

# BY- LAWS

September 10

# 2009

---

These are the Official By-laws of the  
Cancer Plan Action Coalition of Virginia as  
revised and adopted by the general body.  
This version supersedes all previous  
versions of the By-laws.

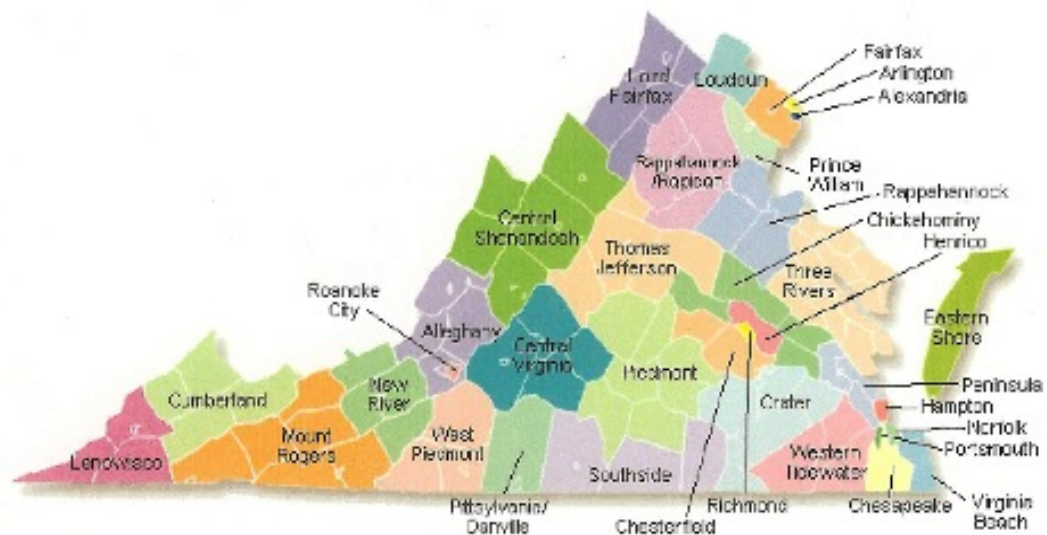
# CPAC



Your network for a healthy Virginia

# By-laws

## Last Revised September 2009



**VIRGINIA CANCER PLAN ACTION COALITION [CPAC]  
BY-LAWS**

**ARTICLE I – NAME AND AREA OF SERVICE**

**Section 1.1: Name and Jurisdiction**

This organization within the Commonwealth of Virginia shall be known as the **Virginia Cancer Plan Action Coalition** (hereafter referred to as **CPAC**). This alliance of agencies, organizations, and individuals has a mutual concern of achieving continuity in the prevention, and early detection of cancer and treatment to cancer patients and their families.

**Section 1:2: Area of Service**

The CPAC shall serve the Commonwealth of Virginia.

**Article II: MISSION AND PURPOSE**

The CPAC is an alliance of entities and individuals that shall provide statewide guidance, support, leadership and coordination and shall serve as a catalyst for cancer prevention and control activities throughout Virginia. These entities include, but are not limited to, public and private organizations, social service providers, community-based agencies, legislators and people living with cancer and their affected family members. Membership in “CPAC” is inclusive and open with representation for all communities of Virginia.

The mission and purpose of CPAC is to facilitate collaborative partnerships among public health agencies, private organizations, cancer centers and all other interested agencies and organizations to carry out recommended cancer control activities. The CPAC shall focus on cancers with a significant disease burden and for which there are opportunities to reduce cancer mortality through prevention, early detection, treatment, education, advocacy, research and evaluation. The CPAC shall foster communication, collaboration, cooperation and community awareness in a comprehensive integrative approach to meeting with compassion and dignity, the multifaceted needs of persons living with cancer.

## **Section 2.1: Goal/Objectives**

1. With the assistance of the Executive Committee, Action Teams and General Members, the CPAC shall adopt, implement, evaluate and revise a comprehensive plan to reduce cancer mortality and morbidity in Virginia, which shall include the following:
  - A. On a biennial schedule, and more often as necessary, analyze the burden of cancer in Virginia and progress toward reducing cancer mortality, and develop a strategic plan to address priorities.
  - B. Recommend priorities for cancer prevention, early detection, treatment and Education, and assist in the effort to stimulate and attract needed resources.
  - C. Identify and recommend strategies to 1) implement cancer control priorities, 2) remove barriers to screening, diagnosis, and cancer treatment with special emphasis on reaching underserved and high-risk populations and 3) increase awareness about health disparities, cancer prevention and control.
  - D. Identify and recommend areas of need for evaluation and research related to the development and delivery of effective prevention and control efforts.
  - E. Facilitate collaborative relationships with state and local health agencies, cancer centers, academic institutions, voluntary, non-profit and private sector organizations for implementation and evaluation of the plan.
2. Advocate as needed to support cancer control priorities.
3. As appropriate, identify opportunities and mechanisms to share information.
4. Address cancer control issues that are beyond the mission of CPAC as appropriate.
5. Facilitate CPACs' growth and development through skill building training sessions.
6. Provide orientation to new members.

