

## **MNSure**

### **DRAFT Policy on Advisory Committees**

#### **ARTICLE 1**

#### **Advisory Committees Generally**

Section 1.1 Purpose. The Board of Directors of MNSure (the “Board”) will establish, define the responsibilities of, consult regularly with, and receive recommendations from advisory committees to assist the Board and MNSure in carrying out its purposes. Advisory committee members serve in an advisory capacity to the Board, and do not have a vote on Board matters.

Section 1.2 General Provisions. The general provisions for advisory committees found in this Article will apply to all advisory committees created pursuant to Minn. Stat. § 62V.04, subd. 13. The Board will establish the advisory committees; members of all of the stakeholder groups listed in Minn. Stat. § 62V.04, subd. 13(a) must be included on at least one advisory committee. Each advisory committee will have a separate charter covering the scope of its activities, a description of its duties, and the composition of its membership. The initial advisory committees will be: the Health Industry Advisory Committee and the Consumer and Small Employer Advisory Committee. The Board may reorganize advisory committees at any time, but must always include the stakeholders listed in Minn. Stat. § 62V.04, subd. 13(a) on one of the advisory committees.

Section 1.3 Appointment. The Board (or a subcommittee thereof) will appoint members of advisory committees following the application process described in this Section:

- A. The Board will appoint a Board member to serve as liaison to each committee, and will also appoint a committee chair, who need not be a Board member.
- B. Any advisory committee vacancies will be published on the MNSure website for 30 days prior to being filled. Each posting will include a list of qualifications for the vacant position.
- C. The Board will observe the nomination provisions of Minn. Stat. § 15.0597, subd. 5.
- D. The Board (or its designee) and the Executive Director will review all applications received for a particular vacancy.
- E. The Board (or its designee) will consider the Executive Director’s input when making its final appointment.

Section 1.4 Number. Each advisory committee will consist of a minimum of 3, and a maximum of 17, members. The Board will determine the size of a specific advisory committee after consideration of stakeholder groups to be included on that advisory committee.

Section 1.5 Term. Committee members will be appointed to serve two-year terms with possible reappointment to a second term. Members may serve a maximum of two consecutive terms, for a maximum of four years of consecutive service.

Section 1.6 Resignation and Removal. Any advisory committee member may resign at any time by giving written notice to the chairperson of the committee. An advisory committee member may be removed by a majority vote of the Board.

Section 1.7 Compensation. Members of advisory committees will be compensated and provided with expense reimbursement as provided in Minn. Stat. § 15.059, subd. 3.

Section 1.8 Regular Meetings. Advisory committees will meet quarterly at a predetermined place and time to discuss issues related to MNsure and to make recommendations to the Board. The requirements of the Minnesota Open Meeting Law, Minn. Stat. ch. 13D, apply to any meeting of an advisory committee as they would apply to a meeting of the Board.

Section 1.9 Special Meetings. The Board may call a special meeting of an advisory committee at any time that it would like input from a particular advisory committee. The chairperson of the committee must give no less than one (1) day notice of any special meeting to committee members by personal delivery, facsimile or electronic transmission.

Section 1.10 Support. Staff of MNsure, as designated by its Executive Director, will provide secretarial and logistical support services to the advisory committees and will oversee and coordinate the overall management of the committees.

Section 1.11 Communication to the Board. The committees must provide summaries of their discussions and advice to the Board. All communication with the Board must be directed through the chairperson of the advisory committee. When invited by the Chair of the Board, the chairperson of the committee or a designee may present information to the Board at Board meetings.

Section 1.12 Expiration. Advisory committees created pursuant to Minn. Stat. § 62V.04, subd. 13(a) will not expire. Any additional advisory committees created pursuant to § 62V.04, subd. 13(b) will not expire, except by action of the Board. None of the foregoing may be construed to limit the ability of the Board to reorganize advisory committees at any time, as provided in Section 1.2 of this Article.