



Adopting Gender-Neutral Language in MNSure’s Board Policies

Staff are proposing that the board adopt changes to the language used in a number of MNSure policies. These updates will replace gender-specific pronouns or references with language that is more inclusive. The proposed changes are summarized in the table below.

Policy Number	Policy Name	Current Language	Proposed Language
MNSure Policy #03.1	Public Comment	If the CEO seeks public comment under this Policy, she/he will determine whether to present the matter to the Board for its review prior to publishing the request for public comment.	If the CEO seeks public comment under this Policy, they will determine whether to present the matter to the Board for its review prior to publishing the request for public comment.
MNSure Policy #03.1	Public Comment	When a member of the public provides unsolicited feedback, the CEO (or his/her designee) may decide how to handle those comments.	When a member of the public provides unsolicited feedback, the CEO (or their designee) may decide how to handle those comments.
MNSure Policy #04.2	Advisory Committees	Staff of MNSure, as designated by its CEO, will provide secretarial and logistical support services to the advisory committees and will oversee and coordinate the overall management of advisory committees.	Staff of MNSure, as designated by its CEO, will provide administrative and logistical support services to the advisory committees and will oversee and coordinate the overall management of advisory committees.
MNSure Policy #05.3	Delegation of Authority & Authority Limits	Except as to authorities specifically delegated in Appendix A, the CEO is permitted to delegate authority to his/her direct reports.	Except as to authorities specifically delegated in Appendix A, the CEO is permitted to delegate authority to their direct reports.

Policy Number	Policy Name	Current Language	Proposed Language
MNSure Policy #08	Tribal Consultation	Each party will identify his/her authorized representatives with delegated authorities to negotiate on his/her behalf.	Each party will identify their authorized representatives with delegated authorities to negotiate on their behalf.
MNSure Policy #11	Conflict of Interest	Change in Circumstances: With respect to a member of the Board of Directors, a change in such Responsible Person's principal occupation or a material change in his/her business.	Change in Circumstances: With respect to a member of the Board of Directors, a change in such Responsible Person's principal occupation or a material change in their business.
MNSure Policy #11	Conflict of Interest	Immediate Family: A Responsible Person's spouse, domestic partner, parents, children and spouses of children, brothers and sisters or spouses of brothers and sisters.	Immediate Family: A Responsible Person's spouse, domestic partner, parents, children and spouses of children, siblings or spouses of siblings.
MNSure Policy #11	Conflict of Interest	A director who gives notice to the Chair that he or she is the subject of a Prohibited Relationship will be deemed to have resigned his or her board position immediately upon delivering such notice.	A director who gives notice to the Chair that they are the subject of a Prohibited Relationship will be deemed to have resigned their board position immediately upon delivering such notice.

Policy Number	Policy Name	Current Language	Proposed Language
MNsure Policy #11	Conflict of Interest	Each Financial Interest or Relationship must be presented to the Board of Directors for authorization, approval or ratification, and in connection therewith, the disclosing person must make a prompt, full, and frank disclosure of his/her interest and all material facts to the Board or committee prior to its action on the Compensation arrangement, contract, transaction or other interest forming the basis of the Financial Interest or Relationship.	Each Financial Interest or Relationship must be presented to the Board of Directors for authorization, approval or ratification, and in connection therewith, the disclosing person must make a prompt, full, and frank disclosure of their interest and all material facts to the Board or committee prior to its action on the Compensation arrangement, contract, transaction or other interest forming the basis of the Financial Interest or Relationship.
MNsure Policy #11	Conflict of Interest	The Chair of the Board of Directors may determine, in his or her sole discretion, whether a Change of Circumstances should be brought before the Board for a Conflict determination, and may decline to do so if it does not raise any Conflict of Interest concern.	The Chair of the Board of Directors may determine, in their sole discretion, whether a Change of Circumstances should be brought before the Board for a Conflict determination, and may decline to do so if it does not raise any Conflict of Interest concern.
MNsure Policy #11	Conflict of Interest	The Commissioner of Human Services will provide the same annual disclosure as required of other directors, as to any other Financial Interests or Relationships other than her/his status as Commissioner of Human Services, and will be subject to the same provisions as to those interests.	The Commissioner of Human Services will provide the same annual disclosure as required of other directors, as to any other Financial Interests or Relationships other than their status as Commissioner of Human Services, and will be subject to the same provisions as to those interests.

Policy Number	Policy Name	Current Language	Proposed Language
MNsure Policy #11	Conflict of Interest	where it is reasonably clear that the intent of the donor is to influence the Responsible Person in his/her role as such.	where it is reasonably clear that the intent of the donor is to influence the Responsible Person in their role as such.
MNsure Policy #16.3	Advisory Committees: Roles and Responsibilities	MNsure staff provides secretarial and logistical support services to the advisory committees.	MNsure staff provides administrative and logistical support services to the advisory committees.
MNsure Policy #16.3	Advisory Committees: Roles and Responsibilities	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.	Should a member be at the conclusion of their first term and seeking a second term, the member should state in writing their desire to serve another term and commitment to serving out the entirety of that term.
MNsure Policy #16.3	Advisory Committees: Roles and Responsibilities	Should a chair or vice chair resign his or her leadership position, the liaison may solicit suggestions from committee members as to who should fill the position.	Should a chair or vice chair resign their leadership position, the liaison may solicit suggestions from committee members as to who should fill the position.
MNsure Policy #16.3	Advisory Committees: Roles and Responsibilities	If a committee member misses four meetings in a year or three consecutive meetings, he or she may be recommended by the committee for removal.	If a committee member misses four meetings in a year or three consecutive meetings, they may be recommended by the committee for removal.