



OFFICE OF EMPLOYEE BENEFITS ADMINISTRATIVE MANUAL		POLICY 121
TITLE	Benefits Advisory Committee	
EFFECTIVE DATE	June 2018	
REVISION DATE	--	
PURPOSE	To explain the requirements for designation of institution members of the Benefits Insurance Advisory Committee. This policy replaces system-wide policy UTS116, Systemwide Benefits Advisory Committee Election Procedures, initially approved on May 3, 2000.	
SCOPE	Institution HR and BAC representatives	
STATUTORY AND ADMINISTRATIVE REFERENCES	Texas Insurance Code, Chapter 1601	

## 1.0 Definitions

The following definitions apply in the context of this policy.

### 1.1 BENEFITS-ELIGIBLE EMPLOYEE

A UT System employee who meets the statutory requirements to participate in the UT System's Uniform Group Insurance Program (UGIP), also known as the UT Benefits program.

### 1.2 BENEFITS ADVISORY COMMITTEE (BAC)

The systemwide group that works with the UT System Office of Employee Benefits (OEB) as advisors in the coordination and administration of the UT Benefits program. Members provide a channel of communication to OEB concerning all aspects of the program.

## 2.0 Committee Composition

Each of the University of Texas System institutions and UT System Administration designate two representatives to the systemwide Benefits Advisory Committee (BAC), which is established as required by *Subchapter G of Chapter 1601, Texas Insurance Code*. Designations are made pursuant to the terms of this policy.

## 3.0 Membership Requirements

General requirements for BAC representatives are set forth in *Subchapter G of Chapter 1601, Texas Insurance Code*. This policy is established to ensure the requirements are consistently met at each institution and other units that compromise the UT System.

## 4.0 Number of Members

Pursuant to BAC by-laws, one employee from each institution and UT System Administration shall be designated as the elected representative and will act as a voting member on the BAC. A second employee shall be designated as a non-voting BAC member.

## 5.0 Term of Service

New members shall be designated no later than July 31 of even-numbered years. Representatives shall commence service as a BAC member on the following September 1. As specified in *Subchapter G of Chapter 1601, Insurance Code*, all BAC members shall serve for a term of two years and may serve additional two-year terms if so designated.

## 6.0 Designation of Members

The elected representative may be designated through appointment by the Chief Executive Officer, or their designee, or as an outcome of an election, to be determined at each UT institution. The non-voting member shall be designated through appointment by the Chief Executive Officer, or their designee.

## 7.0 Notification of Member Designations

Each institution and UT System Administration shall notify the Office of Employee Benefits of its BAC member designations prior to September 1 of even-numbered years.

## 8.0 Officers

On an annual basis, the committee shall elect officers from the membership.

## 9.0 Subcommittees

Ad Hoc subcommittees may be appointed by the Chair to assist BAC. The organization and constituency for each Ad Hoc subcommittee should be determined by the nature of the task.