**

- A. Executive Committee
  1. Each individual member is entitled to one vote.
  2. Each member must be present to vote (either in person, by phone, by televideo, or by other electronic means) or may submit a proxy vote.
  3. Motions before the Executive Committee, unless otherwise explicitly required by these bylaws, will be decided by a simple majority of the members who vote provided that there is a quorum of Executive Committee members present.
  4. The Chair (or, in his/her absence, the Past Chair or Chair Elect) may call for further discussion on any issue before the Executive Committee by holding over the vote on any particular action item (including membership or leadership considerations) to the next convening of the Executive Committee. This call for further discussion does not require a vote of the Executive Committee to be approved with the understanding that such a postponement of final action will be used only in the interest of allowing more time for discussion on any particular actionable item.



B. NMCC

1. Each individual member is entitled to one vote.
2. Each Organization member is entitled to one vote.
3. Each member or his/her designated representative must be present to vote. (either in person, by phone, by televideo, or by other electronic means).
4. Motions before the NMCC, except as otherwise explicitly required by these bylaws, will be decided by a simple majority of the members who vote provided that there is a quorum of NMCC members present.

**IX. Conflict of Interest**

- A. The Executive Committee shall adopt a conflicts of interest policy to protect the NMCC.

**X. Quorum**

A. Executive Committee

1. A quorum of Executive Committee members must be present (either in person, by phone, by televideo, or by other electronic means as described in subsection 2 below) in order for any vote to be binding on any actionable item, including votes regarding official business and/or membership or leadership considerations. If a quorum is not present, and in the interest of respecting the time commitment required by Executive Committee meetings, members present may participate in a preliminary (non-final) vote, provided that the preliminary vote record is later ratified or rejected by a quorum of the Executive Committee at the next such meeting when a quorum is present. Final ratification of a preliminary vote is required before any such preliminary action is considered valid, complete, and/or binding. A quorum will consist of one-half of the then-current members of the Executive Committee.
2. The Chair, Past Chair and Chair-elect are authorized to conduct Executive Committee business by mail or e-mail if time constraints or other factors deem it necessary. Half of the currently filled positions of the Executive Committee will constitute a quorum if quorum of then-current Executive Committee (at minimum)



responds by voting on any business item conducted by mail or e-mail.

B. NMCC

- 1. A quorum will consist of one-third of the then-current members of the NMCC.

XI. Amendment(s) to the NMCC Bylaws

- 1. The Bylaws may be amended by a three-fourths vote of the current Executive Committee membership.
- 2. A notice setting forth the proposed amendment(s) must be sent to all members of the Executive Committee at least 30 days prior to the vote.

XII. Staff Support

Staff from the New Mexico Department of Health Comprehensive Cancer Control Program will provide administrative support for the Executive Committee and general membership meetings of the NMCC, provided adequate funding exists to do so.

Bylaws originally approved May 15, 2006

Date of 1<sup>st</sup> Amendment August 18, 2008

Date of 2<sup>nd</sup> Amendment January 13, 2009

Date of 3<sup>rd</sup> Amendment April 20, 2010

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Chair, NMCC Executive Committee

Date