

# **Kansas Cancer Partnership**

## ***OPERATING GUIDELINES***

### **Article I. Name**

The name of the organization is the Kansas Cancer Partnership (KCP).

### **Article II. Purpose**

1. *Vision.* Reduced burden and suffering from cancer in Kansas and enhanced quality of life for all cancer survivors and their families.
2. *Mission.* Achieve significant reductions in the incidence and mortality rates of cancer among the citizens of Kansas through a comprehensive, integrated and coordinated approach to cancer control. This comprehensive approach covers the cancer continuum from prevention to early detection, treatment and care, survivorship, and quality of life through end of life.
3. *Goals.* KCP's major goals are:
  - Prevention of cancer from occurring or recurring
  - Detection of cancer in its earliest stage through screening and a timely, definitive diagnosis
  - Timely treatment of cancer with appropriate, quality care
  - Assurance of the highest quality of life possible for cancer survivors throughout their lives

### **Article III. Membership**

1. *Eligibility.* Membership is open to organizations and interested individuals (e.g., cancer survivors, nurses, community volunteers, patient navigators) with special expertise and commitment to reducing the human and economic impact of cancer in Kansas. "Organization" is self-defined by each entity completing a KCP Member Information Form. A member organization's mission must complement or be aligned with KCP mission.
2. *Application Procedure.* Membership is contingent on completion of the Member Information Form with review by KCP co-chairs who will extend a formal invitation letter.
3. *Member Expectations.* Each individual or organizational member is expected to:
  - a. Support and promote the mission, purpose, overarching goals, priorities, and programs of the KCP as described in the state cancer plan.
  - b. Assist with recommending and recruiting new members.
  - c. Attend a minimum of one of KCP full membership meetings annually, share ideas and recommendations, and actively participate in KCP meetings and events (attendance can be in person, via video conference or teleconference).
  - d. Contribute to the development, implementation, dissemination and evaluation of strategies for achieving state cancer plan goals and objectives through

- e. Coordinate and collaborate within the member organization to implement strategies that address one or more KCP priorities.
  - f. Coordinate and collaborate with one or more organizations (e.g., governmental, health systems) to implement strategies that address one or more KCP priorities.
  - g. Work to secure broad-based community support for state cancer plan strategies that will reduce the cancer burden in Kansas.
  - h. Participate in establishing statewide priorities for the control of cancer toward which the collective energies of the KCP will be directed.
  - i. Seek opportunities to leverage funds and resources and to support other KCP efforts to secure funding and resources needed to achieve state plan goals and sustain KCP over the long-term.
4. Active and Inactive Membership. KDHE will maintain a KCP membership roster. New members will be added to the list in Active Status. Members who have not participated in KCP meetings, committees or workgroups or have not been responsive to KCP communication for twelve months will be moved from Active Status to Inactive Status on the KCP membership roster. An attempt will be made to contact inactive members by phone or email to encourage active membership. If the member is inactive for greater than twelve months and is the only representative from an organization, the organization will be asked to identify a replacement member.
  5. Member Term. Members retain membership status as long as the KCP membership expectations of Article III.3 are met.
  6. Member Resignation. Any member may resign at any time by submitting a written resignation to the KCP chair or co-chair.
  7. Member Removal. A coalition member may be removed at any time if they misrepresent the KCP or do not follow KCP member expectations as noted in Article III.3. Communication to address and resolve concerns regarding actions of the member in question will be conducted by the KCP chair or co-chair prior to consideration for member removal. The vote to remove a member would be conducted by the KCP Steering Committee.
  8. Full Membership Meetings. The KCP will meet at least semi-annually. KCP members are expected to attend a minimum of one of the meetings annually. Notice of meetings will be provided to members at least 45 days prior to the meetings via email. An advance agenda will be provided at least 14 days prior to the meetings.
  9. Membership Voting. No more than one representative from each organization or agency will have voting authority. When KCP receives more than one Member Information Form from an organization, members of that organization (or the director of the organization) will be asked to identify the Voting Member for that organization. "Organization" is self-defined by each entity completing a KCP Member Information Form. The KCP voting members vote on coalition priorities, officers, and other issues as determined by the steering committee. Information on issues that will be voted on will be sent to the full membership (both the Voting Member and nonvoting members) a minimum of one

week in advance of the vote unless an exception for a specific type of vote is noted within these Operating Guidelines.

