

# MNSure

## DRAFT Policy on Advisory Committees

### ARTICLE 1

#### Advisory Committees Generally

Section 1.1 Purpose. The Board of Directors of MNSure (the “Board”) will establish, define the responsibilities of, consult regularly with, and receive recommendations from advisory committees to assist the Board and MNSure in carrying out its purposes. Advisory committee members serve in an advisory capacity to the Board, and do not have a vote on Board matters.

Section 1.2 Statutorily-Required Advisory Committees. The Board is required to create advisory committees representing insurance producers, health care providers, the health care industry, consumers and other stakeholders (the “Required Stakeholders”) pursuant to [Minn. Stat. § 62V.04, subd. 13\(a\)](#). Initially, the Board will establish two advisory committees, the Health Industry Advisory Committee and the Consumer and Small Employer Advisory Committee, to meet this obligation. The Board may dissolve, reconstitute and/or reorganize these advisory committees at any time, provided that it [give 30 days’ notice to the public if planning to reorganize a committee, and provided that it](#) always maintains advisory committees that include the Required Stakeholders.

Section 1.3 Optional Advisory Committees. The Board may establish additional advisory committees under this Section to gather and provide information to the Board to facilitate the operation of MNSure, ~~but is not required to do so. The Board may establish committees under this section as as either~~ ad hoc committees with a specified expiration date, ~~or may create them~~ as standing committees that may be dissolved by the Board at its discretion.

Section 1.4 Appointment. The Board (or a subcommittee thereof) will appoint members of advisory committees following the application process described in this Section:

- A. The Board will appoint a Board member to serve as liaison to each committee, and will also appoint a committee chair, who need not be a Board member.
- B. Any advisory committee vacancies will be published on the MNSure website for 30 days prior to being filled. Each posting will include a list of qualifications for the vacant position.
- C. The Board will observe the nomination provisions of [Minn. Stat. § 15.0597, subd. 5](#).
- D. The Board (or its designee) and the Executive Director will review all applications received for a particular vacancy.
- E. The Board (or its designee) will consider the Executive Director’s input when making its final appointment.

- F. The Board (or its designee) will ensure that each committee has members representing diverse geographic areas, [socioeconomic groups](#) and ethnic groups.

Section 1.5 Number. Each advisory committee will consist of a minimum of 3, and a maximum of 17, members. The Board will determine the size of a specific advisory committee after consideration of stakeholder groups to be included on that advisory committee.

Section 1.6 Compensation. Members of this committee may be compensated and provided with expense reimbursement as provided in [Minn. Stat. § 15.059, subd. 3](#).

Section 1.7 Resignation and Removal. Any advisory committee member may resign at any time by giving written notice to the chairperson of the committee. An advisory committee member may be removed by a majority vote of the Board.

Section 1.8 Regular Meetings. Advisory committees will meet at least quarterly, unless a different meeting frequency is listed in an advisory committee's charter, at a predetermined place and time to discuss issues related to MNSure and to make recommendations to the Board. The requirements of the [Minnesota Open Meeting Law, Minn. Stat. ch. 13D](#), apply to meetings of advisory committees as they would apply to a meeting of the Board.

Section 1.9 Special Meetings. The Board may call a special meeting of an advisory committee at any time that it would like input from a particular advisory committee. The chairperson of the committee must give no less than one (1) day notice of any special meeting to committee members by personal delivery, facsimile or electronic transmission.

Section 1.10 Support. Staff of MNSure, as designated by its Executive Director, will provide secretarial and logistical support services to the advisory committees and will oversee and coordinate the overall management of advisory committees.

Section 1.11 Communication to the Board. Advisory committees must provide [written](#) summaries of their discussions and advice to the Board. All communication with the Board must be directed through the chairperson of the advisory committee. When invited by the Chair of the Board, the chairperson of the committee (or [a designee](#) [another member of the committee](#) at the invitation of the Chair) may present information to the Board at Board meetings.

Section 1.12 Advisory Committee Charters. Each advisory committee will have a written charter that includes:

- a) Scope of Activities
- b) Description of Duties
- c) Composition of Committee
- d) Term Length and Term Limits for committee members