

## 31.02.03 System Employee Benefits Advisory Committee

Approved December 19, 1995  
Revised January 3, 2000  
Revised September 14, 2000  
Revised July 17, 2004  
Revised July 27, 2009  
Reviewed May 30, 2012  
Next Scheduled Review: May 30, 2017



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### Regulation Statement

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The System Employee Benefits Advisory Committee (SEBAC) assists System Benefits Administration 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.

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### Reason for Regulation

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This regulation details the establishment and continuing duties of SEBAC under several circumstances.

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### Procedures and Responsibilities

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#### 1. MEMBERSHIP

- 1.1 Employees from each system member elect SEBAC members from among their workforce, 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 member with regard to advisory committee actions.
- 1.2 Each member's SEBAC duties are in addition to the employee's regular duties. System member funds available to the SEBAC member as an employee are used to pay all expenses (such as travel costs) incurred in performing SEBAC duties.
- 1.3 Election and Certification
  - 1.3.1 In March of odd-numbered years, each system member must elect a SEBAC member for a two-year term beginning September 1 and expiring August 31. Individuals may serve more than one term.

1.3.2 The election process for SEBAC members is: Each system member chief executive officer (CEO) appoints a nominating and election committee that is representative of the system member'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.

1.3.3 The CEO certifies the system member's SEBAC member to the department head of System Benefits Administration by April 1.

1.4 The department head of System Benefits Administration and the CEOs may appoint nonvoting, ex-officio members to SEBAC. System Benefits Administration may assign staff to assist SEBAC as needed.

1.5 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. OFFICERS

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

2.2 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.

## 3. MEETINGS

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

3.2 If a voting member of SEBAC is unable to attend a meeting, a proxy may attend and vote on behalf of the member if a written or electronic proxy statement is provided by the voting member to System Benefits Administration on or before the day of the meeting.

## 4. 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 member he or she represents. The CEO of the system member from which the vacancy occurs will appoint another employee from the same system member to serve the balance of the term.

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## **Related Statutes, Policies, or Requirements**

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[Tex. Ins. Code Ch. 1601](#)

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## **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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## **Contact Office**

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System Benefits Administration  
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