## **ARTICLE III: MEETINGS OF MEMBERS**

### **Section 3.1: CPAC Meetings**

The General CPAC meetings, consisting of the full membership, shall meet four times annually typically on the 2<sup>nd</sup> Thursday of March, June, September and December. Meetings shall be presided over by the Chair/Co-Chairperson of the Executive Committee. All meetings shall be governed by *Robert's Rules of Order* as such rules may be revised from time-to-time, in so far as such rules are not inconsistent with or in conflict with these By-Laws.

The CPAC shall determine the hour and location of meetings. All meetings of CPAC and its Action Teams are open to all members and the public. In the absence of the Chair and/or Co-Chairs of the Executive Committee, CPAC Action Teams and Ad Hoc committee meetings, the Co-Chairs of the committees/Action Teams shall select who shall preside over the meeting.

The Executive Committee is responsible for ensuring that minutes of CPAC's quarterly meeting are maintained and distributed to members. Review and approval on the minutes are required at the subsequent meeting of the respective committee/Action Team. All minutes are considered drafts until reviewed and approved as established herein. The appropriate Action Team Chair or

Co-Chair shall provide the Executive Committee with a verbal report of each Action Team's progress at General CPAC meetings. In the absence of the CPAC Action Team Co-chairs, the VA-CCC shall give the above-specified report. Any person or agency wishing to review minutes of the CPAC and its Action Teams can request a copy.

#### **Section 3.2: Special Meetings**

The Executive Committee may call special meetings of the CPAC by giving the active members at least ten working days written notice in advance of the proposed meeting.

#### **Section 3.3: Quorum**

A quorum shall consist of one-third of CPAC members. A quorum of members shall be required for a vote.

#### **Section 3.4: Voting**

Each member shall have one vote on each matter..

If a member is unable to attend a meeting, she/he shall be permitted to give his or her proxy to another member provided such designation is communicated to the CPAC Executive Committee Co-Chairs at least 24 hours in advance of the scheduled meeting.

All matters voted upon at CPAC meetings or Action Team meetings, including Executive Committee meetings shall require a simple majority vote of the members that make-up a quorum for that meeting.

The rights of a CPAC member are dependent on whether or not the member is in good standing with CPAC. [See Article V, Section 5.4]

### **Article IV: LEADERSHIP**

#### **Section 4.1: Virginia Department of Health, VACCC Lead Agency**

The VDH VACCC as the lead agency will provide technical and administrative support to CPAC. The lead agency representative shall serve as an active non-voting participant on the Executive Committee of CPAC. And as a full participant in the Advisory Board, provide assistance in developing strategies to support the mission and goals of CPAC (Refer to Section 4.4).

.

#### **Section 4.2: VACCC Manager, VDH**

##### **Responsibilities:**

Facilitate the accomplishment of the CPAC action plan in the prescribed timeframe, including the following items:

- Participate in regular meetings of the CPAC Executive Committee, CPAC general membership. Provide assistance to the Co-Chairs in convening meetings.
- Ensure minutes/reports of meetings and other appropriate records of CPAC, Executive Committee, and Action Teams are maintained and appropriately disseminated.

- Distribute meeting calendars and notices, and minutes/reports of CPAC general membership meetings to members.
- Conduct follow-up activities, as may be necessary and appropriate, between meetings of the CPAC, Executive Committee and Action Teams.
- Invite cancer-related projects funded under federal, state, local and private funding streams to report periodically to the CPAC for the purpose of information sharing, coordinating services and minimizing duplication, where applicable.
- Maintain and submit an updated membership list and resource directory for distribution to all members annually.

**Section 4.3: Executive Committee**

**A. Purpose**

The purpose of the Executive Committee is to serve as the organizing body of CPAC and to assume responsibility for decision-making in order to achieve the objectives as outlined in the cancer plan. In addition, they shall help establish and approve policies and procedures. The Executive Committee shall be the only elected body on CPAC. Election shall take place annually in June with September being the start date. [See Article VI, Section 6.1A-6.3]

**B. Composition**

The Executive Committee shall be composed of five to seven members of which two shall be elected Co-Chairs by Executive Committee members.

**C. Member Responsibilities & Expectations**

- Attends at least 75% meetings of a twelve-month meeting calendar year. Two consecutive unexplained absences shall constitute grounds for removal.
- Represents the agency for which they work if a member employment status changes, they must notify the Co-Chairs in writing. If their new status is relevant, they may request continued participation.
- Provide leadership to CPAC.
- Approve agenda for each meeting at least fifteen (15) days prior to scheduled meetings
- Appoint interim member(s) of the Executive Committee, in the event of a vacancy, to serve until the next annually scheduled election.
- Be a CPAC member of good standing. [See Article V, Section 5.4]

**D. Term of Office**

Executive Committee members shall be elected from the current membership for a term of two years, with over-lapping terms, which will not all expire at the same time. Members can serve two consecutive terms, but must run and be re-elected after the first term.

## **E. Officers**

### **1. Co-Chairs**

- Convene and preside over Executive & General Membership meetings.
- Serve as spokesperson(s) for CPAC or appoint a designee.
- Report on activities to CPAC at each quarterly meeting or via e-mail, if necessary.
- Have general responsibility for issues arising between meetings, and general power of leadership and management usually vested in the office of chairperson.

