

The Retired County and Municipal Law Enforcement Officers
and Municipal Firefighters Health Insurance Subsidy Program
Advisory Committee By-Laws

Article I. General

The advisory committee for the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Program is established by statute (Sec. 5. 5 MRSA §286-N) to review the operations of the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Subsidy Program and to advise the Department of Administrative and Financial Services on matters of policy relating to activities under the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Program.

Article II. Membership

The Advisory Committee shall consist of eight (8) members as follows:

A. Six voting members who are members of the organizations listed below, duly designated by their respective organizations as follows:

- (1) One member duly designated by a statewide association of fire chiefs;
- (2) One member duly designated by a statewide association of police chiefs;
- (3) Two members duly designated by a statewide association of professional firefighters; and
- (4) Two members duly designated by a statewide association of police.

B. Two Ex officio non-voting members; The ex officio members of the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Advisory Committee are:

1. The Executive Director of the Office of Employee Health, Wellness and Workers' Compensation within the Department of Administrative and Financial Services, Bureau of Human Resources or the Executive Director's designee.
2. The employee of the Department of Administrative and Financial Services, Bureau of Human Resources, Office of Employee Health, Wellness and Workers' Compensation assigned to the program.

- C. Compensation of members: The members of the Advisory Committee are not entitled to receive compensation for their participation in the Advisory Committee's activities.
- D. Chair: The Executive Director of the Office of Employee Health, Wellness and Workers' Compensation within the Department of Administrative and Financial Services, Bureau of Human Resources, or the Executive Director's designee, shall serve as chair of the Advisory Committee.
- E. Terms: The terms of the members are as follows:
1. Each member serves a term of 5 years.
 2. A member shall continue to serve after the expiration of that member's term until a qualified successor is designated. The member's continuation as a member does not change the expiration of that member's term.
 3. The term of a member designated to succeed a member whose term has expired expires 5 years after the expiration date of the term of the previous member, regardless of the effective date of the new designation. There is no limit to the number of terms to which a member may be designated.
 4. The designating authority shall designate a person to fill a vacancy caused by death, resignation or ineligibility within 60 days. This designation is for the unexpired portion of the term and must be made from a designation provided by the organization the former member represented. With the agreement of the member being replaced and of the designating authority, the member being replaced serves until a replacement is designated. Otherwise, a vacancy exists until a replacement is designated.
 5. A member is considered to have resigned if:
 - a. The member severs the affiliation with the organization that designated the member in accordance with Article II Membership, section 1; or
 - b. The member is absent from 3 consecutive meetings of the Advisory Committee without good cause as determined by the Advisory Committee.

Article III. Duties and Responsibilities

The transaction of business by the Advisory Committee is governed as follows:

- A. Four voting members constitute a quorum for the transaction of any business.
- B. Each member is entitled to one vote.
- C. Affirmative votes of a simple majority of the quorum or, if greater, of the voting

members present are necessary for the passage of any resolution or any other action by the Advisory Committee.

- D. Rules authorized by section 286-M, subsection 4, paragraph C must be submitted to the Advisory Committee for the Advisory Committee's review and recommendations before these rules may be adopted.
- E. The Advisory Committee may establish ad hoc committees and appoint members to serve on committees as deemed necessary. The duties, authority and responsibilities of ad hoc committees shall be determined by the Advisory Committee.
- F. The Advisory Committee shall establish overall goals and objectives for the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Program and provide general guidance to the Office of Employee Health, Wellness and Workers' Compensation.
- G. The Advisory Committee shall amend the by-laws as necessary with a majority vote.
- H. The Advisory Committee oversees plan operations and advises on matters of policy.

Article IV Appeals

- A. The FF-LEO Appeals Panel ("Panel") shall consist of 3 members selected from the FF-LEO Advisory Committee by committee members.
- B. The Fire Fighter and Law Enforcement Plan Administrator ("Administrator") will accept member appeals concerning the administration of rules and regulations governing the FF-LEO Health Insurance Subsidy program. Members shall send their appeal in writing directly on the designated Appeal Form to the Administrator at 61 State House Station, Augusta, ME 04333, within 60 business days of the event for which the appeal is relevant. The Administrator shall review, research, and request any additional information from the member or Municipality relative to the facts and circumstances of the appeal and present all relevant facts to the Panel at least 5 business days in advance of the designated Panel meeting date.
- C. Meetings of the Panel will be set as soon as administratively reasonable once notified of the appeal by the Administrator, but no sooner than 5 business days after receiving notification of the appeal by the Administrator and no later than 15 business days after receiving said notice.
- D. At the designated meeting the Panel shall review all facts and circumstances relevant to the appeal and render a decision to approve or reject the appeal.
- E. The Panel shall issue a written response to the member within 15 business days after a decision has been rendered.

F. Decisions of the Panel are final and binding.

Article V Meetings

- A. The Advisory Committee shall conduct a minimum of four (4) regularly scheduled meetings annually. Meeting notices shall be published as required by state law. No formal action shall be taken on Advisory Committee business without the required public notice.
- B. All meetings of the Advisory Committee shall be held in public session except for meetings or discussions which relate to the evaluation and rating of proposals in response to request for proposals, interviews conducted pursuant to vendor selection and personnel matters. A formal vote of the Advisory Committee is required to empower the Committee to meet in executive session. An official agenda shall be distributed to Advisory Committee members at least seven (7) calendar days prior to any regularly scheduled meeting. The Advisory Committee may conduct workshops or member education sessions without requiring public notice. No official business can be conducted at such sessions.
- C. Special meetings of the Advisory Committee may be called as necessary provided public notice requirements are fulfilled and members are provided at least seven (7) calendar days' notice.

Article VI Miscellaneous

- A. The release of written policy statements representing the position of the Advisory Committee shall be approved by a majority vote of the Advisory Committee.