

***Correctional
Managed Health Care
Committee***

POLICY STATEMENT

Number: CMHCC- A-02 (rev. 3)
Date: February 1, 2014
Page: 1 of 2
Supersedes: CMHCC-A-02 (rev. 2)
(September 25, 2007)

SUBJECT: COMMITTEE MEETINGS

AUTHORITY: Chapter 501, Subchapter E, Texas Government Code
Open Meetings Act, Chapter 551, Government Code

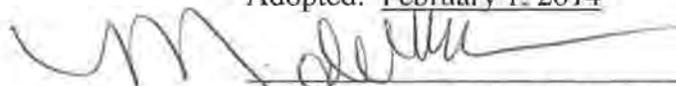
POLICY: The Correctional Managed Health Care Committee shall meet and conduct its meetings in accordance with the requirements of the Open Meetings Act.

PROCEDURES:

- I. The Committee shall meet at least once in each quarter of the calendar year and at any other time at the call of the presiding officer/ Chair of the Committee.
- II. The TDCJ shall insure that written notice of the date, hour, place and subject of each meeting is provided to the Secretary of State as required by subchapter C of the Open Meetings Act.
- III. A quorum of current members is required for the Committee to conduct business. A quorum shall consist of a simple majority of members. Committee members who are absent may request that another member or the TDCJ Health Services Division Director in attendance at the meeting explain the reason for the absence and request an excused absence from the meeting. Such absences require approval by a majority vote of those present.
- IV. The TDCJ shall insure that minutes of each meeting in compliance with subchapter B of the Open Meetings Act are prepared and provided to each member. Minutes shall be approved by a majority vote of those present. Copies of approved Minutes shall be made available to the public through the Committee's website.

- V. The Committee's meetings shall be open to the public, except for those items authorized by subchapter D, Open Meetings Act, for discussion in an executive session. In accordance with subchapter E, Open Meetings Act, prior to conducting an executive session, the meeting must be convened in open session for which proper notice has been given. The Chair must announce in open meeting that a closed meeting will be held that identifies the section or sections of the Open Meetings Act authorizing the closed meeting. A final action, decision or vote on a matter deliberated in an executive session may only be held in an open meeting held in compliance with the Act. The Chair of the Committee shall ensure that a certified agenda of any closed session is kept in accordance with the requirements of Sections 551.103 and 551.104 Texas Government Code.
- VI. In accordance with Section 501.139(b), Texas Government Code, the Committee may hold a meeting by telephone conference call or other video or broadcast technology. The Open Meetings Act applies to such meetings.
- VII. Meetings shall be generally conducted according to *Robert's Rules of Order*.
- VIII. The Chair of the Committee may appoint standing or ad hoc subcommittees as necessary to accomplish the work of the Committee.
- IX. Agendas for each meeting of the CMHCC shall be prepared in advance by the TDCJ and approved by the Chair of the Committee prior to posting. To the extent practical, supporting material for agenda items will be provided to CMHCC members in advance of the meetings. Copies of the agenda packets shall be made accessible to the public through the Committee's website.

Adopted: February 1, 2014



Margarita de la Garza-Graham, M. D.
Chair, CMHCC