### **2. Secretary**

- Keeps records of meetings
- Maintains a current roster of the members of the group
- Maintains such records as necessary for the proper functioning of the committee or group.
- Has responsibility of sending out proper notices of all meetings
- Conducts the correspondence of the organization except as otherwise provided.

### **3. Treasurer**

- Keeps records of all financial transactions and submits reports

### **4. Parliamentarian**

- The person or persons designated as knowledgeable in Parliamentary Procedure, such as *Robert's Rules of Order*.
- Charged with the responsibility of researching the by-laws and parliamentary procedure and reporting the results of such research to the Chair and Co-Chairs of the meeting.

### **5. Term of Office**

Co-chairs shall be elected for one-year staggered terms so that their terms will not expire simultaneously. Co-chairs cannot serve for more than two consecutive terms. **Outgoing and incoming co-chair terms shall overlap for a period of six months to ensure smooth transitioning and consistent leadership for CPAC when their terms expire.**

### **6. Temporary Replacement**

In the event that Co-Chair positions become vacant, the Executive Committee shall appoint by vote a replacement Co-Chair for the completion of the term.

## **F. Meetings**

The Executive Committee shall meet monthly or as needed, follow *Robert's Rules of Order* and vote for two Co-Chairs, Secretary, Treasurer, and Parliamentarian.

Meetings can be held via conference call, face-to face, etc.

## **G. Quorum**

A quorum shall consist of a simple majority of Executive Committee members. A quorum of members shall be required for a vote.

## **H. Removal of Member**

A member can be removed from the Executive Committee if she/he has missed two unexplained consecutive meetings in a calendar year, or for good cause including, but not limited to, unauthorized use of the CPAC name, or acting contrary to the mission of CPAC.

**Process:** After a member has missed a meeting, the Co-Chairperson of the Executive Committee shall contact that member by phone to ascertain whether the member is still interested in being on the Executive Committee. After the second missed meeting, a letter shall be sent from the Executive Committee notifying the member that they shall be removed at the next meeting of the committee. Notification shall inform the member of his/her right to be heard at the next meeting of the Executive Committee. Removal shall be by majority vote of those present at the meeting.

#### **I. Appointment to Fill a Vacancy**

In the event of a vacancy caused by an Executive Committee member resignation or removal from the Executive Committee, members of the committee may appoint a new member to serve out the remainder of the term provided the remaining term is less than a year. The appointment shall be made within two months after a vacancy has been declared. If the term being filled is a two-year term, the appointee must be re-elected at the annual election to fulfill that term.

## **Section 4.4 Virginia Cancer Advisory Board (to CPAC)**

### **A. Purpose**

The purpose of the Virginia Cancer Advisory Board is to serve as an external advisory committee to the CPAC Executive Board and general membership.

Activities of the Virginia Cancer Advisory Board shall include and not be limited to:

1. Assist with development of the organization's strategic plan and identify key priorities.
2. Advise on implementation of the Virginia Cancer Plan
3. Participate in evaluation of the Plan.

### **B. Composition**

The Virginia Cancer Advisory Board shall be composed of organizations and individuals invited by the Executive Board, who have an interest and investment in reducing the burden of cancer in Virginia. The Cancer Prevention and Control Project Manager and representatives of the CPAC Executive Board shall serve as Ex Officio members. The Virginia Cancer Advisory Board shall not exceed thirty-five partners.

## **Article V: GENERAL MEMBERSHIP AND RECRUITMENT**

### **SECTION 5.1: Eligibility**

CPACs membership shall be composed of an alliance of service providers, organizations, and individuals living with cancer or survivors. Membership in CPAC is to be inclusive and continuously open and should be representative of the continuum of services provided in the region. Any or all local agencies, organizations, cancer coalitions, or individual members offering services in the communities, both formal and informal, shall be able to join CPAC and participate in its activities. CPACs official membership list shall be reviewed and updated bi-annually.

Persons and organizations admitted to membership in the CPAC are required to complete a membership application and meet basic membership requirements. There are two types of membership applications: Resource and Full. Membership application shall be submitted to the Executive Committee for approval. The basic membership requirements are:

1. Subscribe to the mission of the CPAC.

Complete an application defining type of membership: Resource or Full Reside or work in the Commonwealth of Virginia

3. Agree to behave in a respectful manner to all members and guests at any meeting held by the CPAC or when representing the CPAC at any other meeting.

## **Section 5.2: Recruitment**

It shall be the policy of this CPAC to recruit and appoint persons living with cancer, persons who represent various fields of expertise throughout the continuum of care in the region. CPAC membership and membership on all committees shall be consistent with the need for diverse representation as outlined below. Members should have an interest in cancer issues and be willing to participate actively in helping to fulfill the mission and work plan objectives of CPAC and reflect geographical, racial and ethnic diversity of Virginia.

No interested individual can be excluded from general membership for any reason unless there is cause for removal (breach of confidentiality).

