Hawaii Employer-Union Health Benefits Trust Fund
Board of Trustees Operating Rules

1. Board of trustee meetings will comply with Chapter 92, HRS, Public Agency Meetings and Records, including requirements for: (a) written and electronic notice postings at least six (6) calendar days prior to the meeting; and (b) written minutes.

2. All trustees and employees will comply with Chapter 84, HRS, State Ethics Code.

3. Conduct of the board of trustee meetings shall be in accordance with the 10th Edition of Robert's Rules of Order, Newly Revised, except as otherwise provided in these procedures.

4. Election of Officers.

   (a) Trustees shall elect a chairperson, vice-chairperson, and secretary-treasurer.

   (b) The chairperson and vice-chairperson shall be elected from one of the trustee groups; i.e., employer or employee-beneficiary. The secretary-treasurer shall be elected from the other trustee group.

   (c) Officer terms shall be for one year beginning July 1, 2002 and rotate between the trustee groups annually; the terms of the officers elected on January 31, 2002 shall end on June 30, 2002. Thereafter, the terms of all elected officers shall terminate on June 30 of each succeeding year and such officers shall vacate their offices at that time.

   (d) Except as otherwise provided by law or by rules or policies adopted by the board of trustees, the duties of the officers shall be as provided in the current version of Robert's Rules of Order, Newly Revised.

   (e) The chairperson or vice-chairperson and secretary-treasurer will coordinate assignments to support staff, requests for information, etc.

5. Voting procedures for the board of trustees meetings and the criteria for a quorum are established in Section 87A-11, HRS.

   (a) Votes are to be counted as follows: After a motion is made and seconded, the presiding officer shall read the motion and open the question to discussion and debate by the trustees. When ready to put the motion to a vote, the presiding officer will then call for the employer and employee-beneficiary votes to determine whether there are three votes from each trustee group in favor of the motion. If so, the motion will be recorded as having been approved by one vote from the employer trustees and one vote from the employee-beneficiary trustees. For routine or procedural matters, the presiding officer may simply ask if there is any opposition to a motion after it has been made, and to the extent required, seconded and debated. If no opposition is voiced, the motion will be recorded as having been unanimously approved by one vote from the employer trustees and one vote from the employee-beneficiary trustees.

   (b) If the voting is not unanimous by each side, the names of the trustees who voted in favor of the motion, voted against the motion, or abstained from voting will be recorded in the minutes.

6. Agenda.

   (a) Any trustee may place a question or subject on the agenda by notifying the designated staff person by 12 noon, seven (7) days prior to the meeting.

   (b) Agendas will be transmitted to the chairperson for review prior to public notice.

7. Committees shall be established by the board to address critical issues in the major functional areas of the Trust.

   (a) Initially there shall be an Administrative Committee, Benefits Committee, and Rules Committee.

   The Administrative Committee will have combined administrative and finance committee functions and the Benefits Committee will have benefits, communication, and appeals committee functions.

The Rules Committee shall be abolished upon the board's adoption of rules. Any future rule proposals shall be assigned to the Administrative Committee.

(b) Committees will operate informally and make recommendations to the full board of trustees. A minimum of four (4) trustees will be assigned per committee (two (2) trustees from each trustee group). The actual assigned number of trustees may be larger for certain committees (an equal number from each trustee group).

(c) Attendance of at least one trustee from each trustee group is needed to convene a committee meeting.

(d) Committees may select a chairperson and any other officers as deemed necessary by the board.

(e) Committee chairpersons will coordinate assignments to support staff for their respective committees.

(f) Trustees in attendance will agree within their working committees on recommendations made to the full board. When there is no agreement by the trustees in attendance, the committee will present a summary of their disagreement(s) to the full board.

8. Consultation.

(a) Any proposed rule shall be transmitted to the public employers, exclusive employee organizations, exclusive representatives, retiree organizations, and to all other employee organizations registered with the board for consultation prior to adoption. The public employers, exclusive employee organizations, exclusive representatives, retiree organizations, and all other employee organizations registered with the board shall be afforded a reasonable time to review and comment on the proposed rule prior to final action by the board.

(b) Certain proposed standards and procedures shall also be transmitted to the public employers and employee organizations for consultation. The

standards and procedures to be transmitted shall be at the discretion of the board.

9. Input from the Public.

(a) The board shall afford all interested persons an opportunity to submit data, views, or arguments, in writing, on any agenda item. Persons providing written testimony shall provide 30 copies of their testimony, of which 20 copies will be made available to the public. Twenty (20) copies of materials provided to the board for or during a meeting that are determined to be disclosable will also be made available for distribution to the public.

(b) The board shall afford all interested parties an opportunity to present oral testimony on any agenda item.

(c) After the board has completed discussion on any agenda item, the presiding officer shall invite persons in the audience to ask questions or provide comments on the subject matter prior to any action by the board. After the public has had an opportunity to provide input on the agenda item, the board may discuss the agenda item further and act on the item or move on to the next agenda item.

(d) A person may speak only when recognized to do so by the presiding officer.

(e) Comments are limited to three (3) minutes per speaker. Time limitations may be adjusted at the discretion of the chairperson or at the request of any three members. In situations where repetitive views or comments are being provided, the board, in consideration of time restraints, reserves the right to limit such views or comments so that other views and comments may be presented.

(f) A person may not speak a second time on the same question unless authorized by the board to do so.

The Hawaii Employer-Union Health Benefits Trust Fund Board of Trustees Operating Rules was adopted during a regular meeting of the Board of

Trustees on February 19, 2002. The adoption of the Board of Trustees Operating Rules shall take effect on February 19, 2002.

Sam Callejo, Chairperson
Hawaii Employer-Union Health
Benefits Trust Fund

APPROVED:

Benjamin J. Cayetano
Governor
State of Hawaii

Dated: 3/4/02

3/6/02
Filed, Office of the Lieutenant
Governor

APPROVED AS TO FORM:

Deputy Attorney General

LIEUTENANT GOVERNOR'S
OFFICE
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