



## REQUIREMENTS FOR OFFICIAL TRANSFER OF AUTHORITY TO MNSURE BOARD OF DIRECTORS

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Per Minnesota State Statute (Minn. Stat. 62V), the MNSure Board of Directors must complete a number of activities in order for authority to be officially transferred to the Board. Below is a list that includes the activities and policies and procedures to be completed by September 16, 2013 in order for the official transfer of authority to occur. Until this official transition of authority takes place, the Minnesota Management and Budget Commissioner shall exercise all authorities and responsibilities of the Board (Minn. Stat. 62V.11.)

- Election of Board Chair
  - *Statutory requirement: must elect chair at first meeting*
  
- Governing Charter and Bylaws
  - Charter
  - Governance approach
  - Board meeting and committee structure
  - Rules of order
  - Decision making, quorum and voting
  - Amending bylaws
  - Code of conduct
  - Other\_\_\_\_\_
  
- Accountability, Oversight and Delegation
  - Board accountability and oversight
  - Delegation to Executive Director
  
- Public Engagement
  - Advisory committees
  - Public comment procedures
  - Tribal consultation
  
- Policies and Procedures
  - Procurement
  - Contracts and agreements
  - Budget, financial planning, and asset protection
  - Other administrative policies
  
- Reporting, Measurement and Evaluation
  - Administrative reporting procedures
  - Outcomes measurement and reporting
  - Performance measurement and evaluation

Please note that in addition to the above, there are a number of other administrative requirements associated with transfer of authority including transfer of federal grants and state accounts that MNSure staff are currently transitioning.