

### Member Recruitment and Selection

Following a formal solicitation, nomination, and selection process dictated in MNsure Policy #04 ('Policy on Advisory Committees'), it is the responsibility of the Board (or the Board's designee) to appoint advisory committee members. Members are each appointed to a two-year term and may serve a maximum of two complete consecutive terms. Committee Chairs and Vice Chairs are each appointed to a one-year term of office and may serve a maximum of two consecutive full year terms in committee leadership. Normal terms for both members and officers commence upon the first advisory committee meeting following a member's appointment.

Appointments are individual appointment only and do not reflect a seat held by a given organization with which the committee member may be associated. If a committee member is unable to attend a meeting, another individual from the organization may attend the meeting as a member of the public, but does not have a voice or vote on the committee.

Annually, the committee will require its members to state in writing their desire to serve for the next complete year, excepting members whose terms are at an end. These statements are to be submitted to the Board liaison two months before the end of the term. Failure to submit such a statement will be viewed as resignation from the committee. Should a member be at the conclusion of his or her first term and seeking a second term, the member should state in writing his or her desire to serve another term and commitment to serving out the entirety of that term. The Board shall then vote on whether to approve the reappointment of these members.

### Resignations and Removal

Should a chair or vice chair resign his or her leadership position, the board liaison may solicit suggestions from the committee members as to who should fill the position. Per Board policy, the Board retains the authority to appoint a replacement. In the event of the chair's resignation, the vice chair shall serve as the interim chair until the board has appointed a permanent chair, who may but need not be the vice chair. Any time served in committee leadership toward the completion of a resigning chair or vice chair term does not count toward the general term limits.

Committee members are expected to attend twelve (12) monthly meetings per year, and meetings will be scheduled at least two to three months in advance to allow members to adjust their schedules. Since occasional absences may nevertheless be necessary, the following provisions will apply:

- Committee members unable to attend in person may instead participate via teleconference (or other available remote means).
- A committee member who cannot attend a meeting (or participate remotely) is expected to contact (via email or phone) the chair and vice

chair a minimum of 24 hours in advance of the scheduled meeting to let them know the member will not be able to attend.

- Committee members are allowed three non-consecutive absences per year, including two consecutive absences.
- After two meetings missed in a year, the committee chair (or designee) will send an email to the absent member with a reminder of the attendance policy. At that time, the absent member may indicate intent to continue serving or abdicate his/her seat.
- If a committee member misses four meetings in a year or three consecutive meetings, the committee will vote on whether to recommend his or her removal from the committee to the MNsure Board of Directors. The committee member will have the opportunity to raise extenuating circumstances at the time of the vote.

Any committee member may resign at any time by giving written notice to the chair of the committee. An advisory committee member will be removed by a majority vote of the Board.

In the spring and fall of every year, each committee will assess its membership and determine if it has openings and a need for new membership. If so, it is to inform the Board and request that the Board initiate the appointment process. It shall conduct the process and resulting appointments in compliance with MNsure Policy #04 and taking into account staff flexibility as needed to accommodate the open enrollment period. Any additional solicitations for new committee membership are to be conducted at the direction and discretion of the Board.

### **Advisory Committee as Currently Constituted**

Currently, the Board has established two advisory committees, both established in 2013; a Health Industry Advisory Committee and a Consumer and Small Employer Advisory Committee. Both Committees are tasked with responding to Board input requests. Both Committees may conduct research and develop work product at their own discretion, always within the scope of their mission to envision the long-term future of MNsure. All research conducted and work product developed that is not in response to a Board request should nonetheless be provided to the Board for consideration in future deliberations and should be as specific as possible in its opinions and recommendations. Advisory Committees are welcome to share updates at Board meetings detailing their work.

### Health Industry Committee

The Health Industry Committee is tasked with calling upon its members' experiences and technical expertise to respond to Board requests. Members are to represent stakeholder groups within the health industry as a whole rather than the specific entity for which they work or nominally represent. The Committee is to provide input that speaks to the general welfare of MNsure, the health industry, and the people of Minnesota.

### Consumer and Small Employer Advisory Committee (CSEAC)

The Consumer and Small Employer Advisory Committee calls upon its members' diverse experiences and perspectives to respond to Board requests. It has a responsibility to monitor social media in coordination with MNsure staff to gather broad consumer input in formulating its recommendations, as it seeks to represent the opinions of all consumers and small employers across Minnesota rather than just those serving in its membership. The Committee is to provide input that speaks to the general welfare of MNsure, the consumers and small employers who are eligible for participation in MNsure, and the people of Minnesota. Membership is compensated with a per diem of \$55 a day plus expenses per Minn. Stat. 15.059, subd.3.

Both Committees are charged with using the personal expertise of their memberships to envision the long-term future of MNsure and detail concretely the goals and outcomes MNsure should strive to achieve.

NOTE: Nothing in this policy statement is intended to contradict or supersede the information on advisory committees found in Minnesota Statute, MNsure Policy #04, or the Advisory Committee Charters.