10. *Voting During KCP Meetings.* Action may be taken by KCP members eligible to vote during regularly scheduled meetings by voice or written ballot. Voting at full membership meetings will be decided by a simple majority of the quorum for voting at KCP meetings (see Article III.13).
11. *Voting Outside of KCP Meetings.* Action may be taken by KCP Voting Members outside of regularly scheduled meetings by electronic and/or written ballot at the request of the KCP Steering Committee. Every Voting Member is entitled to vote on the matter and will be sent a ballot setting forth each proposed action. Voting Members will have a minimum of one week to vote for or against each proposed action unless an exception for a specific type of vote is noted within these Operating Guidelines. The results of such electronic or written ballots will be decided by a simple majority of the quorum for voting outside of KCP meetings (see Article III.13).
12. *Conflict of Interest.* On any matter brought to a vote, a member organization with a conflict between the interests of the KCP and the member organization will be responsible to declare such a conflict prior to a vote. The KCP chair and co-chair will decide whether the member may vote on the issue about which the conflict has been declared.
13. *Quorum.* A quorum for votes at KCP full membership meetings (see Article III.10) shall be those Voting Members present in person or via teleconference at the time of the vote, plus Voting Members who contacted KDHE staff to record their vote prior to the meeting at which the vote takes place. A quorum for votes that take place outside of regularly scheduled meetings (see Article III.11) shall be total number of votes cast that equals or exceeds 25% of the Voting Members.

#### **Article IV. Officers**

1. *Election.* The Voting Members shall elect officers (Chair, Secretary) as provided in these operating guidelines for the terms described below. The election of officers will be held biennially at a minimum. Voting is necessary for election, and the vote will be decided by a simple majority of the quorum (see Article III.13).
2. *Nominating Committee.* The current Chair will appoint a chair and committee members for the nomination committee for the election of the Chair and Secretary. The nomination committee will consist of a minimum of five KCP members, which will include at least three members of the Steering Committee and one staff member. The nominating committee will present nominee(s) for the election of the Chair and Secretary to the KCP for a vote per procedures described above (see Article III.9-13).
3. *KCP Chair.* To be considered for the position of the Chair the individual must have served on the Steering Committee for no less than two years. The Chair shall serve a two-year term with no limit on the number of terms served. The Chair shall:
  - a. Carry out responsibilities of leadership for the KCP.

- b. Convene and preside at all meetings of the Steering Committee and of members, and assign coalition members to do the same over committee meetings.
  - c. See that all orders and resolutions of the Steering Committee are carried into effect.
  - d. Sign and deliver in the name of the KCP any contracts or other instruments pertaining to the business of the KCP, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Steering Committee to some officer or agent of the KCP.
  - e. Assist with setting meeting agendas and priorities.
  - f. Promote collaboration, encourage shared responsibility, share ideas and recommendations, and be open to diverse points of view.
  - g. Appoint a Co-chair (see Article IV.4).
  - h. Appoint or reconvene any committee, as needed, to provide advice on priority cancer sites or issues, which may include persons who are not KCP members.
  - i. Perform other duties prescribed by the Steering Committee.
  - j. Represent the KCP in all matters related to policy or public relations and serve as the spokesperson on behalf of the KCP, or delegate this responsibility
4. KCP Co-Chair. The Chair will appoint a Co-Chair from the Steering Committee to serve a two-year term with no limit on the number of terms served. The Co-Chair shall:
- a. Provide leadership in the absence, or in coordination with, the Chair.
  - b. In the absence or in coordination with the Chair, the Co-Chair shall perform the duties and exercise the powers of the Chair.
  - c. The Co-Chair shall perform additional duties and have powers as may be prescribed by the Steering Committee.
5. KCP Immediate Past Chair. The previous chair is the Immediate Past Chair and will serve for one year. The Immediate Past Chair shall assist the Chair as requested by the Chair and perform other duties prescribed by the Steering Committee.
6. Secretary. The Secretary shall be elected by the full membership to serve a two-year term with no limit on the number of terms served. The Secretary shall work with KDHE staff to:
- a. Oversee records of the proceedings of all meetings of the Steering Committee and the KCP.
  - b. Notify Steering Committee and KCP members of meetings.
  - c. Perform additional duties as may be prescribed by the Steering Committee.
7. Staff Support. Staff will maintain a current list of active and inactive members, and manage details related to membership, conferences, meetings, website, and public information. Staff will also facilitate development and implementation of the KCP communication plan which will further KCP goals and assist all members of the KCP through media activities, provision of supportive materials and resources to workgroups and the full membership, and other activities.

