

Apple Health Medicaid Advisory Committee

By-Laws

I. Authority

The Apple Health Medicaid Advisory Committee (Committee) is a committee required by Federal Regulation ([42 CFR § 431.12](#)) and by the [State Plan](#) to advise the Medicaid agency about health and medical care services. The Health Care Authority Director designates the Medicaid Director as the Executive Sponsor of the Committee pursuant to [RCW 41.05.021\(1\)\(m\)\(v\)](#).

II. Purpose

The Committee's purpose is to advise the Health Care Authority on all aspects of Medicaid services, including program policy and administration, through active citizen participation.

III. Membership

The Committee will be composed of no less than 12 and no more than 18 voting members.

Membership shall consist of a reasonable and equitable number of representatives from each of the following groups:

- Members of consumer groups, including Medicaid recipients and advocates.
- Board-certified physicians and other representatives of the health professions and associations who are familiar with the medical needs of low-income population groups and with the resources available and required for their care.
- The Secretary of the Department of Social and Health Services (DSHS) and the Secretary of the Department of Health (DOH) or designee.

The Executive Sponsor will appoint a Chair by majority vote during a regular meeting. The Chair is a voting member, and their role is to open the meeting, facilitate discussion, and keep the conversation focused and balanced.

IV. Terms of Appointment

The Health Care Authority Director will appoint members for three-year terms from nominees identified by appropriate professional organizations and consumer groups. A member may not serve more than two consecutive, three-year terms except in the case of a vacancy.

V. Meetings

The Committee will hold regular meetings on a quarterly basis on a date and time mutually agreed upon by a majority of members. The Executive Sponsor may call special meetings if needed.

Committee meetings will be open to the public and conducted according to Robert's Rules of Order. Health Care Authority staff will take minutes and the Committee will review, revise as necessary, and approve the minutes at the following regular meeting. Fifty percent (50%) of the Committee membership constitutes a quorum.

Except for the process described in Section VII (Amendment of By-Laws), there must be a quorum of Committee members to take any vote. All actions taken by a vote must be approved by a majority of Committee members present. The Executive Sponsor is a non-voting member, except in the event of a tie.

VI. Attendance

Removal Due to Lack of Attendance:

Absence without just cause from two consecutive regular meetings shall result in a formal notice from the Health Care Authority Director requesting information on intentions for further participation. Absence without just cause from a third consecutive meeting will result in removal from the Committee.

Responsibility of Members:

- Attend Committee meetings and sub-committee meetings to which they are appointed.
- Become sensitive to community views (providers, recipients and public) regarding the various medical services programs administered by the Health

Care Authority. Express these views openly to the Committee so they can be shared with the Health Care Authority Director.

- Advise in developing, maintaining, and monitoring medical services programs.
- Although the Committee has no administrative authority for the operation of the medical services programs, assist in the development of program rules by commenting on the rules.
- Recognize, disclose to the Committee, and abstain from voting on issues in which they have a substantial conflict of interest.

VII. Amendment of By-Laws

Committee members may submit proposed by-law amendments to the Executive Sponsor, who will share with and seek approval from the Health Care Authority Director prior to voting. The Committee will discuss the proposed amendments at least one month prior to the vote.

The Committee may amend by-laws at any regular meeting by a majority vote of appointed members following written receipt of the proposed changes and notification of the proposed action. Members may vote by absentee ballot if they are unable to attend the meeting when the vote is taken.

VIII. Agendas

Committee members may submit agenda items to the Chair or the Executive Sponsor. The Executive Sponsor will prepare regular meeting agendas in consultation with the Chair. The Health Care Authority will provide a preliminary agenda to members prior to each regular meeting, with pertinent background information and draft minutes from the previous meeting.

IX. Subcommittees

The Committee may establish subcommittees as needed to conduct business.

X. Health Care Authority Duties

- The Health Care Authority will reimburse travel expenses, per diem and expenses incurred for official Committee business, according to the Health Care Authority travel policies and procedures for in-person meetings.
- The Health Care Authority will provide staff assistance and independent technical assistance as needed to enable the Committee to make effective recommendations.