

WEST VIRGINIA PROCEDURAL RULES
WEST VIRGINIA PUBLIC EMPLOYEES INSURANCE ACT
Chapter 5-16-1 et seq.
Series II
(1982)

FILED IN THE OFFICE OF
JAMES MANCHIN
SECRETARY OF STATE
THIS DATE 12-20-82
Administrative Law Division

Subject: Procedural rules pertaining to the general administration
of the West Virginia Public Employees Insurance Board.

Section 1. General

1.01. Scope - These rules implement the provisions of article 16, chapter 5 of the West Virginia Code of 1931, as amended, pertaining to the general administration of the Public Employees Insurance Board.

1.02. Authority - These rules are issued under the authority of said article 16, chapter 5, particularly section five, which authorizes and empowers the board to make all rules and regulations necessary to effectuate the provisions of this article, section seven, which authorizes and empowers the board to establish and promulgate rules and regulations for the administration of such plans, and section eighteen, which authorizes the board to promulgate such rules and regulations as may be required for the effective administration of the provisions of this article.

1.03. Filing Date - These rules are promulgated on the _____ day of _____, 1982, and filed on the _____ day of _____, 1982, in the Secretary of State's Office.

1.04. Effective Date - These rules become effective on the _____ day of _____, _____.

1.05. Amendments to Rules - Amendments to these rules may be made at any meeting of the board, by vote of a majority of the quorum, provided that the requirements of chapter twenty-nine-A [29A-1-1 et seq.] of the

West Virginia Code of 1931, as amended, are met.

Section 2. Administration

2.01. Meetings of the Board

(a) The board shall conduct meetings at least two times a year and as further required in order to implement and administer the plan. Such meetings shall be conducted at such place as designated by the Chairman. All official meetings shall be called by the Chairman.

(b) The board shall appoint an Executive Secretary. The Executive Secretary shall be responsible for the administration of the West Virginia Public Employees Insurance Program.

(c) The board shall make the Executive Secretary of the board responsible for the recording of the minutes of each meeting.

2.02. Records - The board shall maintain written records of all proceedings at the office of the Executive Secretary.

2.03. Election of Officers

(a) The board shall elect, from among its members, a Chairman and such other officers as it deems necessary and appropriate.

(b) Regular elections may be held each year provided that such a motion is made by any board member and communicated to the Chairman prior to a board meeting.

(c) In the event there is a vacancy in any office, elections may be held at any regular meeting, for the purpose of electing a successor, who shall serve for the unexpired term.

(d) Upon notice of a vacancy in the office of the Chairman, the Executive Secretary shall immediately call a meeting for the purpose of electing a successor.

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FISCAL NOTE FOR PROPOSED RULES

Rule No. 5-16-1 (Series II) Subject General Administration of Board.

Type of Rule: Legislative Interpretive Procedural

Agency WV Public Employees Insurance Board Address 922 Quarrier Street
Charleston, West Virginia 25301

Authorized Representative Cliff F. Malley, Jr. Phone 348-7850

| 1. Effect of Proposed Rule | ANNUAL | | FISCAL YEAR | | |
|----------------------------|----------|----------|-------------|--------|------------|
| | Increase | Decrease | Current | Next | Thereafter |
| Estimated Total Cost | \$ -0- | \$ -0- | \$ -0- | \$ -0- | \$ -0- |
| Personal Services | | | | | |
| Current Expense | | | | | |
| Repairs and Alterations | | | | | |
| Equipment | | | | | |
| Others | | | | | |

2. Explanation of above estimates.
 No fiscal impact.

3. Date December 17, 1982 Agency WV Public Employees Insurance Board

Signature of Agency Head *Cliff F. Malley, Jr.* Signature of Authorized Representative *Cliff F. Malley, Jr.*
 Cliff F. Malley, Jr. Cliff F. Malley, Jr.

STATEMENT OF ECONOMIC IMPACT OF PROPOSED RULES OR REGULATIONS

Agency WV Public Employees Insurance Board

Rule No. 5-16-1 (Series II) Subject General Administration
of Board.

1. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

No economic impact.

B. Economic Impact on Political Subdivisions; Specific Industries;
Specific groups of citizens.

No economic impact.

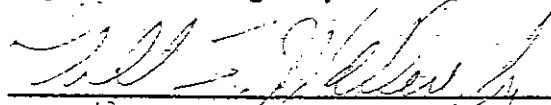
C. Economic Impact on Citizens/Public at Large.

No economic impact.

Date December 17, 1982

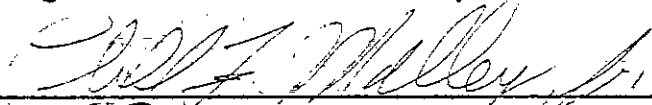
Agency WV Public Employees Insurance Board

Signature of Agency Head



Cliff F. Malley, Jr.

Signature of Authorized Representative



Cliff F. Malley, Jr.

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