

Bylaws
Rural Provider Access and Affordability Advisory Committee

A. CREATION

The Rural Provider Access and Affordability Advisory Committee, hereinafter referred to as the “Committee,” is created by statute, Section 25.5-1-207 (3), C.R.S., and its members are appointed pursuant thereto.

The Committee shall dissolve on July 1, 2025 at the time when enabling statute at Section 25.5-1-207, C.R.S. is repealed.

B. ORGANIZATION

1. Officers.

- a. The Committee shall elect from its members a chair and vice chair.

2. Subcommittees and work groups.

- a. Subcommittees and work groups shall be established only by vote of the Committee.
- b. Subcommittee and work group members shall be appointed by the chair and shall serve at the pleasure of the Committee.
- c. Any committee or work group so established and appointed:
 - i. Shall only act in an advisory capacity to the Committee.
 - ii. Shall serve without compensation but may, in the discretion of the Committee, be allowed actual and necessary traveling and subsistence expenses when in attendance at meetings away from their places of residence.
 - iii. Shall fix times and places of meetings.

C. PROCEDURES AND RULES OF ORDER

1. Meetings of the Committee.

- a. Regular meetings of the Committee shall be held at least twice each year or at such other times as may be fixed by a vote of the Committee.
- b. The meetings will be held virtually via video conference.

2. Bylaws.

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

3. Quorum.

A majority of the entire membership of the Committee shall constitute a quorum.

D. MEETING PROCEDURES

1. All meetings shall be open to the public.
2. Meetings shall be conducted generally in keeping with Robert's Rules of Order, but shall be as informal as circumstances permit.
3. The chair, or in the absence of the chair, the vice-chair, shall chair all meetings. In the absence of both chairperson and vice-chair, a member selected by those Committee members present shall preside.
4. The chair may participate in discussion and vote as any other member.
5. A resolution or other formal action of the Committee shall be passed by majority vote of those voting, a quorum being present, unless otherwise required by law or by these bylaws.
6. The agenda or order of business may be changed by the chair or by a majority vote of the Committee members voting.
7. 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 and accurate record of the meeting proceedings.

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 Committee or the Colorado Department of Health Care Policy and Financing.
2. The Committee shall not involve itself directly in Department personnel matters, or in intradepartmental problems, except through the executive director.
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. ADMINISTRATIVE DIRECTIVES

1. The staff of the Department of Health Care Policy and Financing shall see that a copy of the bylaws of the Committee is presented to all members of the Board upon their appointment, and to appropriate members of staff, and members of subcommittees. Such copies shall be kept current and shall include an up-to-date list of members of the Board and of committees of the Board.

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 Rural Provider Access and Affordability Advisory Committee does by resolution hereby adopt these by-laws.

Date of Resolution: _____

Effective date: _____

Michelle Mills
Committee Chair