## **Article V. Steering Committee**

1. Rules of Procedure. The KCP Steering Committee may adopt rules for the conduct of its business as it deems advisable.
2. Composition. The KCP Steering Committee may consist of the following:
  - a. KCP Chair
  - b. KCP Co-Chair
  - c. Immediate Past Chair (if available)
  - d. Secretary
  - e. Chairs of each coalition workgroup and ad hoc committees
  - f. Up to three other individuals nominated by the Chair from the general membership, pending Steering Committee approval.
  - g. Representation from Kansas Department of Health & Environment (KDHE), American Cancer Society, Midwest Cancer Alliance, Tobacco Free Kansas Coalition, Immunize Kansas Coalition and Chronic Disease Alliance of Kansas will be assured through positions listed above or by adding individuals as needed.
  - h. Additional KDHE staff will be designated as non-voting members.
3. Steering Committee Roles and Responsibilities. The Steering Committee shall manage the work of the KCP in pursuit of its mission. In this capacity, the Steering Committee shall:
  - a. Act as the governance and decision-making body of the KCP.
  - b. Be responsible for the strategic and operational direction of the KCP.
  - c. Provide guidance as needed in the development, implementation and evaluation of the state cancer plan.
  - d. Establish workgroups (e.g., cancer action teams) and ad hoc committees as needed according to priorities established in the state cancer plan.
  - e. Determine what issues, in addition to priorities and officers will be voted on by the full KCP membership.
  - f. Recruit new members and chairs/co-chairs for workgroups (e.g., cancer action teams) and ad hoc committees.
  - g. Facilitate communication across workgroups and between the steering committee and the full membership.
  - h. Administer and evaluate the KCP, implement the state cancer plan, and ensure KCP is working according to the Operating Guidelines via an evaluation plan.
  - i. Assist in identification and development of additional resources.
4. Meetings. The Steering Committee shall meet at least quarterly. Attendance may be in person, via teleconference, or via web forum. At least two face to face meetings will be held each year. Meetings should be planned to last no longer than 3 hours if possible. Any member who fails to attend half of the scheduled meetings in one year will be reviewed for membership on the Steering Committee.
5. Conflict of Interest. On any matter brought to a vote, a member organization with a conflict between the interests of the KCP and the member organization will be responsible to declare such a conflict, prior to a vote. The KCP chair and co-chair will decide whether the member may vote on the issue about which the conflict has been declared.

6. *Quorum.* A quorum for the Steering Committee of the KCP shall be one-half of the membership body of the Steering Committee (attendance may be in person, via teleconference, or via web forum).
7. *Steering Committee Voting.* The Steering Committee generally acts by consensus, but may vote on policy issues (see Article V.3.e.) or other issues as determined by the Committee. Each member of the Steering Committee will have an equal vote regardless of affiliation. Steering Committee voting will be determined by a simple majority of those present to vote.

## **Article VI. Workgroups and Committees**

1. *Structure.* The Steering Committee, Chair, and Co-Chair may establish and disband workgroups, ad hoc committees and other task forces for implementation and evaluation of the state cancer plan.
2. *Policy Committee.* KCP will propose policy priorities on an annual basis. The policy committee shall:
  - a. Identify policy issues related to legislation, insurance and health services that support achievement of state cancer plan goals and objectives, especially those focusing on the uninsured and underinsured and other disparate populations identified in the state cancer plan.
  - b. Propose annual policy priorities by consensus; or for unforeseen policy issues, by majority vote of the Steering Committee members who respond by phone or email.
  - c. Inform policy development and testimony (written/verbal) and educate policy makers per the proposed policy priorities; or for situations that do not allow time for a vote on an unforeseen policy issue, activities related to a specific policy proposal may be determined by the KCP Chair, KCP Co-Chair, and Policy Committee Chair or Co-Chair and a minimum of one other Policy Committee member, or minimum of two other KCP Member organization representatives.
  - d. As needed, review and consider input on policy-related decisions from appropriate KCP workgroups and/or members with expertise in specific issues.
3. *Composition of Workgroups:*
  - a. Workgroup Chairs and Co-Chairs shall serve a two (2) year term with no limit on number of terms served.
  - b. Workgroup Chairs should be familiar with the state cancer plan in order to:
    - i. Lead the workgroup and coordinate with staff to develop a work plan to address assigned workgroup priorities through identification and implementation of strategies.
    - ii. Lead discussions on regular calls/meetings of the workgroup.
    - iii. Work with staff to develop agendas, set meeting or teleconference dates, and provide input for the minutes and/or updates.
    - iv. Represent the workgroup as a member of the Steering Committee and attend Steering Committee meetings.
    - v. Represent the workgroup at KCP full membership meetings by providing updates on workgroup projects and progress.