Members and member agencies shall be recruited for membership from, but not limited to, the following types of agencies and organizations: (a) cancer service organizations; (b) business groups; (c) community-based organizations; (d) educational institutions; (e) elected government officials; (f) financial institutions; (g) home health agencies; (h) hospice organizations; (i) hospitals; (j) medical, public health, and social service agencies; (k) mental health agencies; (l) minority groups; (m) people living with cancer; (n) regional public health and social service departments; (o) faith based organizations; (p) support groups; (q) and other cancer planning bodies.

Additionally, CPAC shall take appropriate action to recruit a membership that reflects the economic, social, racial, ethnic, sexual orientation, gender composition and age of the population served. The CPAC shall strive to recruit a membership that consists of at least 25% people living with cancer and 25% minorities; in addition to having geographic representation from the Commonwealth of Virginia. The rights of a CPAC Member are dependent on whether or not the member is in good standing with CPAC. A member of good standing is as follows:

### **Section 5.3 Member in Good Standing**

A member in good standing is one who attends at least 50% of scheduled General CPAC meetings and/or Action Team meetings per year or arranges representation at such meeting, and supports the purpose and mission of CPAC.

#### **Rights of Member of Good Standing**

1. One (1) vote on CPAC issues and process
2. Grievance
- 3.

### **Section 5.4: Member Responsibilities and Expectations**

1.) Participate in regular meetings of the CPAC and Action Teams.

Assist other members in committees to:

- Periodically review information describing the extent of the cancer epidemic in the Commonwealth of Virginia.
- Identify needs of persons with cancer and represent those needs at CPAC meetings.

- Work toward establishing a community based service plan, including recommendations for funding to provide comprehensive outpatient/ambulatory health and social support services, and provisions to meet the special needs of families with cancer disease.
  - Collaborate with other CPAC members in order to efficiently coordinate services.
- 2.) Assist the VA-CCC in the planning, implementation and evaluation of the cancer plan.
  - 3.) Assist in providing information, referral, advocacy and support regarding cancer, prevention, early detection, surveillance, treatment, rehabilitation, and palliation.
  - 4.) Participate in community awareness relative to CPAC interest.
  - 5.) Raise awareness related to the need for additional cancer resources in the Commonwealth of Virginia.
  - 6.) Participate in assessment of priority needs for cancer prevention, early detection, surveillance, treatment, rehabilitative, and palliative services in the Commonwealth of Virginia.
  - 7.) Create a forum whereby information can be presented and exchanged about individual agency services.
  - 8.) As opportunities occur, CPAC members shall publicly represent the policies and priorities of the CPAC, consistent with the direction of the action plan.
  - 9.) Individual members shall inform the Executive Committee of all CPAC-sponsored activities prior to initiating new activities. If they do not, this may be a basis for the removal of an individual member from the CPAC. Once removed former individual members shall be prohibited from participating in the CPAC and its activities.

#### **Section 5.5: Resignation**

Any individual member or member agency may at any time resign as an active member of the CPAC. Resignation notice shall be submitted in writing to the CPAC Co-Chairs and/or VA-CCC, and shall be effective upon receipt.

#### **Section 5.6: Removal**

Breach of confidentiality or unethical behavior such as operating under organizational/personal bias or agenda is cause for removal. Upon recommendation of the Executive Committee, any active member, including officers and committee chairs, may be removed for cause by a two-thirds (2/3) quorum vote at any meeting of the CPAC at which a quorum is achieved.

The following shall be basis for removal:

- A. Breach of confidentiality
- B. Organizational bias or personal agenda conflicting with CPAC agenda, mission, vision and goals.
- C. Unethical behavior that reflects negatively upon the general membership and the mission of the CPAC.

D. Not adhering to 50% attendance at CPAC meetings. Documented excuses for absences due to emergencies and/or illness, with contact with the Executive Committee Co-Chairs shall be acceptable.

E. Implementing or undertaking new activities, programs, policies and/or representing the CPAC without authorization from the Executive Committee and VA-CCC

Removal must be recommended by a one-third majority (two-thirds majority) vote of the Executive Committee. Reinstatement of removed members may be considered on an individual basis with two-thirds-majority vote of the Executive Committee.

The process for removal shall include a fair and reasonable opportunity to be heard by the Executive Committee, and written notice to the member at least four weeks in advance of proposed removal.

## **ARTICLE VI: NOMINATION AND ELECTION OF EXECUTIVE COMMITTEE**

### **Section 6.1: Nominating Committee**

At the March meeting, members of the Nominating Committee shall be selected from among the CPAC membership by the Executive Committee Co-Chairs. The Nominating Committee shall be chaired by a member of the Nominating Committee designated by a simple majority vote of that Committee.

The Executive Committee shall strive to include a diversity of representatives including people living with cancer or survivors, minorities, and service providers representing the continuum of care, and reflect diversity inclusively in the composition of the Nominating Committee. A majority of the Nominating Committee should be composed of members who are not current members of the Executive Committee. Normally at the June meeting of CPAC every year, the Nominating Committee shall present to the members of CPAC for vote, a slate of nominees to serve on the Executive Committee comprised of members who have actively served in CPAC from standing committees. At least four (4) weeks prior to presenting nominations to the members, the Committee shall notify CPAC members in writing of the names of persons it proposes to nominate to serve on the Executive Committee. The Nominating Committee shall select members in good standing that will represent an agency or organization to serve on the Executive Committee. It is the goal of CPAC that each agency or organization represented shall only have one voting member on the Executive Committee.

