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**Bylaws**

**Revised: October 2022**

**Adopted by the NNRT Steering Committee:**

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navigationroundtable.org

**National Navigation Roundtable (NNRT) Bylaws**

**ARTICLE**

1. **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.**

1. **PURPOSE**

**The goal of the Roundtable is to advance navigation to eliminate barriers to quality cancer care, reduce disparities in health outcomes, and foster ongoing health equity.**

1. **MEETINGS**
2. The NNRT will have at least one meeting, every 18 to 24 months to be designated as the National Meeting, with invitations extended to all active NNRT members. Notice of the National 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. Meetings may take place in a virtual setting or be held in-person.
3. The Steering Committee will meet at least six times per year. Notice of committee meetings (stating date, time, and place) should be provided at least 30 days prior to the date of the meeting to the elected members of the Steering Committee. Agendas will be available no less than 5 working days prior to the date of the meeting. Emergency meetings of the Steering Committee may be called at the discretion of the Chair, Vice Chair, or the ACS Staff.
4. The conduct of meetings will be inclusive, respectful, and productive. The Chair/Vice Chair will facilitate the meetings to find points of broad agreement and refer lengthy discussions, if needed, to specific smaller groups.
5. Meetings will follow Robert’s Rules of Order guidance.
6. **MEMBERSHIP**
7. The NNRT will consist of member organizations and invited individuals which reflect a broad involvement in navigation with a focus on cancer care across the continuum.
8. The NNRT Membership Committee will review membership applications quarterly and submit their recommendations to the NNRT Steering Committee for approval. Orientation for new members will be provided quarterly as needed; new members will be encouraged to select a task group for engagement. Participation in the selected Task Group will begin upon the discretion of the Task Group Chair.
9. 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 demonstrated expertise and reputation in navigation programs and /or research.
* Have demonstrated expertise in patient navigation across the cancer continuum of care.
* Have the ability to deliver navigation education.
* Have the ability to deliver navigation services.
* Have experience/expertise in a field related to patient navigation that could assist in advancing the goals of the NNRT

1. Categories of Membership

Members of the Roundtable are grouped into three categories:

* organizational/institutional
* invited individuals
* corporate associates

Organizational/Institutional Membership: those organizations that fulfill the purposes of the NNRT, demonstrate a commitment to patient navigation, may be directly engaged in delivering care to cancer patients, and meet the general criteria for membership.

Invited Individuals: Subject Matter Experts (SME) who are invited by the NNRT Steering Committee to be members due to their distinguished and demonstrated activities focused on navigation or in a field related to patient navigation that could assist in advancing the goals of the NNRT.

Corporate Associates: those business corporations that have a special affiliation with the NNRT and demonstrate a commitment to patient navigation, this can also include NNRT funders; examples can include pharmaceutical and life science companies, technology and digital health companies, and other industry vendors.

Representation and Voting Privileges

Member organizations may send up to two (2) representatives to be on the active roster for NNRT. Each organization may designate a representative and an alternate. Each member organization/individual shall have one vote on the NNRT. Additional representatives from member organizations may be invited to serve on Task Groups and to attend meetings based on budget and space.

Corporate member organizations shall have all the participatory rights of organizational or individual members except for 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.

1. Maintenance of Membership
2. NNRT members agree to advance the goals of NNRT.
3. NNRT members should attend at the National Meeting to maintain membership.
4. NNRT members are encouraged to participate on one Committee or Task Group.
5. 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.
6. **OFFICERS**
7. **The officers of the NNRT will be a Chair and a Vice Chair.**
8. **Duties and Responsibilities of the Chair**
   1. **Provide leadership for the NNRT.**
   2. **Preside over meetings of the Steering Committee, Executive Committee and the NNRT.**
   3. **Serve as spokesperson for the NNRT.**
   4. **Assume responsibility for issues arising during the period between meetings, in consultation with the Executive Committee and ACS staff.**
   5. **Should the Chair hold a seat on the board of another organization, it shall be their duty to also represent NNRT with the organization.**
9. **Duties and Responsibilities of the Vice Chair**
   1. **Assume the role of Chair when needed.**
   2. **Carry out responsibilities as requested by the Chair.**
   3. **Succeed to Chair position in the year following the end of term.**
   4. **Should the Vice Chair hold a seat on the board of another organization, it shall be their duty to also represent NNRT with the organization**
10. **Term of Office**

**The term for office of the Chair and Vice Chair will be a three (3) year renewable term. The Vice Chair may succeed the Chair. The Chair and Vice Chair appointments should stagger to ensure continuity of officer leadership.**

1. **Election of Officers**
   1. From a slate prepared by the Nominating Committee, the Chair and the Vice Chair will be elected by a majority of the Steering Committee.
   2. Any unexpected vacancy occurring in the position of Chair or Vice Chair will be filled by The Executive Committee **to fill out the remainder of the term.**
2. **THE STEERING COMMITTEE**
3. **Duties and Responsibilities of the Steering Committee**

**Steering Committee responsibilities will include the planning and implementation of NNRT projects, as well as approving and engaging new members of the NNRT. Additionally, should the Steering Committee member hold a seat on the board of another organization, it shall be the duty of the Steering Committee member to also represent NNRT with the organization.**

