

GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM (GTCMHIC)

Meetings Policy and Procedures

Approved July 17, 2024

I. Purpose: The GTCMHIC (“Consortium”) is a unique, “hybrid” organization formed and operating under various and differing sections of NY State law. With municipal governments as its primary membership, and public monies as its primary source of revenue, certain aspects of the Consortium’s operations – in particular, certain meetings – are subject to NY State Open Meeting Law (OML), while others are not. This policy is written to clarify and codify how Consortium meetings must operate in an effort to efficiently conduct the business of the Consortium, while remaining compliant with statute when required.

II. Definitions:

- Open Meetings Law (OML): OML refers to NY State Public Officers Law Article 7 in its entirety.
- Meetings: Any official gathering of a quorum of the members of a committee of the Consortium, or the Board of Directors of the Consortium.
- Quorum: A simple majority of the fully constituted membership of a committee of the Consortium, or the Board of Directors of the Consortium.
- Public: Any and all individual(s) other than directors, committee members, employees, or contractors of the Consortium.

III. Board(s)/Committee(s) Subject to OML:

The following are subject to NY State Open Meetings Law:

- Consortium Board of Directors: The Board of Directors, the majority of which are representatives of municipal members, as the governing body of the Consortium, is subject to OML.
- Consortium Executive Committee: The Executive Committee has the majority of Consortium operational and financial decisions delegated to it by the Board of Directors, and is empowered to act on behalf of the Board of Directors in these instances. As such, the Executive Committee is similarly subject to OML.

IV. Board(s)/Committee(s) Not Subject to OML:

All other Committee(s) not named in Section III above are advisory in nature, rendering any decisions in the form of recommendations to the Executive Committee, and do not have final decision-making authority or the ability to make final determinations in their own right. As such, these Committee(s) are not subject OML.

V. Specific Meetings Rules & Procedures for Board(s)/Committee(s) Subject to OML:

Board(s)/Committee(s) which are subject to NY State Open Meetings Law shall operate in accordance with such. In particular, as follows:

- An in-person quorum is required for the transaction of business.
- Members of the public are encouraged to attend.

- Members of the public may not address the Board/Committee except during Privilege of the Floor, if any, or when invited to speak by the presiding officer of the meeting.

VI. Specific Meetings Rules & Procedures for Board(s)/Committee(s) Not Subject to OML:

Board(s)/Committee(s) which are not subject to NY State Open Meetings Law shall operate as follows:

- Any quorum, whether in-person or virtual, is required for the transaction of business.
- Members of the public may not attend unless invited as guests.
- Members of the public may be invited as guests only by the Executive Director in consultation with the Board(s)/Committee(s) Chair.
- Any guest(s) invited to attend may not address the Board/Committee except when invited to speak by the presiding officer of the meeting.

VII. General Meetings Rules & Procedures for All Board(s)/Committee(s):

- Meetings format will generally follow *Roberts' Rules of Order*, to the best knowledge/ability of the Chair/presiding member, unless otherwise stated.
- The Chair/presiding member may debate, move and take other action that may be taken by other members of the Board/Committee.
- Board/Committee members must be recognized by the presiding officer before making motions and/or speaking. The Chair/presiding member may waive this requirement at any time to allow for open discussion among the Board/Committee.
- A Board/Committee member, once recognized shall not be interrupted when speaking unless it be to call them to order. If a Board/Committee member, while speaking, be called to order, they shall cease speaking until the question of order be determined, and, if in order, they shall be permitted to proceed.
- There is no limit to the number of times a Board/ Committee member may speak on a question.
- Motions to close or limit debate may be entertained but shall require a two-thirds vote of the Board/Committee.
- Members of the public in attendance and/or invited guests may only be invited to speak by the Chair/presiding member.

V. Effective date:

This policy takes effect on XX/XX/2024