The Nominating Committee will meet on an as needed basis throughout the year to recommend interim appointments for any vacancies.

#### **A. Responsibilities:**

The Committee shall (a) prepare a process for securing nominations for vacancies which correspond to the continuum of care and other membership criteria [e.g., survivor], (b) review nomination applications, (c) develop a slate of candidates, (d) begin voting preparation at least three months prior to the CPAC June meeting, during which the actual voting shall occur.

It is the responsibility of the Nominating Committee to abide by a process that is fair, uniform, inclusive, and objective; and to ensure a diverse and representative pool of qualified candidates, including persons living with cancer or a survivor, members of racial/ethnic minority groups, and providers representing the continuum of care in the Commonwealth of Virginia. It is also the responsibility of the Nominating Committee to present

a slate of all qualified candidates to CPAC for a vote based on an assessment of the needs of CPAC, skills, experience, diversity, and desired leadership qualities.

**B. Term of Office**

Committee members shall serve a two-year term, not to exceed two consecutive terms.

**Section 6.2: Nomination Process**

Recommendations for individuals to be nominated can be made by a member of the CPAC at any time prior to and during the Nominating Committee meetings, which are open to members. The Nominating Committee shall provide at least four (4) weeks' notice to the general membership that nominations are open. Members may nominate themselves or be nominated by other members for vacant positions. All nominees and candidates shall be members in good standing of the CPAC as described in **Article V, Section 5.3** of the By-Laws.

Written nominations shall be accepted up until 5 days before the day of the election. Persons accepting a nomination shall be required to speak to the CPAC regarding their experience and qualifications so that members can make an informed decision in voting for candidates.

**Section 6.3: Review Process**

The Nominating Committee shall review the qualifications and experience of candidates nominated to serve as members of the Executive Committee. Each candidate/nominee shall be required to provide a resume or curriculum vitae to the Nominating Committee outlining previous and current experience serving in leadership positions.

**Section 6.4: Creation of the Ballot**

The Executive Committee shall direct the Nomination Committee to prepare an Election Ballot. The ballots shall list the nominees who shall run for positions on the Executive Committee. The Nomination Chair shall first ascertain that the nominees have a willingness to serve on the Executive Committee for two years. The election shall take place in June.

**SECTION 6.5: Reporting**

The results of the election shall be tabulated by the Nominating Committee and reported to the Nominations Chair. In the case of two candidates receiving the exact same number of votes, and CPAC has reached the maximum number for the committee, the seated Executive Committee shall review the resume and representation of the candidates. If the area is not represented, the person shall be seated. In the case of two candidates from the same agency or organization, a run-off election shall take place at the June General CPAC Meeting.

The Executive Committee members shall be elected by a simple majority of votes. At the first meeting of the newly elected Executive Committee, two Co-Chairs shall be elected to serve for two year terms. An Executive Committee member elected as Co-Chair of the Executive Committee may not chair any other Action Team or committee.

#### **SECTION 6.6: Postponement of Election**

The postponement of an election of Executive Committee members shall only be for the following reasons: 1) adverse weather conditions, 2) death of member, 3) not enough members present to reach a quorum.

### **ARTICLE VII: ACTION TEAMS & SPECIAL COMMITTEES**

The Executive Committee may from time-to-time authorize Action Teams and special committees. Committees and Action Team members shall appoint respective Co-Chairpersons.

#### **Section 7.1: Action Teams**

Action Teams shall exist to identify priorities impacting the community and the continuum of cancer services, and to develop and implement strategies to increase awareness of identified priorities using the Virginia Cancer Plan as a reference guide and resource. They shall meet on a regular basis.

The composition of the Action Teams shall include survivors of cancer or people living with cancer, shall be representative of the minority communities served by the CPAC, include service providers representing the continuum of care and be consistent with CPAC membership as described in Article V, Section 5.1. New members shall be recruited consistent with the membership needs of the committee.

#### **Section 7.2: Term of Office**

Action Team Chairs and/or Co-Chairs serve for a two-year term, not to exceed two consecutive terms.

#### **Section 7.3: CPAC Action Teams**

The Prevention, Early Detection, Treatment and Survivorship and Palliative Care Action Teams shall meet regularly to review the current Virginia Cancer Plan, prioritize the plan's goals and objectives, and implement plan activities related to their section of the Plan. Action Team activities may include, but are not limited, to those listed in the Virginia State Cancer Plan.

#### **Section 7.4: CPAC Resource Teams**

Two resource Teams (Surveillance and Health Equity and Equality) shall support the activities of the CPAC Action Teams. The Resource Teams will identify, monitor, collect and report data related to cancer and cancer disparities and serve as general consultants to the Action Teams on evidence-based interventions, strategic planning and the prioritization of goals and activities.

#### **Section 7.5: Ad-Hoc Committees**

The Executive Committee may designate Ad-Hoc committees from time-to-time as needed to fulfill time-limited objectives. The Executive Committee may appoint chairs or co-chairs of Ad-hoc Committees. If needed, an Ad-hoc committee may be appointed on an annual basis to review the By-Laws and make recommendations for amendments consistent with the wishes and overall objectives of CPAC.

