

**BYLAWS
OF
CITY OF RAPID CITY HEALTHCARE COMMITTEE**

**ARTICLE I
PURPOSE**

The purpose of this Committee is to provide oversight and administration to the City of Rapid City Healthcare Plan for Employees in accordance with the collective bargaining agreements between the City of Rapid City (hereafter, "City") and the American Federation of State, County, and Municipal Employees, Local 1031, Council 59, (hereafter "AFSCME", includes both the General unit and the Library unit), and the Fraternal Order of Police, South Dakota Lodge #2A, (hereafter "FOP") and the International Association of Firefighters, Local 3959, (hereafter, "IAFF").

**ARTICLE II
MEMBERSHIP**

Section 1. Membership and appointment

The membership of the Committee shall be as follows:

Three (3) members from the AFSCME, appointed by the President of the AFSCME

Two (2) members from the FOP, appointed by the President of the FOP

Two (2) members from the IAFF, appointed by the President of the IAFF

Three (3) members from the non-union employee group appointed by the Mayor

One (1) member from the retiree group appointed by the Mayor

The Finance Officer

The Human Resources Director

The City Attorney

A City Council representative, appointed by the [Council President](#),

Deleted: Mayor

Section 2. Removal and Replacement

The appointing authority shall be authorized to remove and replace any Committee member appointed by him or her at anytime, without cause.

Section 3. Notification

No appointment or removal shall be effective until the Committee Chair receives written notice of the appointment or removal from the appointing authority.

**ARTICLE III
CHAIR**

The Human Resources Director shall Chair the Committee. In the absence of the Human Resources Director, the Finance Officer shall act as Chair.

**ARTICLE IV
QUORUM**

Section 1. Majority constitutes quorum

A majority of the Committee Members shall constitute a quorum of the Committee for the transaction of all business.

Section 2. Majority of quorum for approval

The affirmative vote of a majority of the members present shall be sufficient for the approval of any matter that comes before the Committee.

**ARTICLE V
VOTING**

Section 1. Right to vote

Each member of the Committee shall be entitled to one (1) vote.

Section 2. Designees permitted

Each member of the Committee may be represented at a meeting of the Committee by a designee. Such designee shall have full voting rights.

Section 3. Proxies prohibited

Members of the Committee must be present to vote. No member of the Committee may vote by proxy. Committee members may attend meetings telephonically. However, a member attending telephonically must be present for the entire discussion in order to vote on a matter before the Committee.

**ARTICLE VI
MEETINGS**

Section 1.

Regular meetings of the Committee shall be held once each quarter.

Section 2.

Special meetings of the Committee shall be held as needed upon the call of the Committee Chair.

Section 3.

Not less than seven (7) days prior to any regular meeting the Committee Chair shall send a copy of the proposed agenda, together with any relevant supporting information such as financial information, to each member of the Committee. For special meetings, the proposed agenda and supporting information shall be provided to the Committee members with the call for the special meeting.

**SECTION VII
MINUTES**

Section 1. Minutes required

The Chair of the Committee shall cause detailed minutes of the Committee meetings to be kept.

Section 2. Approval

A draft copy of the minutes of the previous meeting shall be delivered to each member of the Committee prior to the next meeting. Upon approval by the Committee, the minutes shall become the official record of the Committee.

Section 3.

The Chair of the Committee shall maintain a record of the Committee minutes.

**SECTION VIII
RULES OF PROCEDURE**

Roberts Rules of Order shall govern the procedure of meetings of the Committee insofar as applicable.

SECTION IX
APPROVAL AND AMENDMENT OF THE BYLAWS

These bylaws shall be effective upon approval of not less than two-thirds (2/3) of the members of the Committee. Any amendment to the bylaws shall require the affirmative vote of not less than two-thirds (2/3) of the members of the Committee.

Approved - _____
Date