



STATE OF WEST VIRGINIA  
 PUBLIC EMPLOYEES INSURANCE BOARD  
 922 Quarrier Street  
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 Charleston, West Virginia 25301

Arch A. Moore, Jr.  
 Governor

Robert D. Chehi  
 Executive Secretary

NOTICE OF AGENCY APPROVAL

LEGISLATIVE RULE: West Virginia Procedural Rules

West Virginia Public Employees Insurance Board, Chapter 5-16-1 et seq. Series II.

The attached legislative rule constitutes the official rule approved by  
the West Virginia Public Employees Insurance Board  
 on 10th day of November, 1983 and filed pursuant to law  
 with the West Virginia Secretary of State and the Legislative Rule-  
 Making Review Committee.

Robert D. Chehi 6/13/85  
 Robert D. Chehi

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OFFICE OF THE SECRETARY OF STATE

WEST VIRGINIA PROCEDURAL RULES  
WEST VIRGINIA PUBLIC EMPLOYEES INSURANCE BOARD  
CHAPTER 5-16  
SERIES II

Title: Procedural Rules Pertaining to the Operations of the  
West Virginia Public Employees Insurance Board

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Section 1. General

1.1 Scope - These procedural rules implement the provisions of Chapter 5, Article 16 and Chapter 6, Article 9A of the West Virginia Code of 1931, as amended, pertaining to the procedural operation of the West Virginia Public Employees Insurance Board.

1.2 Authority - West Virginia Code 5-16, Section 5 and 6 and 6-9A, Sections 3, 4, and 5.

1.3 Filing Date - June 13, 1985, July 20, 1983, June 13, 1983, October 11, 1983.

1.4 Effective Date - November 10, 1983.

1.5 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. Application and Enforcement

These procedural rules shall apply to the Board and any and all individuals desiring to attend or to address the West Virginia Public Employees Insurance Board. The enforcement of these procedural rules shall be vested with the Chairman of the West Virginia Public Employees Insurance Board.

Section 3. Chairman of the Board; Officers; Executive Secretary

3.1 The Board shall elect from its own number a Chairman who shall serve for one year, or until a successor is elected, and such other officers as it deems necessary and appropriate.

3.2 Regular elections may be held each year provided that such motion is made by any Board member and communicated to the Chairman prior to a meeting of the Board.

3.3 The Board shall appoint an Executive Secretary of the West Virginia Public Employees Insurance Board, and said Executive Secretary shall be responsible for the administration of the West Virginia Public Employees Insurance program.

3.4 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.

3.5 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.

Section 4. Public Notice of Meetings

4.1 Regular Meetings - Regular meetings of the West Virginia Public Employees Insurance Board shall be held at least twice yearly at the State Auditor's Office, Room W-100, State Capitol, and notice of these regular meetings shall be given to the Secretary of State at least three (3) days in advance to be made available to the public and news media.

4.2 Special Meetings - Notice of the time, place and purpose of all special meetings of the West Virginia Public Employees Insurance Board shall also be given to the Secretary of State at least three (3) days in advance or as soon as practicable, to be made available to the public and news media.

4.3 Exceptions - As provided by statute, the notice provisions of these rules are not required in the event of an emergency requiring immediate official action.

Section 5 Proceedings to be Open, Exceptions; Executive Session

5.1 All meetings of the Board shall be open to the public, except an executive session closed to the public may be held during a regular, special or emergency meeting, after the presiding officer has identified the authorization under Chapter 6, Article 9A, Section 4 of the West Virginia Code for the holding of such executive session and has presented it to the Board and to the general public, but no decision shall be made in such executive session.

5.2 An executive session may be held only upon a majority affirmative vote of the Board members present.

Section 6. Quorum; Majority Vote Required

6.1 Two Board members shall constitute a quorum at any meeting of the Board.

6.2 Each Board member shall be entitled to one vote on each question before the Board.

6.3 A majority of the quorum present shall be required for a decision by the Board at its meetings.

Section 7. Minutes

7.1 The West Virginia Public Employees Insurance Board shall provide for the preparation of written minutes of all its meetings. All such minutes shall be available to the public within a reasonable time after the meeting and shall include the following information:

7.1a The date, time and place of the meeting;

7.1b The name of each Board member present or absent;

7.1c All motions, proposals, resolutions, orders and measures proposed, the name of the person proposing the same and the disposition of same;

7.1d The results of all votes and, upon request of a member, the vote of each member, by name.

7.2 Minutes of executive sessions may be limited to material which is not inconsistent with the provisions of Chapter 6, Article 9A, Section 4 of the West Virginia Code of 1931, as amended.

7.3 The Board shall make the Executive Secretary of the Board responsible for the recording of the minutes of each meeting.

Section 8. Record of the Board - Public Document

8.1 The Board shall maintain written records of all proceedings at the Office of the Executive Secretary.

8.2 All records and proceedings of the Board are public records and shall be available to the public during the usual and customary business hours of the Board.