

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
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**ADMINISTRATIVE LAW DIVISION**

Form #5

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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Department of Health and Human Resources TITLE NUMBER: 69

CITE AUTHORITY: W. Va. Code, § § 6-9A-3 and 29A-3-3

RULE TYPE: PROCEDURAL  INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES , NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 4

TITLE OF RULE BEING ADOPTED: Procedural Rules For The Advisory

Committee For The Omnibus Health Care Act

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE

EFFECTIVE DATE OF THIS RULE IS December 28, 1989

*Tanja Willis Miller*

Tanja Willis Miller,  
Secretary, Department of Health and  
Human Resources

TITLE 69  
WEST VIRGINIA PROCEDURAL RULE  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

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SERIES 4  
PROCEDURAL RULES FOR THE ADVISORY COMMITTEE FOR THE OMNIBUS  
HEALTH CARE ACT

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

§69-4-1. General.

1.1. Scope. -- The West Virginia Open Governmental Proceedings Law, section 1, article 9A, chapter 6 et seq. of the West Virginia Code of 1931, as amended, requires in section three that governing bodies of state public bodies shall promulgate rules by which the time, the place, and the purpose of all regularly scheduled meetings and the time, place, and purpose of all emergency meetings are made available, in advance, to the public and the news media to the extent possible. Similarly, West Virginia Code, §29A-3-3, requires that agencies adopt procedural rules. The purpose of this rule is to comply with these requirements.

1.2. Authority. -- W. Va. Code, §6-9A-3 and §29A-3-3.

1.3. Filing Date. -- November 27, 1989.

1.4. Effective Date. -- December 28, 1989.

§69-4-2. Application and enforcement.

This procedural rule applies to the Advisory Committee of the Omnibus Health Care Act which is under the jurisdiction of the Secretary of the Department of Health and Human Resources. The enforcement of this rule is vested with the chairperson of the Advisory Committee. This rule has received the written approval of the Secretary of the Department of Health and Human Resources.

§69-4-3. Definitions.

3.1. Advisory Committee. -- The Advisory Committee created under section seven, article twenty-nine-D, chapter sixteen of the Code of West Virginia of 1931, as amended.

3.2. Decision. -- Any determination, action, vote or final disposition of a motion, proposal, resolution, order or measure on which a vote of the Advisory Committee is required at any meeting at which a quorum is present.

3.4. Meeting. -- The convening of the Advisory Committee for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

3.5. Quorum. -- The presence of a majority of the voting members of the Advisory Committee.

§69-4-4. Meetings; Rules of Order; Selection of Chairperson and Vice-Chairperson.

4.1. Meetings of the Advisory Committee may be called by the chairperson, and the chairperson shall call a meeting upon the written request of a majority of the voting members of the Advisory Committee: Provided that, the Advisory Committee must meet at least annually.

4.2. The chairperson shall notify Advisory Committee members in writing at least seven (7) days in advance of a meeting. The notice shall set forth the time and place of such meeting and the matters to be considered, except that such notice is not required if the time, the place, and the matters for consideration have been fixed in a meeting where all the members are present.

4.3. The chairperson shall notify the public and the news media by filing with the office of the Secretary of State a public notice of the meeting. The notice shall be filed in a manner so as to allow each notice to appear in the state register at least five days prior to the date of the meeting. The public notice shall contain the time, the place, and purpose of the meeting.

4.4. The provisions of this section shall not apply in the event of an emergency requiring immediate official action by the Advisory Committee. In the event of an emergency requiring immediate official action, the Advisory Committee may file an emergency meeting notice at any time prior to the meeting. The emergency meeting notice shall state the time, place, and purpose of the meeting and the facts and circumstances of the emergency.

4.5. Meetings may be continued to a set time and place by a majority vote of the Advisory Committee members present and voting without further notice to the members and without further publication unless such continued meeting is scheduled for more than fourteen (14) days from the date of the voting.

4.6. All members present at a meeting shall have the same right to participate in discussion of matters before the Advisory Committee.

4.7. The Advisory Committee shall consider any matter brought before it by the chairperson or any appointed member and may consider any matter referred to it by a person not a member of the Advisory Committee. At the conclusion of its consideration of any proposal, the Advisory Committee shall make its recommendation to the Secretary.

