

HANDOUT 2

I. How to call a meeting

- Staff or a member of the Board should arrange for a meeting room and any audio visual or conference call needs.
- Notice of the meeting is posted on the Arkansas Health Insurance Marketplace. Notice must also be given to members of the public and media who have requested notice of the AHIM's meetings.
- Notice of a special meeting that does not concern an emergency may be called with two (2) business days notice. Notice of a special meeting concerning an emergency may be called on two (2) hours notice. The notice of a special meeting must contain a concise statement of the business to be conducted at the special meeting.
- The Chair prepares the agenda and gives the agenda to staff to distribute.
- Staff sends agenda to all members of the Board. Generally, the agenda and the previous meeting's draft minutes should be sent to the members of the Board a minimum of twenty-four (24) hours prior to the meeting. The agenda will also need to be published on the AHIM's website.
- Any documents to be discussed at the meeting may be distributed by staff by email prior to the meeting for members of the Board to review and bring to the meeting. The documents may be uploaded to the AHIM website prior to the meeting so members of the public may review. It is also advisable to bring at least twenty-five (25) copies of each document to the meeting for review by the Board and members of the public.
- Prepare a sign-up sheet to be made available to members of the public that desire to make comments to the Board.
- Staff or a member of the Board should prepare a seating chart for the Board and prepare name plates for the Board and any person presenting information to the Board.
- Staff or a member of the Board may provide notepads and pencils for members of the Board to use during the meeting.
- Staff or a member of the Board may prepare coffee for the meeting.
- The Secretary of the Board and staff should take notes during the meeting. Staff should be prepared to distribute documents and perform any other functions to facilitate the meeting.

II. Documents for Members to Execute at a Meeting

- Each member attending the meeting shall sign the sign-in sheet and execute a reimbursement form.

III. What to do after a meeting

- Upload all documents discussed at the meeting to the AHIM website.
- Prepare minutes.
- Staff sends minutes to the Chair for review. Make any necessary revisions. Minutes of each meeting need to be posted on the AHIM website once they are approved by the Board at the next public meeting.

IV. Rule-Making

- Preparation of a Fiscal Impact Statement and Factors to Consider
 - The AHIM should prepare a fiscal impact statement of a proposed rule to be available to the public with the proposed rule. The Fiscal Impact Statement should be in accordance with the Operating Rules. (p12-13)
 - The AHIM should consider the factors listed in the Operating Rules when developing a rule, policy, or procedure. (p10-11)
- Notice of Rule-Making
 - Publish notice in the *Arkansas Democrat-Gazette* for three (3) days. The notice needs to state a summary of the proposed rule, the time of a public hearing, who to contact with questions, AHIM website, the physical location where the proposed rule may be inspected, and the date that all comments must be submitted.
 - File the proposed rule with the Secretary of State. Current filing specifications will be listed on the Secretary of State's website.
 - Publish notice on AHIM website.
 - Notice must be mailed to any person specified by law or persons who have requested advanced notice of the rule-making proceedings.
 - The AHIM must wait at least thirty (30) days from the notice to adopt the proposed rule.
 - The AHIM may file the proposed rule with the AHIM Legislative Oversight Committee during the thirty (30) day comment period.
- Public Hearing
 - A public hearing on the proposed rule may be held in accordance with the Operating Rules. (p8)
 - The AHIM may consider having the public hearing at the beginning of a regularly scheduled meeting.
- Filing of an Adopted Rule and Fiscal Impact Statement
 - A proposed rule is effective thirty (30) days after it is filed with the Secretary of State.
 - Proof of filing of the rule and fiscal impact statement should be maintained for the AHIM's records.
 - The rule and the fiscal impact statement should be filed with the AHIM Legislative Oversight Committee by delivering them to Phil Price at the Bureau of Legislative Research.
 - The rule should be filed with the Bureau of Legislative Research by delivering it to Marty Garrity.
 - The rule should be filed with the Secretary of State. An electronic copy and a hard copy will need to be filed. Current filing specifications will be listed on the Secretary of State's website.
 - The rule should also be filed with the Arkansas State Library. A hard copy must be filed. Current filing specifications will be listed on the Arkansas State Library's website.

- The final rule and fiscal impact statement should be published on the AHIM's website.

V. Emergency Rule-Making

- Upon a finding of imminent peril to the public health, safety, or welfare or when compliance with federal laws or regulations requires adoption of a rule upon less than thirty (30) days notice the AHIM may proceed without prior notice or hearing, or upon any abbreviated notice and hearing that it may choose, to adopt an emergency rule. The reasons for the emergency rule shall be stated in writing.
- The emergency rule, policy, or procedure may be effective for no longer than one hundred twenty (120) days.
- The emergency rule shall be filed with the Arkansas Health Insurance Marketplace Legislative Oversight Committee, the Secretary of State, the Arkansas State Library, and Bureau of Legislative Research in the same manner as a non-emergency rule.
- The emergency rule shall be posted on the AHIM's website.
- The emergency rule is valid for one hundred twenty (120) days. Successive emergency rules may not be filed.
- The emergency rule should specify when it becomes effective.