



National HPV Vaccination Roundtable Bylaws

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ARTICLE

I. PURPOSE

The National HPV Vaccination Roundtable (“HPV Roundtable”) is a national coalition of public, private, and voluntary organizations, and invited individuals with expertise relevant to increasing HPV vaccine coverage in the U.S., as a way to reduce the incidence of and mortality from HPV cancers, through coordinated leadership, strategic planning, and advocacy.

II. MISSION AND STRATEGIES

The mission of the **National HPV Vaccination Roundtable** is to raise and sustain HPV vaccination rates in order to prevent HPV cancers and pre-cancers.

Our main strategies are to convene stakeholders, communicate information, and catalyze efforts to increase HPV vaccination.

III. MEETINGS

1. The full HPV Roundtable will have at least one meeting every 18 months, called the National Meeting. Elections for Steering Committee members will be held at the national meeting. HPV Roundtable staff will send notice of the national HPV Roundtable meetings at least 6 months prior to the meeting. Agendas will be available to invitees at least 2 weeks prior to the meeting date.
2. The Steering Committee will meet at least twice a year, with at least one meeting in-person. HPV Roundtable staff will send notice of committee meetings (stating date, time, and place) at least 30 days prior to the meeting date. Agendas will be available at least 7 days prior to the meeting date. The Chair may also call emergency meetings of the Steering Committee, at his or her discretion.
3. The conduct of meetings will be inclusive, respectful, and productive. The Chair will facilitate the meetings to find points of broad agreement and refer lengthy discussions, if needed, to specific smaller groups.
4. It is expected that HPV Roundtable members will attend the national meeting; actively participating on Task Groups, Committees, or Roundtable projects is strongly encouraged.

IV. MEMBERSHIP

1. The HPV Roundtable will consist of member organizations and a limited number of invited individuals who reflect a broad involvement in HPV vaccination or, more broadly, HPV cancer prevention and early detection. Priority consideration will be given to national and state-level organizations.
2. The HPV Roundtable Membership Committee will review membership applications and submit their recommendations to the HPV Roundtable Steering Committee for approval. Information about membership application will be available on the Roundtable website.
3. **General Criteria for Membership:** Organizations or individuals must meet one or more of the criteria listed below to qualify for membership:
 - a. Have a demonstrated strong interest in increasing HPV vaccine coverage or in reducing HPV cancer incidence, morbidity and mortality;
 - b. Have outstanding expertise and reputation in HPV vaccination or HPV cancer research;
 - c. Have special expertise in HPV vaccination or HPV cancer prevention, early detection, or treatment;
 - d. Have the ability to deliver HPV vaccination education;
 - e. Have the ability to deliver HPV vaccination services;
 - f. Have expertise relevant to expanding HPV vaccination coverage.
4. Categories of Membership
 - a. **Organizational Member**

Organizations that agree to advance the goals of the HPV Roundtable and meet the general criteria for membership. These may include international organizations, although the Roundtable goals are focused on vaccination in the U.S.
 - b. **Individual Member (Subject Matter Expert)**

Highly qualified individuals demonstrating a commitment to and demonstration of distinguished activities focused on HPV vaccination or HPV cancers and who meet specific needs of the HPV Roundtable not fulfilled by organizational members.
 - c. **Corporate Member**

Corporations or unincorporated businesses that either make products that aid HPV vaccination or HPV cancer prevention with proven efficacy and supported by scientific research, or demonstrate a commitment to HPV vaccination or HPV cancer education and prevention.
5. **Representation and Voting Privileges**
 - a. Organizational and corporate members may send up to two (2)

representatives to each National Meeting. Additional representatives who serve on Task Groups may also be invited to attend, budget and space permitting.

- b . Each organization may designate a representative and an alternate.
- c . Each Individual Member shall have one vote on the HPV Roundtable; Organizations shall have one vote.
- d . Corporate and international 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 HPV Roundtable. Corporate members are, however, encouraged to seek and accept appointments to task groups and committees.
- e . Members with governmental affiliation will abstain from voting on policy issues.

6 . **Conflict of Interest**

The Chair and Vice Chair have the responsibility to ensure that HPV Roundtable deliberations and decisions take into account balanced perspectives. Thus, HPV Roundtable participants must disclose potential relationships and activities that pose a conflict of interest, whether actual or perceived. Potential conflicts may be financial or non-financial; may be personal, intellectual, or practice-related; and may or may not be specific to HPV vaccine.

The HPV Roundtable will ask participants to disclose in writing any conflicts of interest at meetings, in a manner that minimizes reporting and record-keeping burden. Conflicts of interest will be explored fully by the Chair and Vice Chair, and American Cancer Society (ACS) legal counsel if necessary. Members with declared interests may need to recuse themselves from participating in the discussion and decisions about issues relating to that interest. Members who have any doubt as to whether they have conflicts that should be declared, or whether they should take part in Roundtable activities, should ask the Chair or Vice Chair for guidance.

