

MNsire Board Advisory Committee

Code of Conduct

Purpose

The Advisory Committee, pursuant to Minnesota Statutes, section 62V.04, subdivision 13, is established and maintained by the MNsure Board of Directors (the “Board”) to provide insurance producers, health care providers, the health care industry, consumers, and other stakeholders with the opportunity to advise the board regarding the operation of MNsure as required under section 1311(d)(6) of the Affordable Care Act, Public Law 111-148.

Members of the Advisory Committee serve in an advisory capacity to the MNsure Board of Directors.

General Conduct

- Members shall follow all policies and procedures established by the Board.
- Members shall treat other committee members, Board members, MNsure staff, and all others involved with the Advisory Committee with respect and professionalism.
- Members shall not engage in sexual harassment, or conduct themselves in a way that could be construed as such.
- Members shall not engage in behavior that is intimidating in nature or could be construed as such in meetings or in any interactions with other committee members or MNsure staff.
- Members shall not accept gifts, entertainment or personal favors that could, in any way, appear to have an undue influence with their role on the committee. The Board may provide compensation and expense reimbursement, in accordance with Minnesota Statutes, section 62V.04, subdivision 13 and 15.059, subdivision 3.

Conduct At Meetings

- Advisory Committee members are expected to contribute to committee deliberation and reports as requested by the Board.
- Members shall conduct themselves in a professional businesslike manner at meetings and shall not yell, swear or use offensive language.
- Members shall follow established ground rules for the Committee and participate at meetings in a manner consistent with the expectations and direction of the Committee Chair.
- Members are expected to show up to meetings on time. Meeting times and locations will be posted on the MNsure website and the Advisory Committee Google site. It is the responsibility of members to check their email/check the website for information about future meetings.
- Members shall inform the Advisory Committee Chair or Co-chair by email or phone if they will be tardy or absent from a meeting. Four absences in one calendar year shall serve as grounds for removal by the Board.

Removal from the Advisory Committee

- A member may be removed at any time by majority vote of the Board in accordance with MNSure Board Policy on Advisory Committees, Article 1, Section 1.7.
- The Advisory Committee Chair, Vice Chair or Board Liaison to the Advisory Committee may submit to the Board a recommendation to remove a committee member for violation of the Code of Conduct.

Terms of the Code of Conduct are subject to change upon approval of the Board