## **ARTICLE VIII: POLICIES**

### **Section 8.1: Conflict of Interest**

#### **A. Definition**

Individual and Organizational Members of CPAC, including members of committees and Action Teams, shall not use their membership for purposes, which are, or give the appearance of being, motivated by personal gain. Conflict of interest occurs when an appointee or voting member of the CPAC has a direct or indirect fiduciary or other personal or professional interest in a consortium decision, or the outcome of a vote. Conflict of interest also occurs when consortium members use their position for purposes that are, or appear to be, motivated by pursuits of personal gain for themselves or their families, friends, or organizations for which they work, have business interests in, and/or receive benefits and/or services.

#### **B. Disclosure of Conflict of Interest**

In the event of a Conflict of Interest of a CPAC member, the following process shall be carried out: Any member of CPAC, committee, Action Team or staff who has a conflict of interest on any action or decision of the agency shall disclose the nature and extent of such interest in writing to the Executive Committee.

#### **C. Conflict of Interest Challenge**

Any person, CPAC member, public, or staff present at a meeting may raise a question of possible conflict of interest of others, himself/herself and/or another. Each conflict of interest challenge shall be ruled on by majority vote of the members present based on information presented. The member asserting a conflict exists regarding another member, and the individual charged with having a conflict, shall abstain from the vote. Conflict of interest shall be resolved by majority vote of the members in good standing present at the meeting in which the issue was raised.

#### **D. Conflict of Interest Responsibility**

It is the responsibility of the Executive Committee to make sure the conflict of interest By-Law provisions are adhered to in all decisions.

### **Section 8.2: Lobbying**

CPAC shall not participate or intervene in any political campaign on behalf of any candidate for public office including the publishing or distribution of statements.

**Section 8.3: By-Laws Amendments**

The By-Laws shall be reviewed annually. By-Laws may be amended at any General CPAC meeting upon recommendation of the Executive Committee, provided that written notice of the proposed action and distribution of the proposed amendments is available at least four weeks prior to the meeting. Amendments shall be adopted upon approval of a simple majority vote of the members present at any General CPAC meeting, provided there are at least a majority of members present who are eligible to vote.

There shall be a full discussion and review by the CPAC membership of proposed By-Laws and amendments.

## **ARTICLE IX: GRIEVANCE PROCEDURES**

The grievance procedure for the Virginia Cancer Plan Action Coalition is a fair and systematic process that provides individuals or agencies an opportunity to be heard, to obtain a fair and impartial assessment of the complaint, and a decision regarding its resolution.

A grievance is an informal or formal expression of dissatisfaction (herein after “complaint”) with some aspect of the activities of CPAC that is brought to the attention of CPAC leadership in writing.

CPAC and its membership are urged to address concerns on an informal basis by promoting and practicing open and honest communication. Informal methods of resolving differences save time and help to build positive relationships between survivors, agencies, and planning body members of CPAC. It is expected that the CPAC and its members shall afford an opportunity for dissatisfied parties to be heard, and that all participants shall be encouraged to pursue appropriate channels in raising issues and concerns, achieving consensus, and/or voting, to resolve conflicts or disagreements whenever possible in order to prevent parties from having to resort to a formal grievance process.

### **Section 9.1: Who Can Bring a Grievance**

Formal Grievances can be initiated only by CPAC members directly affected by the outcome of a CPAC decision.

### **Section 9.2: What is subject to Grievance**

It is the view of the CPAC that a grievance may occur regarding adherence to CPAC procedure, including, but not limited to the following: 1) establishing policies and procedures; 2) the process used for holding elections or voting on CPAC matters; 3) the process used for determining priorities, service needs, and the annual work plan; 4) improper actions of CPAC members acting in their official capacity; 5) the process followed in developing state-wide action plan priorities and funding recommendations; and 6) the process of approval of linkage agreements and support letters.

The following are not subject to grievance procedures: 1) CDC funding recommendations; 2) complaints against a service provider; 3) ultimate decisions of CPAC’s grievance process.

### **Section 9.3: Procedures for Filing a Grievance**

Anyone who is unsatisfied with the informal resolution of his/her complaint and wishes to initiate a grievance proceeding must submit a written complaint within 60 business days of the occurrence of the incident to be grieved. This complaint shall include the following:

1) The names and contact information of the parties involved, 2) The issue(s) to be resolved, 3) How the grievant has been directly affected by the decision which is being grieved, and 4) What steps the grievant has taken to informally resolve the issue.

Within 10 business days of receiving the complaint, CPAC’s Executive Committee Co-Chairs must notify the members of the Executive Committee that a complaint has been received. The notice shall not include the nature of the complaint to ensure a fair and unbiased process. The Executive Committee shall appoint an ad-hoc committee to serve as the Grievance Committee

and based on the nature of the grievance, may have a representative from the Lead Agency, which shall meet within 20 business days of the receipt of the complaint by CPAC's Executive Committee Co-Chairs. A CPAC member involved in the grievance may not serve on the Grievance Committee.