- c. Workgroup Co-Chairs shall:
  - i. Assist workgroup chair in responsibilities described above.
  - ii. Represent the workgroup when chair is unavailable for KCP full membership meetings, Steering Committee meetings or other KCP events.
- d. Workgroup Members: All KCP members are valuable partners in KCP planning and implementation, and are encouraged to join a coalition workgroup. Workgroup members provide valuable information and insight from their local communities and in their roles as health professionals, cancer survivors and interested parties. Members participate through calls and in-person meetings, and assist with initiatives and work conducted by the group.
- e. Staff: Each workgroup will have a designated staff person assigned as a resource person. As staff resources allow, assigned staff may take notes, set up conference lines, distribute minutes or other materials, follow-up with workgroup members who cease to participate to identify why, provide administrative support and search out grant funds related to the success of the state cancer plan.

4. Workgroup Roles and Responsibilities:

- a. Workgroups will identify tools, projects, best practices and resources to implement the priority strategies of the state cancer plan under the direction of the Steering Committee. These workgroup responsibilities include but are not limited to implementation of strategies to achieve priority objectives identified by KCP membership.
- b. Reporting. Workgroup Chairs will report directly to the Steering Committee on their work. They will also report progress to the KCP membership during semi-annual meetings as required.

**Article VII. Regional Coalitions**

- 1. Structure. The Steering Committee and Chair may establish and disband workgroups, ad hoc committees and other task forces for implementation and evaluation of regional coalitions.
- 2. Purpose and Outcomes of Regional Coalitions.
  - a. Assure the Kansas cancer plan is informed by local communities.
  - b. Increase stakeholder participation in KCP.
  - c. Implement the cancer plan at the community level and assure evidence-based interventions/effective practices are being used.
  - d. Broaden representation from the entire state on the KCP.
  - e. Provide support to local level partners as they work on Kansas' cancer plan priorities.
  - f. Leverage the opportunity for policy change at local level.
- 3. Composition of Regional Coalition. Key KCP members from the region will develop a stakeholder list, and contact and invite each stakeholder to be involved in the regional coalition.

4. Regional Coalition Roles and Responsibilities.

- a. One representative of each regional coalition will sit on the KCP Steering Committee, once the regional coalition is formed and leadership selected. In addition, regional coalition members are invited to attend KCP meetings and participate in KCP action teams.
- b. The regional coalitions will be encouraged to select from the current statewide KCP priority objectives. KCP will work with the regional coalition regarding how their issues/data match KCP priorities and Kansas Cancer Plan.

5. KCP Roles and Responsibilities.

- a. As the coalitions are being formed, a support person will assist with managing email/member lists, setting meeting dates and locations, drafting and sending meeting agendas, etc. Once the regional coalitions are established they will need to take these logistics/administrative support functions on themselves.
- b. KCP will engage in a discussion with the regional coalition regarding how their regional cancer issues/data match up with the current statewide KCP priorities and Kansas Cancer Plan.
- c. The KCP Steering Committee will work with the regional coalitions to provide access to ITV or other videoconferencing mechanisms to allow those who cannot travel to the KCP meeting an opportunity to participate remotely.
- d. KCP Steering Committee members and KDHE staff will participate in regional coalition meetings when possible.
- e. KCP will provide support for an initial strategic planning meeting for each region.

**Article VIII. Amendments**

The Operating Guidelines may be amended at the request of any member of the KCP at any regular or special meeting of the full KCP, or by electronic and/or written ballot (see Article III 9-13) provided notice setting forth the proposed amendments has been sent to all members at least 30 days prior to the vote. The amendments will be approved or denied by a simple majority vote of the quorum for voting at KCP meetings or for voting outside of KCP meetings (see Article III.13).