



## Wyoming Cancer Coalition Bylaws

### **Mission**

The mission of the Wyoming Cancer Coalition (WYCC) is to develop and implement a collaborative and comprehensive approach to cancer prevention, early detection, access to health care, diagnosis and treatment, and quality of life services to reduce the impact of cancer in Wyoming.

**This mission is driven by the following key messages:**

### **Success begins with VISION.**

The Wyoming Cancer Coalition is charged with implementing the Wyoming Cancer Plan, which provides a clear vision of how we can address the leading cause of death in the State. The plan outlines Wyoming's comprehensive cancer control goals and strategies for cancer prevention, early detection, treatment, and quality of life.

### **The vision is based on COLLABORATION.**

Comprehensive Cancer Control utilizes the power of collaboration as a key approach in reducing cancer. The Wyoming Cancer Coalition is made up of organizations and individuals united through shared vision, common commitment, and collaborative activities.

### **Collaboration promotes EFFICIENCY.**

Cancer is a complex problem too large for any one entity to address efficiently. By pooling information, ideas, skills, and strategies, a united partnership is better equipped to set priorities, enhance existing coordination, prevent overlap, maximize resources, and evaluate impact.

### **Efficiency turns plans into ACTION.**

The mission of the Wyoming Cancer Coalition is accomplished through the actions of its members. The Wyoming Cancer Coalition helps its members adapt the goals and strategies of the Wyoming Cancer Control Plan, engage others in their efforts, and build community capacity.

### **Action yields RESULTS.**

Wyoming Cancer Coalition members carry out Wyoming's Cancer Plan through activities that promote and advocate for positive health behaviors, increased cancer screenings, broader access to quality treatment, and better quality of life for survivors. These results bring us closer to the ultimate goal of saving lives by reducing cancer as a significant health problem in Wyoming.

## **Purpose**

The purpose of the WYCC is to foster statewide collaboration efforts to better implement comprehensive cancer control in Wyoming, and to serve as a vehicle to coordinate the improvement of cancer prevention and control activities throughout the state.

## **Function of the WYCC**

The function of the WYCC is to bring together, at the state level, representatives from the public and private sectors engaged in research; surveillance; prevention; early detection of cancer; education; diagnosis and treatment; management; support; rehabilitation and palliative care of persons impacted by cancer, and persons with cancer and their families and caregivers to address problems relating to cancer in Wyoming to:

- Improve access to health care for all Wyoming residents
- Reduce cancer risk by promoting healthy lifestyles and early detection methods
- Increase and promote policies, practices, and programs that support cancer prevention and control efforts and improve the health and environment in Wyoming
- Increase appropriate early detection and screening access used to diagnose cancer at earlier stages
- Increase the quality of cancer care provided in Wyoming by promoting and increasing access to state-of-the-art cancer diagnosis, treatment, follow-up, rehabilitation and palliative care services
- Ensure policies, practices, and programs focus on increasing health equity throughout Wyoming
- Promote data collection and proper use of science-based information to increase public awareness and professional understanding about cancer and its impact on Wyoming people
- Work collaboratively through partnerships with public and private organizations to address goals and objectives outlined in the Wyoming Cancer Plan.

## **Objectives**

Assisted by the Steering Committee, the WYCC develops, implements, and evaluates a comprehensive plan to reduce cancer incidence, mortality and morbidity in Wyoming, which includes the following:

- Analysis of the impact of cancer in Wyoming and the progress made towards reducing cancer incidence, mortality, and morbidity
- Priorities in the areas of prevention, early detection, diagnosis and treatment, and quality of life
- Strategies to address priorities set forth in the plan
- Areas in need of further evaluation and research related to the development and implementation of effective cancer prevention and control efforts
- Statewide, regional and national resources needed to implement priorities set forth in the plan
- Evaluation metrics and methods to support implementation of the plan
- Identification of advocates necessary to achieve cancer control priorities for Wyoming
- Opportunities and systems for information exchange

- Coalition building activities focused on increasing active membership, revitalizing engagement, supporting and developing leadership among partners, increasing available resources, and addressing group concerns through evaluation and action

## **Membership in the WYCC**

The WYCC promotes open membership to any organization or individual whose values align with the *Wyoming Cancer Plan* priorities.

## **Member Organizations**

Member organizations support the mission and vision of the Coalition as it relates to their own organization's cancer-related focus. Member organizations may be asked to identify other organizations that will aid in addressing gaps in membership.