4.8. Meetings of the Advisory Committee shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

4.9. The members of the Advisory Committee shall select from one of their number a member to serve as Chairperson and also from one of their number to serve as Vice-Chairperson who shall preside in the absence of the Chairperson. The terms of the Chairperson and the Vice-Chairperson shall be for one calendar year; from January 1 to December 31. Vacancies may be filled by electing a new Chairperson or Vice-Chairperson for the remainder of a term. A member may be reelected as Chairperson or Vice-Chairperson.

4.10. The chief administrators of the following public bodies shall be ex officio members, without vote, of the Advisory Committee: Department of Health and Human Resources; the Division of Health; the Public Employees' Insurance Agency; the Division of Human Services; the Division of Employment Security; the Division of Workers' Compensation; and the Division of Rehabilitation Services.

§69-4-5. Proceeding to be open; exceptions; executive session permitted.

5.1. All meetings of the Advisory Committee shall be open to the public; Except that, an executive session closed to the public may be held during a regular or emergency meeting, after the presiding officer has identified the authorization under section four, article nine-A, chapter six of the West Virginia Code for the holding of such executive session and has presented it to the Advisory Committee 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 Advisory Committee members present for the following (as from section four, article nine-A, chapter six of the West Virginia Code) reasons:

5.2.1. Matters of war, threatened attack from a foreign power, civil insurrection or riot; or

5.2.2. The appointment, employment, retirement, promotion, demotion, disciplining, resignation, discharge, dismissal or compensation of any public officer or employee, or other personnel matters, or for the purpose of conducting a hearing on a complaint against a public officer or employee, unless such public officer or employee requests an open meeting; or

5.2.3. The issuance, effecting, denial, suspension or revocation of a license, certificate or registration under the laws of this State or any political subdivision, unless the person seeking such license, certificate or registration or

whose license, certificate or registration was denied, suspended or revoked requests an open meeting; or

5.2.4. The physical or mental health of any person, unless such person requests an open meeting; or

5.2.5. Matters which, if discussed in public, would be likely to affect adversely the reputation of any person; or

5.2.6. The development of security personnel or devices; or

5.2.7. Matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving competition which, if made public, might adversely affect the financial or other interest of the state or any political subdivision.

5.3. The Advisory Committee may limit the number of members of the public present for a meeting if there is not room enough for all members of the public who wish to attend. This limitation may take the form of a limit on the number of members of the public present or the amount of time individual members of the public may remain, or both.

5.4. The Chairperson is authorized to order the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.

5.5. Upon majority approval of the members of the Advisory Committee present, members of the public may be permitted to address the Advisory Committee for a reasonable length of time or for such time as is fixed by the Advisory Committee. Members of the public desiring to address the Advisory Committee shall indicate their desire to do so by marking the register of attendance accordingly; Provided that, such person shall not be required to register to address the Advisory Committee more than fifteen minutes prior to the time the scheduled meeting is to commence.

5.6. All members of the public present for a meeting of the Advisory Committee shall indicate their presence by signing their name to a register of attendance which may also require the giving of each such person's address and who such person is representing. The register of attendance shall also provide a place for members of the public who wish to address the Advisory Committee to so indicate.

§69-4-6. Minutes.

6.1. The Advisory Committee 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:

6.1.1. The date, time and place of the meeting;

6.1.2. The name of each Advisory Committee member present or absent;

6.1.3. All motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing the same and their disposition; and

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

6.2. Minutes of executive sessions may be limited to material the disclosure of which is not inconsistent with the provisions of section four, article nine-A, chapter six of the West Virginia Code listed above.

§69-4-7. Majority vote required; vote by proxy prohibited.

The vote of a majority of all voting members present at any meeting of the Advisory Committee shall be necessary to take any action. Proxy voting is prohibited.

§69-4-8. Records of the Advisory Committee - Public.

Records of the Advisory Committee are public records that may be inspected in accordance with section three, article one, chapter twenty-nine-B of the West Virginia Code and copied at a charge of twenty-five cents (\$0.25) per page.