

Minnesota Eligibility Technology System Executive Steering Committee CHARTER AND BYLAWS

ARTICLE 1

Charter

Section 1.1 Name. This body will be known as the Minnesota Eligibility Technology System Executive Steering Committee (“METS ESC”). This body is created pursuant to the MNsure Act, Minn. Stat. Chapter 62V (“the Act”).

Section 1.2 Purpose. Per the Act, the METS ESC “is established to provide recommendations to the MNsure board, the commissioner of human services, and the commissioner of MN.IT services on the governance, administration, and business operations of the Minnesota eligibility system.”

ARTICLE 2

Bylaws

Section 2.1 Legal Governance. The METS ESC will perform its functions in accordance with the Act, these Bylaws, any additional policies adopted by this body, and any other relevant state and federal laws and regulations.

Section 2.2 Governing Principles. The METS ESC will observe the following principles. It will:

- a. be open in sharing its decision-making process with stakeholders and the public;
- b. encourage candid discourse and the expression of disparate viewpoints;
- c. actively and continually seek diverse perspectives, including but not limited to the perspectives of organizations with representation on the METS ESC;
- d. limit its scope to recommendations regarding the Minnesota Eligibility Technology System (“METS”), without comment on other duties, responsibilities, and charges of its represented organizations not related to the METS; and
- e. seek solutions that best serve the people of Minnesota.

ARTICLE 3

Executive Steering Committee

Section 3.1 General Powers. Per the Act, the powers of this body are limited to advising its represented organizations and providing recommendations. While the decisions of the METS ESC are not binding, the METS ESC serves as a venue for consensus-building and shall govern the development and operation of the METS except insofar as its decisions are overruled by the Commissioner of Human Services, the MNSure Board of Directors, or the Commissioner of MN.IT Services.

Section 3.2 Number, Appointment. The METS ESC will consist of six voting members and two non-voting members. Per the Act, two voting members shall be appointed by the Commissioner of Human Services; two voting members shall be appointed by the MNSure Board of Directors; two voting members shall be appointed jointly by the Association of Minnesota Counties, the Minnesota Inter-County Association, and the Minnesota Association of County Social Service Administrators, with one such member representing counties within the seven-county metropolitan area and one such member representing counties outside the seven-county metropolitan area; and two nonvoting members shall be appointed by the Commissioner of MN.IT Services.

Section 3.3 Term. Member terms shall last in perpetuity unless or until the appointing authority for that member rescinds the appointment.

Section 3.4 Resignation and Removal. Any member may resign at any time by giving written notice to that member's appointing authority, as well as to the Co-Chairs of the ESC. A member may be removed by that member's appointing authority.

Section 3.5 Quorum and Voting. A majority of the voting members constitutes a quorum. Action taken by the ESC requires two conditions to be met:

- a. The affirmative vote of a majority of members present.
- b. At least one representative from each appointing authority, including an appointee of the Commissioner of MN.IT Services, must be present.

Both of these conditions are together necessary and sufficient for action to be taken. Members are not permitted to vote by proxy, nor may they satisfy their attendance obligations by sending a proxy to attend meetings.

Section 3.6 Regular Meetings. The METS ESC will meet at least quarterly at a location in compliance with the Act. With the consent of all members present at a given meeting, any scheduled meeting may be advanced or postponed to another date. All meetings must comply with the Minnesota Open Meeting Law, Minn. State § 13D.

Section 3.7 Special Meetings. Special meetings of the METS ESC may be called by either co-chairperson of the body, or by a majority of the body. The co-chairpersons must give no less

than one (1) day notice of any special meeting to members by personal delivery, facsimile or electronic transmission. Notice of special meetings must also be provided as required by the Minnesota Open Meeting Law.

Section 3.8 Rules of Order. The METS ESC will conduct its meetings through discussion, consensus building, and informal meeting procedures to the extent possible. The METS ESC may adopt such procedural rules of order as it may find useful from time to time to facilitate its business, and in the absence of any such rules will follow Robert's Rules of Order.

Section 3.9 Officers. As outlined in the Act, the officers of the METS ESC will be two co-chairpersons, one appointed by the Commissioner of Human Services and one appointed by the Commissioner of MN.IT Services, and each designated as such by his or her appointing official. The terms of the co-chairpersons shall last in perpetuity unless or until the appointing authority for that member rescinds the designation. The co-chairpersons will preside over all meetings of the METS ESC and will generally ensure that all recommendations of the body are communicated to the appropriate stakeholders.

Section 3.10 Governance Policies. The METS ESC may create additional policies that describe governance structure, decision-making processes, and other relevant processes for the body.

ARTICLE 4

Work Groups

The METS ESC may create one or more standing or ad-hoc work groups. Each work group will have no decision-making authority and its membership shall not constitute a quorum of the METS ESC. Work groups shall be focused on a specific topic within the purview of the METS ESC and shall provide a forum for members to receive information from other organizations, including represented organizations, and develop recommendations for presentation to the full METS ESC membership at a METS ESC meeting held in compliance with the Minnesota Open Meeting Law.

ARTICLE 5

Protection from Liability

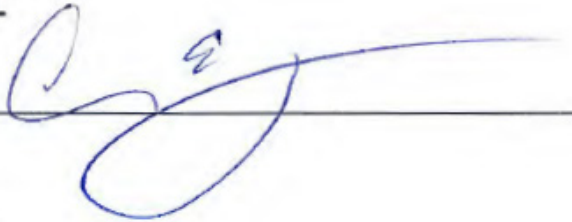

Section 5.1 Statutory Protection for Liability. For any act performed within the course and scope of authority under the Act, the METS ESC, its individual members, and any staff providing support functions to the METS ESC will be entitled to the immunity granted pursuant to Minn. Stat. §§ 3.736 and 466.03, subd. 6, subject to the limitations set forth therein.

Section 5.2 Additional Indemnification. The METS ESC may provide such other indemnification as may be permitted by law if the body reasonably believes such indemnification to be in the best interests of the METS ESC and its represented organizations.

ARTICLE 6

Amendment

The organization's Charter and Bylaws may be amended only by the affirmative vote of a majority of the entire METS ESC. In the event the body proposes to consider an amendment at a METS ESC meeting, notice of the meeting must state that a proposed amendment will be considered at the meeting, and must also give notice of the proposed amendment(s). All such notices must comply with Minnesota's Open Meeting Law. No amendment may be adopted that would conflict with the provisions of the Act relative to the governance of the organization. This Charter and Bylaws will be deemed automatically amended in the event of any amendment to the Act subsequent to the date of adoption hereof, to the extent necessary to bring the Charter and Bylaws into compliance with the amended provisions of the Act.

CO-CHAIRPERSON APPROVAL	
Date <u>8/23/16</u>	Signature <u></u>
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