



UT System Administration Policy Library – Policy UTS116
**System Wide Insurance Advisory
Committee Election Procedures**

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services
Sponsoring Office: Office of Employee Benefits
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POLICY STATEMENT

All UT institutions and System Administration elect representatives for two year terms to the System Wide Insurance Advisory Committee (SWIAC) which is established by Texas Insurance Code, 1601 Subchapter G. Elections are held pursuant to the terms of this policy.

RATIONALE

Texas Insurance Code 1601 Subchapter G mandates the creation of a System Wide Insurance Advisory Committee (SWIAC) and sets forth the general requirements for qualifications and election of SWIAC representatives. A policy is required to ensure that the requirements are consistently met at each institution and other units that comprise The University of Texas System.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts116.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• Board of Regents' Rules and Regulations, Rule 30202, Section 3• UTS127, Office of Employee Benefits.	<ul style="list-style-type: none">• Texas Insurance Code, 1601 Subchapter G

<u>Administrative Manual</u>	
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CONTACTS

If you have any questions about UT System Administration Policy UTS 116, *System Wide Insurance Advisory Committee Election Procedures*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
SWIAC	Office of Employee Benefits	512-499-4616	<u>kmayes@utsystem.edu</u>

DEFINITIONS

Benefits eligible employee: A System employee who meets the statutory requirements to participate in the System’s uniform group insurance program.

System Wide Insurance Advisory Committee (SWIAC); Advisory committee that cooperates and works with the System’s Office of Employee Benefits (OEB) as advisors to coordinate and correlate the administration of the System’s uniform group insurance program among the various institutions and System Administration and provide a channel of communication to OEB concerning all aspects of the uniform group insurance program benefits.

RESPONSIBILITIES

Each UT Institution/ System Administration

- Elects one member to SWIAC Committee.
- Holds elections at a convenient date after January 1 of even numbered years.
- Notifies Director of Office of Employee Benefits of election results by September 1 following the election.

President of Each Institution /Chancellor

- Nominates at least two employees to stand for election to the Insurance Advisory Committee.

Employees Elected to SWIAC

- Serves on SWIAC for 2 years beginning on the September 1st following the election.
- Serves as representative of all employees of the electing institution with respect to SWIAC actions.
- Serves for a term of two years and may be elected to successive two-year terms.

Benefits Eligible Employees

- May run for election as SWIAC member.
- Votes for the Insurance Advisory Committee member

PROCEDURES

- 1.** One employee of each institution and System Administration shall be elected to serve two-year terms on the System Wide Insurance Advisory Committee (SWIAC).
- 2.** The election shall be held at a convenient time after January 1st of even numbered years. The elected representative shall commence service as a SWIAC member on the following September 1st.
- 3.** The president of each institution and the Chancellor shall nominate at least two employees to stand for election to SWIAC.
- 4.** Employees nominated must:
 - Be benefits eligible;
 - demonstrate mature judgment, special abilities in the benefits area, and sincere interests in employee insurance programs; and
 - be able to represent the needs of all employees of the institution he/she represents with respect to SWIAC actions.
- 5.** All benefits eligible employees of the institution shall be given the opportunity to vote for the Insurance Advisory Committee member.
- 6.** The SWIAC members shall serve for a term of two years and may be elected to successive two-year terms.

7. The Director of the Office of Employee Benefits shall be notified of the election results prior to September 1st.

FORMS AND TOOLS/ONLINE PROCESSES

None

APPENDIX

None

Keywords: elections, insurance, election, SWIAC, personnel
