

# **Bylaws**

## **Joint Committee on Plan Structure and Design**

*updated 9-1-2016*

1. The Joint Committee will consist of one representative from each bargaining unit with enrollees covered by the Consortium plans and one representative from each of the participating municipalities.
2. The purpose of the Joint Committee will review all prospective Board actions in connection with the benefit structure and design of the plans offered by the consortium in order to develop findings and shall make recommendations to the Board with regard to such actions.
3. The Joint Committee has the authority to: be involved in reviewing benefits; investigate creative program designs for optimal use of resources; receive (quarterly ) reports regarding use of benefits, UCR changes, and potential cost increases; compare benefits and costs about any carrier change; gather information about benefits, service levels, and related program costs.
4. The Joint Committee's findings and recommendations with respect to benefit structure and design issues are presented to the Consortium Board of Directors through the Committee Chair who is a Director.
5. All Joint Committee actions shall be by a majority vote of a quorum which is defined as one-quarter of the municipal membership and one-quarter of the union membership. This requirement shall be reviewed annually.
6. Members who are unable to attend meetings may submit a completed proxy form by paper copy, fax, or email to the Consortium's Administrative Clerk prior to the meeting. The designated proxy must meet the eligibility as outlined in Section K.1 of the Municipal Cooperative Agreement. The proxy designation must include: 1) the date of the meeting they will not be attending, 2) the individual to whom they are designating as the proxy, and 3) If the person is not currently a member of the Committee, identify the labor group or municipality for which the individual would be eligible for Committee membership.
7. Each January the Joint Committee Chairperson will be elected by a majority of a duly convened quorum of the Joint Committee and must be a union representative on the Joint Committee. The Vice-Chairperson of the Committee will also be elected by the Joint Committee and must be a representative from one of the participating municipalities.
8. The Joint Committee Chairperson will serve as a voting Director on the Consortium Board of Directors, representing Labor. The Labor representatives, only, of the Joint Committee will elect from among the Labor representatives at-large voting Labor Member to the Board of the Consortium to represent Labor. If the number of participating municipalities in the Consortium increases to 17, the Labor representatives, only, of the Joint Committee will elect from among the Labor representatives a second at-large voting Labor Member to the Board of the Consortium to represent Labor.
9. If any point in the year, the Joint Committee Chairperson or Vice-Chairperson, or the at-large voting Labor Member to the Board of the Consortium resign, retire or are otherwise are not eligible to continue, elections will be held at the next Joint Committee meeting to fill the vacant position.
10. Bargaining unit representatives will be the president of each bargaining unit or that persons' designee from the unit. Management representatives will be appointed by the respective elected leader of each participating municipality. (The term of appointments will vary according to the pleasure of the appointing authority).
11. The Joint Committee meetings will be scheduled at dates, times and location agreed upon by consensus for future meetings. The meeting agenda will be made available 1 week prior to each meeting. There should be a good faith effort by management and labor for all to attend and participate.
12. Consortium's Administrative Assistant will be responsible for distributing agendas and handouts, scheduling meetings, taking notes, creating draft minutes and posting materials on the GTCMHIC website.
13. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Joint Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Joint Committee may adopt.