1. **Members**
   1. **The Committee will consist of no fewer than seven (7) and no more than eleven (11) voting members plus the Chair and/or Vice Chair of the NNRT for a total of fourteen voting members (14). Honorary Members and government representatives are additional and not part of the total count and are not voting members.**
   2. **The Committee members must represent the membership of the NNRT in the following ways:**
      * 1. **Committee members should represent diversity of** people, thought, geography, constituency of represented, organizational priorities.
        2. **At least one (1), but no more than two (2) permanent members who will represent the ACS and/or ACS CAN.**
        3. **No fewer than five (5) and no more than nine (9) rotating members drawn from the various constituent groups of the NNRT.**
        4. **No more than one (1) representative from a single organization can be a Steering Committee member.**
        5. **Terms for the steering committee shall be staggered so that no more than 3 committee members roll-off each year.**
2. **Elections and Terms of the NNRT Steering Committee**
   1. **The Nominating Committee will meet by conference call/video, to prepare a slate of candidates for Steering Committee membership. Three months prior to the final meeting of the calendar year, the Steering Committee will be presented with a slate of candidates for the open terms for their approval. The final slate will be presented to membership by email for vote following this meeting.**
   2. Elections for Steering Committee members will be held by email annually
   3. **New Steering Committee members will be announced via email and in the NNRT newsletter to membership.**
   4. **The term of office for Steering Committee members will be a two (2) year or three (3) year renewable term. A Steering Committee member may be elected to serve for two (2) consecutive terms. A former Steering Committee member would be eligible for reconsideration after one year off the Committee. Nominees to the steering committee will be notified of the length of their term at their appointment.**
3. **The Executive Committee of the Steering Committee**
   1. **Consists of the NNRT Chair, Vice Chair, and a representative from the ACS as the permanent organizational member of the Steering Committee.**
   2. **Is responsible for dealing with issues that arise during the period between the full meetings of the NNRT and the Steering Committee.**
   3. **Appoints members to fill vacancies which occur on the Steering Committee between elections to fill out the remainder of the term.**
4. **STANDING COMMITTEES**
   * + 1. **The standing committees will be Membership, Bylaws and Nominating. The committees do not need to be comprised of Steering Committee membership but may include representation of the general NNRT membership.**

* + - 1. **Membership Committee**

1. **Members: No less than three (3) members reflecting the diversity of the NNRT shall be appointed by the Executive Committee of the NNRT and an ACS Staff Partner. The Chair of the Membership Committee will be appointed by the Chair of NNRT.**
2. **Duties will include quarterly review of applications for membership and submission of recommendations for membership to the Steering Committee for approval.**
3. Orientation for new members will be provided quarterly as needed; new members will be encouraged to select a task group for engagement. Participation in the selected Task Group will begin after discussion with the Task Group Chair.
4. **Bylaws Committee Members**:
5. Four members appointed by the Executive Committee of NNRT and a fifth member who is the ACS Staff Partner. The Chair of the Bylaws Committee will be appointed by the Chair of NNRT.
6. Duties: Review and propose bylaws amendments, present them in writing to the NNRT membership by email, and provide 30 days after distribution for responses prior to a final vote.
7. Amendments: Bylaw amendments will require a simple majority vote of the participating membership.

1. **Nominating Committee**
   * + - 1. **Members: This committee will have five members, four members to be appointed by the Executive Committee of the Steering Committee and the ACS Partner. At least three members of the Nominating Committee should be member representatives who do not currently serve on the Steering Committee. The Chair of the Nominating Committee will be appointed by the Executive Committee.**
         2. **Duties: The Nominating Committee will meet by conference call/video, at least three months before the final meeting of the Steering Committee for the calendar year and prepare the slate of candidates for both Steering Committee membership and the Chair and/or Vice Chair of the NNRT, as needed.**
2. **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.**

**Terms: Task Group Chairs will hold a two-year, renewable term. Task Group Chairs will stagger leadership appointments to ensure continuity of officer leadership.**

**Task Groups must be approved by the Executive Committee and should have a workplan approved by the Steering Committee annually.**

**Task Group chairs may be asked to join the Steering Committee meetings to provide updates, participate in strategy development, or seek feedback.**

1. **STAFF SUPPORT OF THE ROUNDTABLE**

**The NNRT will be supported by an American Cancer Society staff member, the Director and Program Manager of the National Navigation Roundtable.**

1. **The Director and Program Manager are 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. **Works with the Steering Committee to evaluate the activities of the Roundtable.**
6. **Facilitate integration with Policy and ACS CAN engagement.**
7. **Provides short term (3-6 month) and long term (6-12 month) strategic planning coordination and focus on 5-year AIM.**
8. **Manages a portfolio of grant funded projects that support the Roundtable’s vision and action plans.**
9. **Maintains high-level relationships with NNRT members and ensures effective communication within and between committees, task groups, contractors and ACS staff.**
10. **Maintains a directory of members, including contact information and affiliations for use by Membership and Steering Committee.**
11. **AMENDMENTS TO THE BYLAWS**

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

1. **Amendments to the Bylaws can be submitted to the Chair of the Bylaws Committee.**
2. **Amendments of the Bylaws will be approved and adopted by the of the Steering Committee; at least 2/3 of the Steering Committee must be present and should be provided with the amendments at least 30 days’ prior to the vote.**
3. Bylaws amendments will require a simple majority vote of the members participating by email.