*Member Organization responsibilities:*

- Move Coalition goals forward
- Attend Coalition meetings and events
- Participate in Priority Action Team activities
- Communicate the mission of the Coalition
- Identify and recruit new members and organizations to the Coalition
- Increase the level of participation of all members
- Endorse and support the implementation of the WYCC's priorities
- Support implementation of practices to help sustain WYCC efforts
- Assist with the retention and recruitment of Coalition members
- Coordinate and collaborate within its own organization to implement strategies that address one or more of the Coalition's priorities
- Coordinate and collaborate with other organizations to implement strategies that address one or more of the Coalition's priorities
- Provide annual updates on the progress and accomplishments of their organization
- Attend regularly scheduled meetings (either in person or via teleconference when provided). If unable to attend, all efforts will be made to appoint a substitute to attend in place of the member
- Share ideas and recommendations, and freely discuss any areas in which there is disagreement
- [Serve as the driving force behind cancer control efforts in Wyoming](#)

## **Members**

Individual Coalition members are valuable to the efforts of the WYCC as they are passionate about cancer prevention and control from a personal and/or professional level.

*Member responsibilities:*

- Move Coalition goals forward
- Attend Coalition meetings and events
- Participate in Priority Action Team activities
- Communicate the mission of the Coalition
- Identify and recruit new members and organizations to the Coalition
- Increase the level of participation of all members
- Support the implementation of WYCC priorities

- Support implementation of practices to help sustain WYCC efforts
- Assist with the retention and recruitment of Coalition members
- Share ideas and recommendations, and freely discuss any areas in which there is disagreement
- Serve as the driving force behind cancer control efforts in Wyoming

## **Chairpersons**

Three (3) Chairpersons will be elected from and by current WYCC membership. The Chairpersons will serve for a term of three years, beginning January 1 of the new term. At the end of the three-year term, they may submit their names for reconsideration.

A nomination sub-committee will be assigned by the WYCC Steering Committee to discuss nominations. The nomination sub-committee will seek nominees from the general membership and present names to the Steering Committee by October 1 in the year of the exiting chairperson's final term. The Steering Committee will send a list of the final nominees out to the Coalition for vote by October 15. Voting may take place by mail or electronic format and will end on November 1. The nominee with the most votes will move into the chairperson position on January 1.

### *Chairperson Responsibilities:*

- Act as a spokesperson on behalf of WYCC efforts and serve as the face and voice of the WYCC at events held by the Coalition or on behalf of the Coalition
- Sit on the WYCC Steering Committee
- Focus efforts on priority issues such as funding and increased visibility of the Coalition
- Advocate for cancer related policy and legislation
- Support implementation of practices to help sustain WYCC efforts
- Communicate the mission of the Coalition through a variety of media sources
- Attend Coalition meetings and events
- Identify and recruit new members and organizations to the Coalition
- Sign official documents of the WYCC

In the event a chairperson steps down from their position, a new chairperson will be assigned by the Steering Committee for the remainder of the vacated term.

## **Steering Committee**

The Steering Committee will consist of no more than fifteen (15) current Coalition members, plus at least two staff from within the Wyoming Integrated Cancer Services Program (for a maximum total of 17). Steering Committee positions will be voluntary; however, Steering Committee members will be expected to serve for a term of two (2) years, which may be renewed.

A Steering Committee meeting must include attendance, either in person or via electronic means, by 51% of current Committee members to constitute a quorum. The Steering Committee will have two (2) face-to-face meetings held in conjunction with the bi-annual WYCC meetings. Additional meetings or conference calls may be scheduled as needed to complete Committee business.

There are two priority areas of focus for the Steering Committee - advocacy and programmatic support. Advocacy includes the ability to act on behalf of cancer-related policy and legislation, while programmatic support provides input and information to improve infrastructure, administration, and sustainability of WYCC and its efforts. To this end, the Steering Committee will be comprised of individuals who have the ability and are willing to actively support either one or both of these primary focuses. One Steering Committee member will be identified to lead focused efforts for each of these priorities.

