

Rules Governing The Joint AFT/Management Health Benefits Committee

A. Purpose

District/AFT Agreement 4.7 - It shall be the role of the AFT/Management Health Benefits Committee to gather information and provide advice concerning faculty health and welfare benefits to AFT and the District. The Health Benefits Committee shall review all bids for health care providers and insurance carriers and recommend changes to the faculty health plan, including, but not limited to, co-pays, deductibles, premium contributions, as well as selection, addition, termination, or substitution of any health plans/providers, and/or insurance carriers.

B. Composition of Committee

District/AFT Agreement 4.7 – The Health Benefits Committee shall be composed of an equal number of Federation and management representatives, not to exceed five each.

C. Chairs of the Committee

1. The chairs of the committee will include:
 - Chair
 - Vice Chair
2. The Chair and Vice Chair will be elected each year at the first meeting of the Committee. The first meeting will be held at the start of the academic year commencing in the month of September.
3. The position of Chair and Vice Chair will alternate between AFT and Management and alternate each academic year.

D. Meetings of the Committee

1. The Committee will meet every month or more frequently as needed. Regular meetings will be held on the first Thursday of each month at 2:00 p.m.
2. A quorum will be present for the Committee to meet as a Committee and pass any motion. A quorum shall consist of not fewer than six committee members; three AFT and three District members.
3. The Chair will, as directed by the Committee, have the tentative agenda prepared for all meetings and said agenda shall be emailed, faxed, mailed or otherwise delivered to each Committee member no later than 24 hours preceding the meeting. Any Committee member requesting may have an item(s) placed on the agenda. In order to be included on the agenda, all items must be received by the Chair no later than 48 hours preceding the meeting or by majority vote at the committee meeting.

4. Minutes – The secretary will be responsible for having the minutes taken of all meetings of the Committee. The minutes will include the time and place of each meeting, the names of the Committee members present, all official acts of the Committee, the votes of the Committee members, except where the vote is unanimous, and the action to be taken to implement the Committee's motions(s). Upon request, a Committee member may have his or her comments recorded verbatim in the minutes. The minutes will be written and presented for correction and approval at the next regular meeting. When approved by the Committee, the minutes will constitute the official minutes of the Committee.

E. Voting by the Committee

The Committee will vote any properly made motion under the following conditions:

- A quorum must be present at the time a motion is voted on.
- Only the designated AFT and Management Committee members may vote.
- Only items listed on agenda may be voted on.
- The Chair or member designated by the Committee will ensure that matters approved by the Committee are referred to the proper source(s) for consideration and/or implementation.
- A 2/3 majority of the committee members present shall be required to approve a motion.