



## COLORADO

Department of Health Care  
Policy & Financing

303 E. 17th Ave. Suite 1100  
Denver, CO 80203

### Hospital Discounted Care Advisory Committee

#### I. Meeting Bylaws

##### A. Creation

The Hospital Discounted Care Advisory Committee, went into effect on July 1, 2025 in accordance with Hospital Discounted Care statute C.R.S. 25.5-3-507.

##### B. Organization

###### 1. Officers.

- a. The Officers of the Advisory Committee shall be a Chairperson and, if it is the desire of the Advisory Committee, a Vice-Chairperson.
  - i. The Committee Chair is designated by the Executive Director of Health Care Policy and Financing (HCPF) or his or her designee.
  - ii. If the Committee decides to have a Vice-Chair, it may elect one from its members.
- b. Chairperson.
  - i. The Chairperson shall preside at all meetings of the Advisory Committee and shall have such powers and responsibilities as are specified in these Rules of Procedure ("Bylaws") and as are customary for a presiding officer.
  - ii. The Chairperson shall be elected annually by the Executive Director of HCPF or his or her designee and shall serve until the Chairperson vacates their seat, decides to step down from the chair duties, or another Chairperson is appointed.
- c. Vice-Chairperson.
  - i. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence or due to incapacity of the Chairperson.
  - ii. During a vacancy in the office of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Executive Director of HCPF or his or her designee shall select a new Chairperson from among its members.



- iii. The Vice-Chairperson shall be elected annually by the Advisory Committee from among its members and shall serve for a maximum period of twelve (12) months.
  - iv. Such duties referenced in this Section shall apply only to the Vice-Chair and only in the instance that the Advisory Committee chooses to have a Vice-Chair.
  - v. Any reference to the Vice-Chair hereinafter shall only be applicable should the Advisory Committee decide to elect one.
- d. Secretary.
  - i. The responsibility of recording secretary is delegated to appropriate Department staff.
- 2. Powers & Functions.
  - a. The Advisory Committee shall have and exercise the powers, duties and responsibilities set forth in these Bylaws in accordance with state statutes or federal law.
- 3. Members to Function as an Advisory Committee.
  - a. Members of the Advisory Committee shall advise HCPF of operation and policies for Hospital Discounted Care and make recommendations to the MSB regarding rules.
  - b. Members of the Advisory Committee shall meet the qualifications for membership at the time of their appointment and at all times while serving on the Advisory Committee.
- 4. Terms of Membership.
  - a. The Advisory Committee shall consist of eleven (11) members who shall be appointed by the Executive Director of HCPF or his or her designee.
  - b. The term of office shall be three (3) years and appointments shall be staggered so that at least two (2) vacancies occur every other year, except for the initial Members appointed to the Advisory Committee wherein six (6) members will serve a two-year term and five (5) members will serve a three-year term.
  - c. All terms shall commence on the first day of July in the year of appointment and shall expire three years thereafter, excluding the initial appointment terms of Members.
  - d. Members serve at the pleasure of the Executive Director of HCPF or his or her designee and shall serve without compensation.
  - e. Vacancies in membership occurring other than through the expiration of a term shall be filled for the remainder of the unexpired term by the Executive Director of HCPF or his or her designee.
- 5. Qualifications.



- a. All members of the Advisory Committee shall be bona fide representatives of the seats that they were appointed to represent and shall meet the qualifications provided in 10 CCR 2505-10-8.928.3.A.
- b. If any member ceases to represent the seat for which he or she was appointed to represent or fails to continue meeting the qualifications provided in 10 CCR 2505-10-8.928.3.A, his or her membership shall immediately terminate.

6. Attendance.

- a. Members are expected to attend all regular Advisory Committee meetings.
- b. If a member is unable to attend, the member shall notify the Advisory Committee Chairperson or HCPF prior to the meeting so that the Chairperson or HCPF may make efforts to ensure a quorum.
- c. Telephonic participation shall be made available to members.
- d. Telephonic participation must permit clear, uninterrupted, two-way communication for the participating Advisory Committee members.
- e. Telephonic participation shall constitute attendance for purposes of establishing a quorum or for any other purpose.

7. Appointment of Members.

- a. Except for the initial appointment of Members, Members of the Advisory Committee shall be appointed every three (3) years by the Executive Director or his or her designee in June and shall assume their duties at the next regular meeting.

