



Bylaws

Adopted by the NNRT Steering Committee: April 26, 2018

National Navigation Roundtable (NNRT) Bylaws

ARTICLE

I. PREAMBLE

The National Navigation Roundtable is a national coalition of organizations and invited individuals dedicated to achieving health equity and access to quality equitable cancer care across the cancer continuum through various types of patient navigation through coordinated leadership in policy, standards, research, and training.

II. PURPOSE

The ultimate goal of the Roundtable is to advance navigation efforts that (or in an effort to) eliminate barriers to quality cancer care, reduce disparities in health outcomes, and foster ongoing health equity.

III. MEETINGS

1. The full NNRT will have at least one yearly meeting, to be designated as the Annual Meeting. Notice of full NNRT meetings will be sent at least 90 days prior to the date of the meeting. Agendas will be available no less than 30 working days prior to the date of the meeting.
2. The Steering Committee will meet at least twice a year. Notice of committee meetings (stating date, time, and place) should be provided at least 30 days prior to the date of the meeting. Agendas will be available no less than 15 working days prior to the date of the meeting. Emergency meetings of the Steering Committee may be called at the discretion of the Chair.
3. Meetings will be conducted under Robert's Rules of Order.
4. With the exception of the annual meeting of the NNRT, face-to-face meetings are not required.

IV. MEMBERSHIP

1. The NNRT will consist of member organizations and invited individuals which reflect a broad involvement in navigation with a focus on cancer.
2. Applications for membership will be reviewed by the NNRT Steering Committee on an annual basis.
3. **General Criterial for Membership:** Organizations or individuals must meet one or more of the criteria listed below to be considered for membership:
 - Have a strong interest in reducing health disparities through patient navigation;
 - Have outstanding expertise and reputation in navigation programs and research;
 - Have special expertise in screening navigation, treatment navigation, survivorship navigation and/or end of life navigation;
 - Have the ability to deliver navigation education; and
 - Have the ability to deliver navigation services.

4. **Categories of Membership**

Members of the Roundtable are grouped into three categories:

- organizational/institutional;
- invited individuals; and
- corporate.

Organizational/Institutional Membership: those organizations that fulfill the purposes of the NNRT and meet the general criteria for membership, and can include:

- medical professional organizations;
- federal agencies;
- cancer centers;
- state health departments;
- hospitals;
- educational institutions;
- research institutions;
- advocacy organizations; and
- voluntary organizations.

Invited Individuals: those individuals who are invited by the NNRT Steering Committee to be members due to their distinguished activities focused in navigation.

Corporate: those business corporations that have a special affiliation with the NNRT and demonstrate a commitment to patient navigation, this can also include NNRT funders.

5. **Representation and Voting Privileges**

Each member organization/individual shall have one vote on the NNRT. Corporate member organizations shall have all the participatory rights of organizational or individual members with the exception of voting rights or the right to serve as an elected officer of the NNRT. Corporate members are, however, encouraged to seek and accept appointments to task groups. Members with governmental affiliation (designated as non-advocacy members) will abstain from voting on policy issues.

6. **Maintenance of Membership**

- a. NNRT members should attend at least one meeting per year in order to maintain membership;
- b. Membership in the NNRT, including use of the logo, should not be used for an endorsement or promotion of a commercial product or for personal financial gain.

V. OFFICERS

1. The officers of the NNRT will be a Chair and a Vice Chair.
2. **Duties and Responsibilities of the Chair**
 - a. Provide leadership for the NNRT;
 - b. Preside over meetings of the Steering Committee, Executive Committee and the NNRT;
 - c. Serve as spokesperson for the NNRT;
 - d. Assume responsibility for issues arising during the period between meetings, in consultation with the Executive Committee.
3. **Duties and Responsibilities of the Vice Chair**
 - a. Assume the role of Chair when needed;
 - b. Carry out responsibilities as requested by the Chair
4. **Term of Office**

The term for office of the Chair and Vice Chair will be a three (3) year renewable term.
5. **Election of Officers**
 - a. From a slate prepared by the Steering Committee, the Chair and the Vice Chair will be elected by a majority of the voting members of the NNRT who are present at the Annual Meeting.
 - b. Any vacancy occurring in the position of Chair or Vice Chair will be filled by a majority vote of the Steering Committee and the position will be held until the next scheduled annual election by the NNRT.

VI. THE STEERING COMMITTEE

1. **Duties and Responsibilities of the Steering Committee**

Steering Committee responsibilities will include the planning and implementation of NNRT projects, as well as approving new members of the NNRT.
2. **Members**
 - a. The Committee will consist of no fewer than seven (7) and no more than eleven (11) members plus the Chair and the Vice Chair of the NNRT.
 - b. The Committee members must represent the membership of the NNRT in the following ways:
 - 1b. At least one (1), but no more than two (2) permanent members who will represent the ACS.
 - 2b. No fewer than five (5) and no more than nine (9) rotating members drawn from the various constituent groups of the NNRT.
3. **Elections and Terms of the NNRT Steering Committee**

- a. The term of office for Steering Committee members will be a two (2) year, renewable term. A Steering Committee member may be elected to serve for two (2) consecutive, two year terms. A former Steering Committee member would be eligible for reconsideration after one year off the Committee.

4. The Executive Committee of the Steering Committee

- a. Consists of the NNRT Chair and Vice Chair, and includes the representative from the ACS;
- b. Is responsible for dealing with issues that arise during the period between the full meetings of the NNRT and the Steering Committee;
- c. Appoints members to fill vacancies which occur on the Steering Committee.

VII. STANDING COMMITTEES

At this time, the NNRT will utilize the leadership of the Steering Committee to fulfill the duties of Standing Committees.

VIII. TASK GROUPS

To achieve the goals of the NNRT, the Steering Committee will appoint Task Groups to organize and implement projects by various NNRT members.

IX. STAFF SUPPORT OF THE ROUNDTABLE

The NNRT will be supported by an American Cancer Society staff member, Director, National Navigation Roundtable.

1. The Director is responsible for supporting, planning and implementing projects of the NNRT.
2. Supports Chair, Vice Chair, Steering Committee and Task Group Chairs, including coordinating conference calls, the annual meeting, and other in-person meetings as needed.
3. Develops and manages content for, and provides strategic oversight of the NNRT website.
4. Develops and manages NNRT budgets, and contracts to support NNRT activities.
5. Maintains high-level relationships with NNRT members and ensures effective communication within and between committees, task groups, contractors and ACS staff.

X. AMENDMENTS TO THE BYLAWS

Recommendations of changes to the bylaws can be made to the Steering Committee for consideration.

1. Bylaws amendments should be presented in writing to the NNRT membership at least 30 days before the Annual Meeting for a vote at the Annual Meeting.
2. Bylaws amendments will require a 2/3-majority vote of the NNRT members present at the NNRT Annual Meeting.