The grievant and the affected parties shall have an opportunity to have their perspectives heard by the ad-hoc Grievance Committee. The Grievance Committee shall investigate the complaint and develop a report containing findings as to the merits of the complaint and, if the complaint is found to have merit, make recommendations for remedial action. Within 60 business days of the hearing date, a written record of the findings and recommendations of the Grievance Committee are to be reported to the parties involved in the grievance and the Executive Committee, which shall then carry out those findings and recommendations.

#### **Section 9:4: Appeal Process**

In the event a CPAC member bringing the complaint is not satisfied with the findings or recommendations of the Grievance Committee, a written request to appeal the outcome must be filed in five business days of notification of the decision with the CPAC Executive Committee Co-Chairs.

### **ARTICLE X: FISCAL YEAR**

The fiscal year of the CPAC shall begin on July 1 and end on June 30.

### **ARTICLE XI: FINANCIAL OPERATIONS**

#### **Section 1. Books and Records**

The CPAC shall make available to the appropriate state and federal agencies correct and complete written record of operations and shall maintain minutes of the proceedings of all meetings for three years. Record of operations shall be available to CPAC members upon request. Budget and financial reports shall be available to all members at each quarterly meeting.

#### **Section 2. Travel Reimbursement Policies**

**A. General Guidelines** – If requesting CPAC funds to cover mileage, the traveler must complete the CPAC Travel Reimbursement form. Lodging will be reimbursed based on the current state reimbursement rates. Refer to State Travel Regulations for current state guidelines. Lodging receipt must be attached and must show a zero balance. You may have to specifically request such a statement from the hotel or motel. Travelers should always pursue the least expensive means for mileage, such as car pool, car rental or, if possible, a state vehicle. Sharing a room is also highly advisable when overnight stays are required. **Mileage to and from CPAC quarterly, Executive Committee, and advisory committee meetings does not require prior approval. However, due to limited funds, members are encouraged to utilize funds from their place of employment, whenever possible.** Additional travel

guidance and instructions are available on the CPAC website: [www.virginiacpac.org](http://www.virginiacpac.org).

**B. Authorizations and Forms** – In order to expedite the processing of requests for reimbursement by CPAC members, one of two forms is required. A completed IRS Form W9 (“Request for Taxpayer Identification Number and Certification”) must be submitted with the following two forms. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT. W9 forms are available from the following website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.**

**1. CPAC Request for Non-Routine Travel** – This form is required when CPAC members will be attending meetings, conferences, or other non-CPAC events and will be representing CPAC. Members must follow the instructions on the form and be sure to comply with the general guidelines above. **This form must be completed at least 15 working days prior to the travel date.** Completed forms should be submitted to the CPAC Treasurer or his/her designee for approval by the CPAC Executive Committee.

**2. CPAC Travel Reimbursement** – This form is required in all instances where CPAC funds will be used to reimburse CPAC members for conducting official CPAC business. Members seeking reimbursement should fax their completed CPAC Travel Reimbursement forms along with an approved travel request form, W9 and all supporting documentation to the CPAC treasurer.

**C. Documentation** – **Only official, original receipts are acceptable when documentation is required for reimbursement. In the case of travel by air, rail, or bus, the original boarding pass bearing the traveler’s name and seat assignment is required for reimbursement.** CPAC travelers must retain the necessary documents for submission with their travel reimbursement requests. If there is any question about whether a receipt is required, it is better to err on the side of having a receipt. Travelers may have to specifically request receipts or statements in some instances. Failing to provide sufficient documentation of travel expenses may result in travelers not being reimbursed for their legitimate expenses related to travel on behalf of CPAC.

**D. Activities and Allowable Travel Expenses**

**1. Quarterly Meetings (General Members) – Mileage is a covered travel expense related to CPAC quarterly meetings.** Travelers should seek reimbursement for mileage from their employers first. If travel funds are available through the employer, travelers should pursue the least expensive means for mileage, such as car pool, car rental or a state vehicle. CPAC members requesting reimbursement for attending quarterly CPAC meetings must complete and submit the CPAC Travel Reimbursement Form along with a completed IRS W9 Form.

- 2. Executive Committee Meetings – Mileage and lodging (up to three hotel stays per CPAC year; September 1 – August 31) are covered travel expenses for CPAC Executive Committee members.** Travelers should seek reimbursement for mileage, lodging or both from their employers first. If travel funds are not available through the employer, travelers should pursue the least expensive means associated with these expenses. It is highly recommended that CPAC Executive Committee members car pool, obtain a rental car or acquire a state vehicle for travel to Executive Committee meetings, when possible. If an overnight stay is required Executive Committee members should seek basic accommodations at the lowest rates that are available to them. Sharing a room is recommended when possible. Requests from Executive Committee members for reimbursement associated with attending meetings must be made using the CPAC Travel Reimbursement Form accompanied by the IRS W9 Form and original hotel receipts showing a zero balance.
- 3. Advisory Committee Meetings (Cancer Advisory Board) - Mileage and lodging (up to three hotel stays per CPAC year; September 1 – August 31) are covered travel expenses for Cancer Advisory Board members.** Travelers should seek reimbursement for mileage, lodging or both from their employers or other entities first. If travel funds are not available through the employer or through other sources, travelers should pursue the least expensive means associated with these expenses. It is highly recommended that Cancer Advisory Board members car pool, obtain a rental car or acquire a state vehicle for travel to Advisory Board meetings, when possible. If an overnight stay is required Advisory Board members should seek basic accommodations at the lowest rates that are available to them. Sharing a room is recommended when possible. Requests from Advisory Board members for reimbursement associated with attending meetings must be made using the CPAC Travel Reimbursement Form accompanied by the IRS W9 Form and original hotel receipts showing a zero balance.
- 4. CPAC Conferences/Trainings and Other Special Events – Mileage, meals and lodging are covered travel expenses for persons traveling to represent CPAC at these events. PRIOR AUTHORIZATION is mandatory in these instances.** Travelers must complete and submit the CPAC Request for Non-routine Travel Form at least 15 business days prior to the travel date. All requests for non-routine travel will be reviewed by the CPAC Executive Committee. CPAC members or Cancer Advisory Board members requesting reimbursement for non-routine travel, after receiving prior approval of their travel, must submit original receipts for reimbursement. In the case of travel