*Steering Committee Member Responsibilities:*

- Monitor progress of the implementation and outcomes of the Wyoming Cancer Control Plan and ensure timely action on issues that arise between WYCC meetings
- Make key operational and policy recommendations to the Coalition to guide cancer prevention and control efforts and accomplish the mission set forth in the Wyoming Cancer Control Plan
- Endorse Policy on Behalf of the WYCC (lead by the advocacy focus group)
- Attend Coalition meetings and events
- Attend and participate in a minimum of 50% of the required, regularly scheduled Steering Committee meetings
- Identify and recruit new members and organizations to the Coalition
- Intervene to mediate and support resolution of conflicts within the membership
- Focus efforts on priority issues such as funding and increased visibility of the Coalition
- Support implementation of practices to help sustain WYCC efforts
- Communicate the mission of the Coalition
- Appoint committees as necessary

*Steering Committee Endorsement Policy (advocacy focus group)*

The Steering Committee shall use this process to review and recommend policy for coalition support. The Steering Committee does not vote on or endorse policy. The duty of the Steering Committee is to review and determine if a request aligns with Coalition mission, as well as the cancer plan objectives and strategies, and then to provide the request to the general membership for final determination. A written request must be submitted to the Steering Committee in order for an entity/organization to request endorsement of any policy, bill, or legislative action.

The following process has been identified to approve endorsement of policy or legislative action on behalf of the WYCC:

1. A written request is made to the WYCC Steering Committee and forwarded to the advocacy focus group's primary representative. The advocacy focus group reviews all requests in light of WYCC goals, objectives and strategies within the Wyoming Cancer Plan.
2. If approved for relevancy, the request is then forwarded to all WYCC members and reviewed either in person or electronically. All attempts will be made to ensure sufficient time is given for adequate review of the request and any related documentation. In cases where time is of the essence, no less than 48 hours will be provided to members between notification of the request and a count of the vote.

3. A simple majority of the WYCC members who vote on the request must approve in order for the endorsement to pass.
4. The advocacy focus group reports to the WYCC and the requesting agency/organization on the status of the endorsement.

### **Priority Action Teams**

A Priority Action Team structure within the Coalition is used to implement objectives and strategies outlined in the Wyoming Cancer Plan. Priority Action Team's topics are proposed based on findings from an annual review and monitoring of the cancer plan's implementation. Some Priority Action Teams function as standing committees while others change annually.

Priority Action Team membership is voluntary and based on Coalition member interest in the proposed work focus. Priority Action Team Leaders are members of the Priority Action Team who volunteer to take on additional responsibilities.

#### *Priority Action Team Leader Responsibilities:*

- Align Priority Action Team activities with objectives and strategies outlined in the state cancer control plan
- Coordinate completion of Priority Action Team activities and ensure timelines are met
- Lead Priority Action Team calls and face-to-face meetings
- Serve as lead contact for established workgroup
- Communicate the vision and mission of the Coalition
- Identify and recruit new members and organizations to the Coalition
- Increase level of participation of all Coalition members
- Attend Coalition meetings and events
- Participate in Priority Action Team activities
- Recruit new members to the Coalition

### **WDH WICSP Staff Support**

Staff from the Wyoming Department of Health Integrated Cancer Services Program (WICSP) will provide administrative support to ensure the effective operation of the WYCC.

#### *WICSP Responsibilities:*

- Coordinate meetings
- Attend and facilitate WYCC meetings and provide materials, an agenda, attendance sheets, and minutes
- Send meeting minutes and correspondence to WYCC members in a timely manner, no later than ten (10) days following a meeting
- Maintain a record of active WYCC members and subcommittee members
- Provide guidance, support and feedback regarding priority projects
- Serve as a coordinating body for any activities that the Coalition sees as a priority
- Share pertinent information received from WYCC meetings/weekly updates, etc. with the entire WYCC membership to increase involvement of individuals within local communities or organizations
- Facilitate Priority Action Team calls and in-person meetings
- Focus efforts on priority issues

- Support implementation of practices to help sustain WYCC efforts
- Foster increased level of participation of all members
- Identify and recruit new members and organizations to the Coalition

### **Meetings of the WYCC**

The WYCC will have two (2) in-person meetings each year for the general membership. Notice of meetings (including date, time, and location) will be provided to the full membership no less than thirty (30) days prior to the meeting. Agendas will be distributed no less than ten (10) days prior to the meeting.

### **Voting**

Each WYCC member is entitled to one vote, regardless of organizational affiliation. Motions before the WYCC will be decided by a simple majority of membership present (or by voting via electronic or US mail). In order to be eligible to vote, the member must have a membership form on file with the WYCC.

### **Amendments to the Bylaws**

The bylaws may be amended at any regular or special meeting of the WYCC, provided that notice setting forth proposed amendments has been sent to all members at least 30 days prior to one of the semi-annual meetings. A 2/3 majority of the votes cast is required to amend bylaws.

Initial Approval: May 19, 2006  
Revised: November 30, 2012  
Revised: January 27, 2017