

BY-LAWS
Pennsylvania Cancer Control, Prevention and Research Advisory Board

A. Standing Committees of the CAB

1. Pennsylvania Cancer Coalition (PCC)

a. Purpose

The Pennsylvania Cancer Coalition shall assemble diverse partners and organizations to develop, implement and evaluate strategies for preventing and controlling cancer in Pennsylvania. The PCC shall fulfill the responsibilities of a statewide cancer control coalition for participation in the National Comprehensive Cancer Control Program (NCCCP) as established by the Centers for Disease Control and Prevention. On behalf of the CAB, the PCC shall develop the Pennsylvania Cancer Plan as described in Article IIIC, defining strategies to guide cancer control activities. The PCC shall keep the CAB apprised of progress in achieving Pennsylvania Cancer Plan goals.

b. Mission

The mission of the PCC is to engage organizations and other cancer stakeholders in the implementation of the goals of the Pennsylvania Cancer Control Plan to reduce cancer incidence, morbidity and mortality and improve quality of life for cancer survivors and caregivers.

c. Scope

- 1) Develop, implement and evaluate a statewide Cancer Control Plan for Pennsylvania
- 2) Act as a statewide ambassador to promote Pennsylvania's cancer goals.
- 3) Implement evidence-based approaches for cancer control related to selected priorities in the Pennsylvania Cancer Control Plan.
- 4) Recommend Pennsylvania cancer control priorities based on data and NCCCP requirements.
- 5) Identify areas and populations of high need to target cancer control interventions and evaluate the effectiveness of these interventions.
- 6) Strengthen partnerships by exchanging information and identifying and utilizing resources.
- 7) Address the public health needs of the cancer continuum.

d. Membership

Any individual or organization committed to reduce the burden of cancer in Pennsylvania and subscribes to the mission of the CAB and PCC shall be eligible for membership. Membership in the PCC shall include diverse organizations and individuals positioned to effectively implement statewide Cancer Control activities.

e. Member Profile

All members shall complete a membership profile available online or via a paper copy.

f. Member Expectations

Each member is expected to do the following:

- 1) Work within each member's own organization and with outside organizations to implement Cancer Plan goals and strategies.
- 2) Attend quarterly PCC meetings to share ideas and Cancer Plan implementation strategies and participate in workgroups and/or subcommittee activities.
- 3) Participate in the annual membership satisfaction survey regarding PCC activities
- 4) Maintain a Member Profile updated annually

g. Leadership

1) Co-Chairs

The PCC shall be led by two Co-Chairs who will be nominated by and voted on by members of the PCC membership, subject to CAB approval, and shall serve a staggered three-year term. The term of office shall be October 1 to September 30 with elections being held in the third quarter of the calendar year. The Executive Team of the PCC has the authority to appoint an interim co-chair when the position has become vacant due to resignation, removal or termination. Interim status does not prevent the interim co-chair from seeking a full three-year term.

The Co-Chairs shall:

- a. Report to the CAB on progress toward plan development, implementation and evaluation and updates on workgroup activities at CAB meetings.
- b. Provide leadership, oversight and direction for the PCC. They shall not serve as co-chairs of PCC workgroups.
- c. Preside over PCC Quarterly meetings.
- d. Set meeting agendas and priorities in collaboration with the Department's Comprehensive Cancer Control Program Director.
- e. Plan and direct the PCC Executive Team Quarterly meetings.
- f. Make recommendations for priorities for the PCC and Plan implementation to the CAB and in collaboration with the Department.
- g. Attend quarterly Leadership Team meetings with the CAB Chair and the Department Program Directors to guide program direction.
- h. Make recommendations for the PCC Subcommittee and Workgroup leaders in collaboration with DOH staff.
- i. Oversee the progress of the PCC Subcommittee and Workgroups in implementation of the Pennsylvania Cancer Plan
- j. Appoint or reconvene Subcommittees and Workgroups to provide advice on priority cancer areas.

- k. Mediate disputes within the PCC.
- l. Serve as a public representative of the PCC.

2) PCC Executive Team (ET)

The PCC Executive Team is the steering body of the PCC and is responsible for providing direction for the PCC and may make decisions for the entire PCC. The ET shall be comprised of the PCC Co-Chairs, Priority Leads who represent Workgroups, Subcommittee Co-Chairs and the Comprehensive Cancer Control Program Director from the Department of Health. The Executive Team shall manage, direct, and coordinate implementation activities of the PCC by establishing priorities, recommending processes, and making decisions.

h. Subcommittees and Workgroups

The PCC may form Subcommittees and Workgroups on an as-needed basis to carry out the work of the PCC and manage projects in accordance with the Pennsylvania Cancer Plan, CDC priorities, or at the direction of the CAB or Secretary of Health. The Subcommittees and Workgroups shall meet no less than four times annually to execute cancer control priorities.

PCC Subcommittees shall provide subject matter expertise on cross-cutting issues to support and improve the effectiveness of the Workgroups. They may work collaboratively with a Workgroup to accomplish tasks.

PCC Workgroups shall implement evidence-based approaches to fulfill Cancer Plan goals and discuss a specific cancer or topics and share peer to peer discussions and lessons learned across the continuum of care, provide progress on existing projects and collect information on Cancer plan implementation.

1) Co-Chairs

Subcommittees and Workgroups shall have co-chairs and the ET shall provide recommendations or seek volunteers to fill these vacancies within existing Subcommittees or Workgroups. The term of office shall be July 1 to June 30 with terms starting in the second quarter of the calendar year. The Co-Chairs of the PCC have the authority to appoint an interim subcommittee or workgroup co-chair when the position has become vacant due to resignation, removal or termination. Interim status does not prevent the interim co-chair from seeking a full three-year term.

Co-Chairs shall:

- 1) Provide overall leadership and direction for the Subcommittee or Workgroup.
- 2) Lead Subcommittee or Workgroup meetings.
- 3) Ensure the preparation of meeting notes

- 4) Develop activities for the cancer control work plan.
- 5) Develop workgroup meeting agendas in collaboration with Department of Health staff.
- 6) Provide input on data needs and evaluation.
- 7) Assist with assessment and evaluation of the Pennsylvania Cancer Plan activity effectiveness.

ARTICLE VI. RULES AND PROCEDURES

Robert's Rules of Order shall be observed as the rules of procedure for all CAB and committee meetings.

ARTICLE VII. AMENDMENTS

Amendments to these by-laws may be made at any meeting of the CAB by a majority or a two-thirds vote of a quorum of the CAB members in attendance.

Approved: December 5, 2012

Amended: September 9, 2013

Amended: July 27, 2017

Amended: June 21, 2018

Amended: April 14, 2020

Amended: June 17, 2021