

The Local Government Health Insurance Program Advisory Committee Bylaws

Established by the
State Employees' Insurance Board
Resolution Dated February 11, 2004

ARTICLE I.

NAME: The name of this committee shall be the Local Government Health Insurance Program Advisory Committee (Committee).

ARTICLE II.

AUTHORIZATION: This committee is authorized and organized pursuant to resolution of the State Employees' Insurance Board ("SEIB") through its authority established by the Alabama legislature (36-29-1, et seq., Code of Alabama 1975.)

ARTICLE III.

PURPOSE: The Committee shall provide advice and expertise to the SEIB regarding the Local Government Health Insurance Program ("LGHIP"). The Committee shall also have the opportunity to review and provide comment on benefit and premium structures, eligibility and enrollment rules and requirements as well as any other matters that have an impact or a potential impact on the LGHIP. In order to achieve this purpose, the Committee will solicit and encourage comment and input from the members of the LGHIP.

The Committee shall review all proposed changes in benefit and premium structures, eligibility and enrollment rules and requirements for the LGHIP prior to such changes being submitted to the SEIB. The Committee shall submit its recommendations to the SEIB in writing. A member of the Committee shall be recognized at the meeting of the SEIB to present the Committee's recommendations if such recommendations differ from the recommendations of the Chairperson of the Committee.

ARTICLE IV.

MEMBERSHIP: The Committee shall consist of the following nine (9) members:

- Two at-large active employees who have been members of the LGHIP for at least three years appointed by the Chairperson of the SEIB,
- One at-large retired employee who has been a retired member of the LGHIP for at least three years appointed by the Executive Director of the Alabama Retired State Employees Association,
- Two members of the LGHIP, one of which shall be a mayor, representing municipalities participating in the LGHIP appointed by the Executive Director of the Alabama League of Municipalities,
- Two members of the LGHIP, one of which shall be a county commissioner, representing counties participating in the LGHIP appointed by the Executive Director of the Association of County Commissions of Alabama.

The following shall be ex-officio members:

- The Executive Director of the SEIB and
- The Commissioner of the Alabama Department of Insurance, or his or her designee.

Members of the Committee serve without compensation for their services.

ARTICLE V.

TERM: The initial term for the members appointed by the chairman of the SEIB and the Executive Director of the Alabama Retired State Employees Association will be two years and the initial term of the members appointed by the Executive Directors of the Alabama League of Municipalities and the Association of County Commissions of Alabama will be three years in order to stagger the times of rotation off the board. After the first group, all terms will be two years.

Ex-officio members shall serve terms commensurate with the term of their position.

ARTICLE VI.

VOTING: Committee members, including Ex-officio members, shall be entitled to one (1) vote, in person, on all matters that shall come before the Committee.

ARTICLE VII.

MEETINGS: A majority of the members of the Committee shall constitute a quorum for the purpose of conducting official business of the Committee. The Committee shall meet at least once per year. Committee meetings shall be called

by the Chairperson of the Committee with notification of at least five days to each Committee member.

Meetings shall be conducted in accordance with the procedures of the most recent version of Robert's Rules of Order.

The place of the regular meetings of the Committee shall be at the offices of the SEIB in Montgomery or at other locations established by majority vote of the membership of the committee and approved by the Chairperson.

ARTICLE VIII.

CHAIRPERSON: The Chairperson of the Committee shall be the Executive Director of the SEIB. It shall be the duty of the chairperson to preside at all meetings of the Committee, call meetings and perform other such duties as determined by the Committee and the SEIB.

ARTICLE IX.

VACANCIES: Vacancies in Committee membership shall be filled by the appointing authority as specified in Article IV.

Upon recommendation by the Committee, the SEIB may remove any members of the Committee who fail to attend at least 50 percent of the meetings each year. Upon removal of any Committee member, the appointing authority as specified in Article IV will appoint an eligible replacement member to fill the remaining term of the member removed.

ARTICLE X.

STAFF SUPPORT: The SEIB shall provide the staff necessary to perform the administrative and secretarial duties of the Committee. Duties include: timely notice of meetings and committee meetings to the affected members; recording, transcribing, and maintaining a permanent file of the minutes of the Committee; receipt, preparation, and transmittal of incoming and outgoing correspondence of the Committee and maintenance of a permanent file of such correspondence; and performing other such duties as may be requested by the Committee. Support staff shall not be entitled to a vote.

ARTICLE XI.

AMENDMENTS: Proposed amendments to these bylaws may be approved at any meeting of the Committee by a two-thirds vote of the voting members of the Committee, provided that written notice of such proposed amendment shall have been sent to each member at least two weeks prior to said meeting. Proposed amendments to the bylaws shall be submitted to the SEIB for final approval

during the SEIB's next meeting following the proposed amendment's approval by the Committee.

ARTICLE XII.

COMMITTEE REPRESENTATION: The Committee shall act as a body in all matters and, except as provided in Article III, only the chairperson or his/her designated spokesperson shall communicate with third parties on behalf of the Committee.

Approved by the State Employees' Insurance Board:

Joe Dickson, Chairman

Date