

**OPERATION of Maryland Cancer Collaborative**  
*Operating Principles*

1. Currently the MCC is a part of the Maryland Department of Health (MDH). We recognize there are a few comprehensive cancer control coalitions which are independent non-profits.
2. It is not necessary to have by-laws at this time.
3. The MCC operation “year” is defined as the calendar year: January 1 through December 31.
4. MCC will retain the current five workgroups, which support five strategic objectives of the 2016-2020 Maryland Comprehensive Cancer Control Plan. MDH will support the Steering Committee and the five standing workgroups working on defined projects. We recognize limits of MDH staff capacity and may need to adjust expectations and dependence on MDH staff for support of sub-committees or workgroups. Co-chairs can assign responsibilities to volunteers, interns, students, etc. to enhance staffing capacity.
5. MCC membership:
  - a. At this time, MCC will retain open membership for individuals. We recognize that there are other coalitions across the nation with agency or organization membership with official representation. Each member organization has “voting” privileges.
  - b. MCC has two levels of membership: corresponding members and members actively enrolled on a committee or workgroup.
  - c. We will look for opportunities to obtain official representatives from key organizations, including the National Partners, Commission on Cancer Physician Liaison (state chair), and other professional organizations such as Oncology Nursing Society, etc.
6. The Steering Committee is composed of the chair of the MCC, the co-chairs of five workgroups, the Cancer Council Liaison, and the MDH Center for Cancer Prevention and Control Liaison. The Steering Committee can convene special workgroups as needed, such as Recognition and Awards, Communication/Marketing, Operations Review, Training/Orientation, etc.
7. Succession planning:
  - a. Process for selecting co-chairs and Steering Committee:
    - i. Appointed by MDH with approval of appropriate MCC Steering Committee members
    - ii. Nominations are encouraged by current Steering Committee membership
  - b. Term of office for leadership: two years, renewable once
  - c. Efforts will be made to alternate term of committee co-chairs so committee will not have two new co-chairs at the same time.
8. Meeting schedule:
  - a. There will be one full MCC meeting per year, which may be coordinated with Annual Cancer Conference.
  - b. Committee meetings will be as needed with at least 3 meetings per year, can be teleconferences.
  - c. Steering Committee meets at least twice per year, more often as needed by teleconference.
9. The workgroups will communicate brief 1-2 paragraph updates to Sara Valek at MDH twice per year via e-mail ([sara.valek@maryland.gov](mailto:sara.valek@maryland.gov)) to serve as Implementation Progress Reports. The updates will be requested the month preceding Steering Committee meetings.