SYSTEM REGULATION

31.02.03 System Employee Benefits Advisory Committee

Approved December 19, 1995
Revised January 3, 2000
Revised September 14, 2000
Revised July 17, 2004
Supplements System Policy 31.02

1. GENERAL

1.1 The System Employee Benefits Advisory Committee (SEBAC) assists the System Human Resources Office (SHRO) in coordinating and correlating the uniform group insurance programs, and provides for open communication of ideas and suggestions concerning coverage, eligibility, claims, procedures, bidding, administration and other aspects of employee insurance benefits.

1.2 The head of SHRO and the Chief Executive Officers (CEOs) may appoint nonvoting, ex-officio members to SEBAC. The SHRO may assign staff to assist SEBAC as needed.

1.3 The SEBAC chairperson may appoint subcommittees from the committee's voting and nonvoting membership. The chairperson may also appoint non-committee members to the subcommittees.

2. MEMBERSHIP

2.1 Employees elect SEBAC members from among employees, including benefit-eligible graduate students, as defined in Chapter 1601 of the Texas Insurance Code. Members should have mature judgment, demonstrate special abilities toward and sincere interest in the employee insurance programs, and be able to represent the needs of all employees of their System components with regard to advisory committee actions.

2.2 Each member’s SEBAC duties are in addition to the employee’s regular duties. System component funds available to the member as an employee are used to pay all expenses (such as travel costs) incurred in performing SEBAC duties.

2.3 Election and Certification

2.3.1 In March of odd-numbered years, each System component must elect a SEBAC member for a two-year term beginning September 1 and expiring August 31. Individuals may serve more than one term.

2.3.2 The election process for SEBAC members is: Each System component CEO appoints a nominating and election committee that is representative of the System component's workforce. The nominating and election committee nominates a list of candidates, prepares a ballot and conducts the election. The committee must ensure that all eligible employees have an opportunity to vote.
2.3.3 The CEO certifies the System component's SEBAC member to the head of SHRO by April 1.

3. OFFICERS

3.1 SEBAC members elect a chairperson and assistant chairperson at the first committee meeting after September 1 of each year.

3.2 If the chairperson or assistant chairperson vacates membership on the committee or resigns the office, the committee, at its next scheduled meeting, elects a new officer who serves until the next election.

4. MEETINGS

4.1 SEBAC meetings are subject to applicable provisions of the State's Open Meetings Act.

4.2 SEBAC meets at such times and places as called by the chairperson or the SHRO. Attendance of one-third of the elected, voting membership constitutes a quorum.

4.3 If a voting member of SEBAC is unable to attend a meeting, a proxy may attend and vote for the member if a written or electronic proxy statement is provided by the voting member to the SHRO on or before the day of the meeting.

5. VACANCIES

A vacancy exists when any member of SEBAC resigns his or her position on the committee or when an elected, active employee member terminates employment with the System component he or she represents. The CEO of the System component from which the vacancy occurs will appoint another employee from the same System component to serve the balance of the term.

************************

CONTACT OFFICE: The System Human Resources Office

HISTORY: Last version: September 14, 2000

Section 31 Rules