

# **TITLE XIX ADVISORY COMMITTEE**

## **BY-LAWS**

### **I. Authority**

The Title XIX Advisory 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 appoints 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 medical 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 members.

Membership shall consist of representatives of each of the following groups –

- Members of consumers' groups, including Medicaid recipients;
- Members of consumer organizations such as labor unions, cooperatives, consumer-sponsored prepaid group practice plans, and others;
- Board-certified physicians and other representatives of the health professions who are familiar with the medical needs of low-income population groups and with the resources available and required for their care; and
- The Secretary of the Department of Social and Health Services or the Secretary of the Department of Health or designee.

The Health Care Authority Director will appoint a Chair.

There will be an Executive Committee consisting of the Chair and three representatives elected by the Committee annually. Executive Committee elections will be informal, based on self-nominations presented to the Health Care Authority Director and determined by voice vote.

### **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 three consecutive terms.

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### V. Meetings

The Committee will hold regular meetings on the fourth Friday of every other month or at other times mutually agreed upon by a majority of members. The Chair may call special meetings at the Health Care Authority Director's request.

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 those minutes at the following regular meeting. Fifty percent of Committee membership constitutes a quorum.

### 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 and the Health Care Authority Director.
- Advise the Health Care Authority Director 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 Health Care Authority Director. The Committee will discuss the proposed amendments at least one month prior to the vote.

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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 Health Care Authority Director. The Director 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 Health Care Authority travel policies and procedures.
- The Health Care Authority will provide staff assistance and independent technical assistance as needed to enable the Committee to make effective recommendations.