1.0 Definitions
The following definitions apply in the context of this policy.

1.1 BENEFITS-ELIGIBLE EMPLOYEE
A UT System employee who meets the statutory requirements to participate in the UT System’s Uniform Group Insurance Program (UGIP), also known as the UT Benefits program.

1.2 BENEFITS ADVISORY COMMITTEE (BAC)
The systemwide group that works with the UT System Office of Employee Benefits (OEB) as advisors in the coordination and administration of the UT Benefits program. Members provide a channel of communication to OEB concerning all aspects of the program.

2.0 Committee Composition
Each of the University of Texas System institutions and UT System Administration designate two representatives to the systemwide Benefits Advisory Committee (BAC), which is established as required by Subchapter G of Chapter 1601, Texas Insurance Code. Designations are made pursuant to the terms of this policy.

3.0 Membership Requirements
General requirements for BAC representatives are set forth in Subchapter G of Chapter 1601, Texas Insurance Code. This policy is established to ensure the requirements are consistently met at each institution and other units that compromise the UT System.

4.0 Number of Members
Pursuant to BAC by-laws, one employee from each institution and UT System Administration shall be designated as the elected representative and will act as a voting member on the BAC. A second employee shall be designated as a non-voting BAC member.
5.0 Term of Service
New members shall be designated no later than July 31 of even-numbered years. Representatives shall commence service as a BAC member on the following September 1. As specified in Subchapter G of Chapter 1601, Insurance Code, all BAC members shall serve for a term of two years and may serve additional two-year terms if so designated.

6.0 Designation of Members
The elected representative may be designated through appointment by the Chief Executive Officer, or their designee, or as an outcome of an election, to be determined at each UT institution. The non-voting member shall be designated through appointment by the Chief Executive Officer, or their designee.

7.0 Notification of Member Designations
Each institution and UT System Administration shall notify the Office of Employee Benefits of its BAC member designations prior to September 1 of even-numbered years.

8.0 Officers
On an annual basis, the committee shall elect officers from the membership.

9.0 Subcommittees
Ad Hoc subcommittees may be appointed by the Chair to assist BAC. The organization and constituency for each Ad Hoc subcommittee should be determined by the nature of the task.