

# **Idaho State Group Insurance Advisory Committee Members Terms**

## **Authority of Committee:**

Pursuant to HB173, The director of the department of administration shall have the authority to:  
(a) Establish an advisory committee to be comprised of program participants from the executive, legislative and judicial branches of state government. The advisory committee shall include one (1) active and one (1) retired employee representatives. The director shall consult with the advisory committee in the performance of those duties as enumerated in subsection (2) of this section.

The committee is comprised of (6) members, one senator, one representative, one retired state employee, one active employee, one judiciary representative, and the director of the Department of Administration. One staff person shall be provided by the Department of Administration to perform administrative support, but will not act as a committee member.

## **Terms:**

Members of the committee shall preside over the committee in the following manner:

- Legislators shall serve for 2 years
- All other members shall serve for 3 years

## **Committee Member Selection:**

The Director of the Department of Administration shall act as the chair and a vice-chair shall be nominated by committee. In the event of a vacancy, the Director of the Department of Administration will appoint a new person to fill the unexpired term of such vacancies. Three (3) members shall constitute a quorum.

The chair shall be the executive head of the committee, shall, when present, preside at meetings. The vice-chairman shall, in the absence or incapacity of the chairman, exercise the duties of the chairman.

## **Meeting Schedule:**

The committee will meet quarterly. The committee may provide for such additional regular meetings as necessary and for special meetings. Notice of all meetings shall be given as provided in the open meeting law. The committee shall publish items on the Office of Group insurance website to include, meeting notices, agenda, and minutes for all meetings.

## **Order of Business:**

- Welcome by Chair
- General Business
  - Approval of Minutes
- Updates/Projects
- Discussion Items
- Any Other Business
- Adjournment