7 . **Maintenance of Membership**

- a. HPV Roundtable members are strongly encouraged to attend the national meeting, participate on Task Groups or Committees, and contribute to Roundtable projects and initiatives in order to maintain membership;
- b. Membership in the HPV Roundtable, including use of logo(s), should not be used for an endorsement or promotion of a commercial product or for personal financial gain.
- c. Members are strongly encouraged to share HPV Roundtable products and information within their organizations and to the constituents of their organizations through their communications channels.
- d. Members should provide an update to the HPV Roundtable on their organization's HPV vaccine-related activities, e.g. respond to surveys

when requested or showcase at national meeting.

V. OFFICERS

1. The officers of the HPV Roundtable will be a Chair and a Vice Chair.
2. **Duties and responsibilities of the Chair**
 - a. Provide leadership for the HPV Roundtable;
 - b. Preside over meetings of the Steering Committee, Executive Committee, and the HPV Roundtable;
 - c. Serve as spokesperson for the HPV Roundtable;
 - 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;
 - c. Direct and supervise staff team to manage and implement the projects and activities of the HPV Roundtable;
 - d. Represent the HPV Roundtable externally via the media, collaborations, presentations, and advisory committees;
 - e. Recruit high-level professionals and volunteers to lead and participate in activities and committees including the Steering Committee and Task Groups;
 - f. Oversee the budget for the HPV Roundtable and grants from CDC and other government agencies, private foundations, and other funding sources.
4. **Term of Office**

The term of office for the Chair will be a two (2) year renewable term. The Vice Chair is a permanent position to be held by a representative of the American Cancer Society.
5. **Election of Officers**
 - a. From a slate prepared by the Nominating Committee, the Chair will be elected by the Steering Committee.
 - b. Any vacancy occurring in the position of Chair will be filled by a majority vote of the Steering Committee.

VI. THE STEERING COMMITTEE

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

Steering Committee responsibilities include strategic planning, guidance and oversight of HPV Roundtable initiatives and projects, as well as approving new members of the HPV Roundtable and any proposed changes to the bylaws.

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 HPV Roundtable.
- b. The Committee members must represent the membership of the HPV Roundtable in the following ways:
 - 1b. Three permanent members, representing the ACS, Centers for Disease Control and Prevention, and the American Academy of Pediatrics.
 - 2b. No fewer than five (5) and no more than nine (9) rotating members drawn from the constituent groups of the HPV Roundtable.

3. **Election and Terms of HPV Roundtable Steering Committee**

- a. The Nominating Committee will meet yearly, at least two months before the National Meeting, to prepare a slate of candidates for Steering Committee membership. The Nominating Committee will present the slate of candidates by email to the HPV Roundtable membership at least 30 days prior to the National Meeting to be voted on at the National Meeting.
- b. 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 HPV Roundtable Chair and Vice Chair;
- b. Is responsible for dealing with issues that arise during the period between the full meetings of the HPV Roundtable and the Steering Committee;
- c. Is responsible for making or reviewing any proposed bylaws amendments and presenting them, in writing, to the Steering Committee.
- c. Appoints members to fill vacancies which occur on the Steering Committee between elections to fill out the remainder of the term.

VII. STANDING COMMITTEES

- 1. The standing committees will be Membership and Nominating and others as needed.
- 2. **Membership Committee**
 - a. **Members:** Five members reflecting the diversity of the HPV Roundtable shall be appointed by the Executive Committee of the

- HPV Roundtable. The Chair of the Committee shall be appointed by the Chair and Vice Chair of the HPV Roundtable.
- b. **Duties** will include the review of applications for membership and making recommendations for membership to the Steering Committee.
3. **Nominating Committee**
- a. **Members:** Five members to be appointed by the Executive Committee. At least three members of the Nominating Committee should represent organizations that do not currently serve on the Steering Committee. The Chair of the Nominating Committee will be appointed by the Executive Committee.
 - b. **Duties:** The Nominating Committee will meet yearly, at least two months before the National Meeting, to prepare a slate of candidates for Steering Committee membership, as needed. Members of the HPV Roundtable may submit nominations, including self-nominations, to the Committee. The slate of candidates will be emailed to the HPV Roundtable membership at least 30 days prior to the National Meeting to be voted on at the National Meeting.
 - b. **Elections** will take place at the National Meeting, and the candidates will be chosen by a majority vote of the HPV Roundtable members who are present.

VIII. TASK GROUPS AND COMMITTEES

To achieve the goals of the HPV Roundtable, the Steering Committee will appoint task groups and committees to organize and implement projects by various HPV Roundtable members. Task group chairs are appointed by the Executive Committee. HPV Roundtable members may volunteer to serve on one or more task groups or committees.

IX. AMENDMENTS TO THE BYLAWS (see Executive Committee of the Steering Committee)

Recommendations of changes to the bylaws can be made to the Executive Committee for consideration and referred to the Steering Committee for review.