C. Procedures and Rules of Order

1. Meetings of the Advisory Committee.

- a. Regular meetings of the Advisory Committee shall convene at least twice every fiscal year according to the schedule set by the Advisory Committee, or at such times as may be fixed by a vote of the Advisory Committee.
- b. The meetings will be held virtually unless otherwise designated.
- c. Special meetings may be called by the Chairperson or by a majority of the members of the Advisory Committee at any time on three (3) days prior notice by mail, or in the case of an emergency, on twenty-four (24) hours' notice by telephone, facsimile or electronic mail.
- d. Meetings may be cancelled by the Chairperson or by a majority of the members of the Advisory Committee at any time on three (3) days prior notice by mail, or in the case of an emergency, twenty-four (24) hours' notice by telephone, facsimile or electronic may.



- e. Meetings of the Advisory Committee shall be subject to the Colorado Open Meeting Law.
  - f. The Secretary to the Advisory Committee shall keep an accurate summary of minutes of all Advisory Committee meetings, which shall be open for inspection in accordance with the Colorado Open Records Act.
2. Committees and Work Groups.
- a. Committees and work groups shall be established only by vote of the Committee.
  - b. Committee and work group members shall be appointed by the Chairperson and shall serve at the pleasure of the Committee.
  - c. Any committee or work group so established and appointed:
    - i. Shall act in an advisory capacity to the Committee.
    - ii. Shall serve without compensation.
    - iii. Shall fix times and places of meetings.

3. Bylaws.

The Committee at any time may amend these Bylaws by a vote of majority of the entire membership or, if the amendment was submitted in writing at the previous regular meeting, by a two-thirds (2/3) vote of those voting, a quorum being present.

4. Quorum.

The powers of the Committee shall be vested in the members thereof in office from time to time. A majority of the entire membership of the Committee shall constitute a quorum for conducting business, but in the absence of a quorum, a lesser number may adjourn any meeting to a later time and date, and in the absence of all members, the Department staff may adjourn any meeting for not longer than two (2) weeks.

5. Voting Requirements.

When a quorum is in attendance, a majority vote of the members present is required to approve or deny a motion. All members shall be required to cast either an affirmative or negative vote on a matter brought to a vote before the Committee, unless such member is prohibited or excused from voting due to conflict of interest.

6. Conflicts of Interest.

Members shall comply with all federal and state laws regarding conflicts of interest with regard to any matter before the Committee.



#### D. Meeting Procedures

1. Notice. All public meetings of the Committee shall be recorded. Notice of the public meeting shall be posted twenty-four (24) hours in advance of the regularly scheduled meeting.
2. All meetings of the Committee shall be streamed to the world-wide web in real time for the public to access and listen to.
3. Public comment shall be limited to five minutes unless scheduled in advance.
4. Meetings shall be conducted generally in keeping with Robert's Rules of Order but shall be as informal as circumstances permit.
5. The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson shall chair all meetings. In the absence of both Chairperson and Vice-Chairperson or if the Committee elects not to have a Vice-Chairperson, a member selected by those Committee members present shall preside.
6. The Chairperson may participate in discussion and vote as any other member.
7. A resolution or other formal action of the Committee shall be passed by majority of members present, a quorum being present, unless otherwise required by law or by these Bylaws.
8. The Chairperson shall establish the agenda prior to regularly scheduled meetings.
9. The agenda or order of business may be changed by the Chairperson or by a majority vote of the Committee members present.
10. All meetings of the Committee shall be recorded and retained in appropriate minutes, which shall be considered unofficial until approved by the Committee. The recording shall be retained as the complete accurate record of the meeting proceedings and shall be retained and destroyed according to the Colorado Open Records Act. The Secretary to the Committee shall have the responsibility to keep minutes of the meetings of the Committee and to keep control of the records of the Committee.

#### E. General Policies

1. The Committee shall act only by resolution adopted at a duly called meeting of the Committee, and no individual member of the Committee shall exercise individually any administrative authority with respect to the Department.
2. The Committee shall not involve itself directly in Department personnel matters or to intradepartmental problems except through the Executive Director or his or her designee.
3. No individual member shall make a statement of policy that purports to be that of the Committee unless the Committee shall have adopted such policy, but no one shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.



F. Conflict of Law

Where any conflict exists between any provision of these Committee Bylaws or state statutes, such statutes shall control over the provisions of these Bylaws and these Bylaws shall be deemed to have been amended to conform to such statutes.

G. Administrative Directives

The Executive Director or his or her designee shall see that a copy of the Bylaws of the Committee is presented to all members of the Committee upon their appointment, and to appropriate members of staff, and members of sub-committees. Such copies shall be kept current and shall include an up-to-date list of members of the Committee.

It being the desire of the Committee to meet its responsibilities to the people of Colorado, and, in the most efficient and conscientious way possible, to discharge its duties under the law, the Hospital Discounted Care Advisory Committee does by resolution hereby adopt these Bylaws.

