

Bylaws of Clackamas County Benefits Review Committee

ARTICLE I

NAME. The name of the organization shall be the Benefits Review Committee.

ARTICLE II

MISSION STATEMENT. The Benefits Review Committee believes that employee benefits are an integral part of each employee's total compensation. A well designed employee benefits program should:

- a. Provide comprehensive coverage for the protection of the health and welfare of employees and their dependents.
- b. Be responsive to the needs of employees.
- c. Provide competitive benefits that assist in attracting and retaining qualified employees.
- d. Maintain reasonable costs to employees and the County taxpayers.

AUTHORITY AND RESPONSIBILITY. The Benefits Review Committee was established by agreement between the Board of County Commissioners and the following collective bargaining groups: AFSCME-CCOM, AFSCME-DTD/BCS, AFSCME-WES, Employees' Association, Housing Authority Employees' Association and FOPPO.

The Benefits Review Committee is responsible for reviewing, developing and designing medical, dental, life and disability insurance programs for non-represented employees and employees of the member unions. The Committee may also review and make recommendations to the Board of County Commissioners regarding other benefit plans and issues.

The Benefits Review Committee does not have authority or responsibility for making decisions regarding the funding, cost sharing or administration of the benefits program.

ARTICLE III

MEMBERSHIP. Each member union will select voting members ("Represented Voting Member") as provided in the applicable member union's collective bargaining agreement. The County's Department of Human Resources will select one non-represented voting member ("Non-represented Voting Member") for each Represented Voting Member. The Represented and Non-represented Voting Members are collectively referred to as "Voting Members." There may be other non-voting members (represented and non-represented) who attend meetings to facilitate discussion, provide advice and information and consult with Voting Members as needed.

ARTICLE IV

MEETINGS. Meetings of the Benefits Review Committee shall be held in accordance with the Oregon Public Meetings Laws. Regular meetings will be held as business dictates on a schedule agreed to by the Voting Members. Meetings may be held more frequently during the annual renewal process as determined by the Benefits Manager or his/her/their designated representative.

A copy of all meeting minutes shall be provided to the County Public and Government Affairs Office.

The Benefits Manager or designated representative will facilitate the meetings and agendas.

Benefit Review Committee members are expected to:

- a. Be dedicated to the mission of the Benefits Review Committee.
- b. Represent the interest of fellow employees, regardless of group affiliation.
- c. Be a team player and work well in groups.
- d. Have the ability to establish and reach both short and long term goals.
- e. Contribute innovative and creative ideas and concepts.
- f. Regularly attend and contribute to meetings.
- g. Keep up to date on issues reviewed and discussed at meetings.
- h. Notify the Benefits and Wellness Division when unable to attend a meeting.

VACANCIES. The Benefits Review Committee recognizes the importance of regular attendance to the success of the committee. As such, each member union and the County Department of Human Resources shall consider replacing Voting Members who miss three or more meetings in a calendar year.

Each union shall have sole authority in appointing and removing its Represented Voting Members to and from the Benefits Review Committee for any reason, with or without cause.

The County Department of Human Resources shall have sole authority in appointing and removing its Non-represented Voting Members to and from the Benefits Review Committee for any reason, with or without cause.

QUORUM and VOTING. A quorum shall be present at a meeting in order for the Benefits Review Committee to transact business. A quorum consists of a majority of all Voting Members of the Benefits Review Committee, not just those present. A vacancy on the board does not affect the quorum requirements. The Benefits Review Committee can take official action only with the affirmative vote of a majority of all members. Meetings may be held by in person or by telephone, video, or through some other electronic or virtual means.

The voting on all questions coming before the Benefits Review Committee shall be by voice vote, where, to extent practicable based on the nature of the meeting, each member clearly states their name and vote. If a meeting is held through electronic or virtual means whereby voting is impracticable or unavailable, voting may occur through some other means whereby a Voting Member's vote may be recorded.

RECORDS. All records of the Benefits Review Committee shall be subject to disclosure except as allowed under applicable law.

REVIEW & EVALUATION. The Benefits Review Committee will review its mission and goals annually and may periodically establish standards to measure its success in meeting its mission and goals.

ARTICLE V

PROPOSAL PROCESS AND PROCEDURE. The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the Benefits Review Committee. The Benefits Review Committee shall be guided by these principles in deciding any procedural questions. The Benefits Review Committee's decision on procedural matters may be overruled by a majority of the members voting on the question. The Benefits Review Committee may establish a more detailed voting procedure to provide for an orderly process for holding a committee meeting. In addition, the following general procedures shall be followed:

- a. Only Voting Members can make proposals, but nonvoting members may ask Voting Members to make a proposal, taking into consideration the cost to the County budget and the cost to employees.
- b. The Benefits Review Committee will review proposals one at a time.
- c. A person making a proposal will provide the reasoning and background of the proposal.
- d. Upon receiving the reasoning and background for a proposal, the Benefits Review Committee will allow all members to discuss the pros and cons of the proposal, conducting a straw poll as appropriate to maintain focus and forward motion.

- e. Proposals that do not receive unanimous support or rejection during a straw poll may be subject to further discussion and reconsideration.

ARTICLE VI

DISSOLUTION. The Benefits Review Committee shall be considered inactive if it fails to meet the requirements of these bylaws or if each member union's collective bargaining agreements are amended in such a way that the purpose of the Benefits Review Committee is no longer necessary. An inactive Benefits Review Committee shall be dissolved and will no longer be recognized by the Board of County Commissioners. Should the Benefits Review Committee be dissolved, disbursement of the Benefits Review Committee funds, if any, shall be returned to the County upon dissolution of the Benefits Review Committee.

ARTICLE VII

AMENDMENTS. These bylaws may be amended. The proposed amendments shall be approved by the members of the Benefits Review Committee. Proposed amendments shall be submitted to the County Counsel for approval. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Benefits Review Committee.

The amended bylaws shall supersede all previous bylaws and become the governing rules for the Benefits Review Committee.