by common carriers (air, rail or bus) the original boarding pass bearing the traveler's name and seat assignment must be submitted with the request for reimbursement. In the case of lodging, only original receipts showing a zero balance are acceptable. Travelers should obtain and retain all meal receipts in order to be reimbursed for meals while traveling on behalf of CPAC. In some instances the CPAC Executive Committee may determine that meals and incidental expenses (e.g., gratuities) be reimbursed using prevailing per diem rates for the Commonwealth of Virginia. In such instances, travelers should seek further guidance about allowable charges and rates from state travel regulations. Requests for reimbursement under these circumstances requires the CPAC Request for Non-routine Travel Form, the CPAC Travel Reimbursement Form, the IRS W9 form and original meal receipts, lodging receipts and original boarding passes bearing the traveler's name and seat assignment. Failure to submit all required forms and documentation may result in travelers not being reimbursed for some or all of the legitimate expenses that they incurred while traveling for official CPAC business. If there is ever any doubt about whether a receipt is required, travelers should err on the side of obtaining receipts for all of their travel expenses for which they expect to be reimbursed.

## **ARTICLE XII: MISCELLANEOUS**

### **Section 12.1: Interim Chairpersons**

If a vacancy occurs in the position of Chair or Co-Chair of any committee including the Executive Committee, the membership of the Committee recommends the appointment of an interim Chair or Co-Chair. The interim Chair or Co-Chair shall be ratified by a simple majority of that committee and shall serve the remainder of the term.

## **CPAC BY-LAWS GLOSSARY**

### **Significant Disease Burden**

Cancers that have the greatest impact on the citizens of Virginia in both number of cases and economic implications.

### **Cancer Survivors**

Any person who has been diagnosed with cancer and those people in their lives who are affected by the diagnosis, including family members, friends, and caregivers.

### **Member of Good Standing**

A member in good standing is one who attends at least 50% of scheduled General CPAC meetings and/or Action Team meetings per year or arranges representation at such meeting, and supports the purpose and mission of CPAC.

### **Comprehensive Cancer Prevention & Control [CPCP]**

The Comprehensive Cancer Prevention and Control Project (CPCP) (now VA-CCC) was established in 1998 by the Virginia Department of Health within the Division of Chronic Disease Prevention and Control initially using funds from the Preventative Health and Health Services Block Grant. In 2001, the Virginia Department of Health competed and was awarded funding from the Centers for Disease Control and Prevention for a Comprehensive Cancer Prevention and Control Project. A component of VA-CCC's function is to assure that leadership is provided to the CPAC. Additionally, the VA-CCC will provide technical and administrative support to the CPAC.

### **Cancer Plan Action Coalition [CPAC]**

The coalition consists of representatives from organizations and agencies concerned about the prevention and control of cancer in Virginia. CPAC has transitioned itself from a plan-writing organization to a plan-implementing organization. Former names during the transition process have included: The Cancer Plan Advisory Committee and The Cancer Plan Action Committee.

### **Virginia Cancer Plan [VCP] for 2001-2005**

This is a plan to guide cancer prevention and control planning, implementation, and evaluation efforts within the state. It is typically written to be effect for a period of 4 to 5 years, at the end of which time, it is reviewed, revised and updated.

## **CPAC BY-LAWS GLOSSARY**

### **Parliamentarian**

The person or persons designated as knowledgeable in Parliamentary Procedure, such as Robert's Rules of Order. This person is charged with the responsibility of researching the

by-laws and parliamentary procedure and reporting the results of such research to the Chair or Co-Chairs of the meeting.

## **Secretary**

The person or persons designated to keep records of meetings, maintain a current roster of members of the group, and otherwise maintain such records as necessary for the proper functioning of the committee or group. *The Secretary is also responsible for sending out proper notices of all meetings and to conduct the correspondence of the organization, except as otherwise provided.*<sup>1</sup>

---

<sup>1</sup>Robert's Rules of Order Revised by General Henry M. Robert 1915 4<sup>th</sup> Ed., Public Domain  
<http://www.rulesonline.com/rror-10.htm#59>  
Last Update: September 2009