

Employee Advisory Committee (EAC) Bylaws

ARTICLE I – NAME

The organizations shall be named the Employee Advisory Committee (hereinafter referred to as the “Committee”), the Kansas State Employees Health Care Commission (hereinafter referred to as the “Commission”), and the Department of Administration, State Employee Health Benefits Program (SEHBP).

ARTICLE II – OBJECTIVES

The Committee shall advise the Commission on matters relating to health care benefits of state officers and employees and assist the Commission in the development of policy with respect to such benefits. To fulfill that objective, the Committee shall:

1. Be provided a copy of the Commission’s agenda and meeting materials in advance of the Commission’s meetings to the extent permitted by law
2. Be represented by one or more of its elected officers or their designees at each meeting of the Commission and
3. Have access to the Health Benefits Administrator and
4. Be provided communication services by the Commission or have access through the Health Benefits Administrator.

ARTICLE III – MEMBERSHIP

Section 1

- A. Number of Members – The Committee shall consist of twenty-one (21) individuals, eighteen (18) of which shall be primary participants in the health care medical benefits program as defined by K.A.R. 108-1-1(b)(2) (hereinafter referred to as “actively employed”) and three (3) of which shall be covered by a State health care medical plan through the direct billing system due to their prior employment with the State. All members shall be appointed by and shall serve at the pleasure of the Commission.
- B. Compensation – No Committee member shall receive compensation, except for travel reimbursements actively employed members may seek from their sponsoring agency if they physically attend meetings more than 30 miles from their official domicile.
- C. Term of Appointment – Effective for appointments beginning after January 1, 2024, committee members shall be appointed to four-year terms. A term shall begin on January 1st and end on December 31st. Effective for appointments beginning after January 1, 2020, actively employed Committee members can serve no more than

Employee Advisory Committee (EAC) Bylaws

three terms. Committee members covered by a State health plan through the direct billing system are not subject to term limits.

- D. Termination – By a majority vote of the Commission, a Committee member’s appointment may be terminated due to failure to meet attendance requirements, neglect of responsibility, improper, unprofessional conduct, incompetence, or, in the case of an active employee, termination from State service (other than retirement). Employees who retire from State employment while serving on the Committee shall be allowed to complete their term on the Committee.
- E. Attendance – Membership of any individual of the Committee who misses more than two meetings during a calendar year without reason and without proper advance notice of intended absences may be terminated from the Committee. The Officers (see Article IV) of the Committee shall determine adherence to this Subsection.

Section 2 – Selection of Members

- Annual and replacement Selection – Each year, the State Employee Health Benefits Plan (SEHBP) shall distribute through the open enrollment information materials and employee meetings an invitation to employees to submit nominations for the open positions on the Committee, from which the Commission shall fill the open positions. The Commission shall strive to balance the Committee regarding age, gender, geographic location, type of health plan, and State agencies. To diversify the State agencies represented by the actively employed Committee members, the Commission shall strive to appoint at least:
 - a. Three (3) members from the Executive Branch,
 - b. Three (3) members from the Board of Regents or the State universities,
 - c. One (1) member from the Judicial Branch,
 - d. One (1) member from the Legislative Branch. If the applicant pool is not sufficiently diverse after reasonable attempts to recruit and fill all open positions for each State agency, the Commission may appoint Committee members from any State agency. Selection shall be made at the last Commission meeting of each year.

- Conflict of Interest—To avoid conflicts of interest between members of the Commission and the Committee, active employees who directly report to or supervise members of the Commission shall not be members of the Committee.

ARTICLE IV – OFFICERS

Section 1—Titles and Duties—The committee's officers shall be a President, a Vice President, and a Secretary.

Employee Advisory Committee (EAC) Bylaws

- A. The President shall preside over Committee meetings, establish sub-committees and appoint chairpersons of those sub-committees, set the agenda for Committee meetings, and act as spokesman for the Committee at the meetings of the Commission. After each Commission meeting, the President or designee shall notify Committee members of any action the Commission takes.
- B. The Vice President shall fulfill the duties of the President in the event of the President's absence.
- C. The Secretary shall record the minutes of each Committee meeting. The Secretary shall forward a copy of those minutes to the Health Benefits Administrator in a timely manner. The Secretary shall also maintain a copy of all Committee minutes, correspondence, and pertinent records pertaining to the business of the Committee.

Section 2 – Selection of Officers

- A. At the committee's first meeting each year, the Officers shall be elected by and from the Committee's membership. Any member of the Committee may nominate an individual for any of the three offices.
- B. Public votes shall be counted by the President or Acting President, one (1) other member of the Committee, and the Health Benefits Administrator or a designee thereof. In separate elections, the President shall be elected first and assume the position immediately. The Vice President shall be elected next, followed by the Secretary.
- C. To be elected, an individual must receive a majority of the votes by either ballot, show of hands, or proxy. The individual who receives the highest votes shall be elected to the nominated position.

Section 3 – Terms of Officers – Each officer shall be elected for one calendar year. There shall be no limit on the number of terms an individual may serve as an officer of the Committee, except that no individual may serve for more than three years in the same position. If the President cannot complete his or her term in office, the Vice President shall assume the duties of the President and appoint another member to serve the unexpired term of the Vice President. If the Vice President or Secretary cannot complete his or her term, the President shall appoint another person to serve the unexpired term of the Vice President and/or Secretary.

ARTICLE V – MEETINGS

Section 1 – Number of Meetings – A minimum of two (2) meetings shall be held each year as determined by the President, with extra meetings being held upon the call of any of the following:

Employee Advisory Committee (EAC) Bylaws

- A. the President,
- B. the Vice President and Secretary, or
- C. Any request for a special meeting shall be submitted to an elected officer who will then notify the committee members. Said request may designate the reason(s) for the meeting if deemed appropriate. The notice will provide the date and time of the scheduled meeting.

Section 2 – Meeting Notice and Location

- A. Notification to the members of the Committee a minimum of fourteen (14) days before any Committee meeting shall be provided unless the meeting is being held upon the request of the Commission and a lesser notice period is justified.
- B. Notification to the public shall be provided when someone requests to receive notice of meetings.
- C. The Secretary (or designee) shall create agendas of upcoming meetings and make them available before the meeting to provide focus for the Committee and the public. Still, the content of the meeting may be changed at any time by amending the agenda.
- D. The Chair (or designee) shall designate a location for Committee meetings. Accommodations for remote participation for Committee members may be made, but physical presence by committee members is encouraged. Meetings must be conducted so that the public may observe or listen to the proceedings.

Section 3 – Quorum and Majority – A quorum will be eleven (11) members of the Committee and a simple majority of those members in attendance or by teleconference shall be required to approve any motion. Meetings can proceed without a quorum, but no motions or voting will occur.

ARTICLE VI – BYLAWS

The bylaws for the Committee may be adopted, amended, altered, or repealed by a majority vote of the Commission. These Bylaws are hereby amended on this 9th day of April 2024.

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By:  _____

Chairperson, Kansas State Employees Health Care Commission