

31.02.03 System Employee Benefits Advisory Committee



Revised [October 21, 2022](#)

Next Scheduled Review: October 21, 2027

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Regulation Summary

The System Employee Benefits Advisory Committee (SEBAC) assists System Benefits Administration in coordinating and correlating the uniform group insurance programs and provides for open communication of ideas and suggestions concerning coverage, eligibility, claims, procedures, bidding, administration and other aspects of employee benefits.

Regulation

1. MEMBERSHIP

- 1.1 Employees from each member elect SEBAC representatives from among their workforce, including benefits-eligible graduate students, as defined in Chapter 1601 of the Texas Insurance Code. Representatives must have mature judgment, demonstrate special abilities toward and sincere interest in the employee benefits programs, and be able to represent the needs of all employees of their member with regard to advisory committee actions.
- 1.2 Each representative's SEBAC duties are in addition to the employee's regular duties. Member funds available to the SEBAC representative as an employee are used to pay all expenses (such as travel costs) incurred in performing SEBAC duties.
- 1.3 Election and Certification
 - 1.3.1 In March of odd-numbered years, each member must elect a SEBAC representative for a two-year term beginning September 1 and expiring August 31. Individuals may serve more than one term.
 - 1.3.2 The election process for SEBAC representatives is: Each member's chief executive officer (CEO) appoints a nominating and election committee that is representative of the member's workforce. The nominating and election committee nominates a list of candidates, prepares a ballot and conducts the election. The committee must ensure that all eligible employees have an opportunity to vote.

1.3.3 The CEO certifies the member's SEBAC representative to the department head of System Benefits Administration by April 1.

1.4 The department head of System Benefits Administration and the CEOs may appoint nonvoting, ex-officio representatives to SEBAC. System Benefits Administration may assign staff to assist SEBAC as needed.

1.5 The SEBAC chairperson may appoint subcommittees from the committee's voting and nonvoting membership. The chairperson may also appoint non-committee members to the subcommittees.

2. OFFICERS

2.1 SEBAC representatives elect a chairperson and assistant chairperson at the first committee meeting after September 1 of each year.

2.2 If the chairperson or assistant chairperson vacates membership on the committee or resigns the office, the committee, at its next scheduled meeting, elects a new officer who serves until the next election.

3. MEETINGS

3.1 SEBAC meets at such times and places as called by the chairperson or System Benefits Administration. Attendance of one-third of the elected, voting membership constitutes a quorum.

3.2 If a SEBAC voting representative is unable to attend a meeting, a proxy may attend and vote on behalf of the representative if a written or electronic proxy statement is provided by the voting representative to System Benefits Administration on or before the day of the meeting.

4. VACANCIES

A vacancy exists when any SEBAC representative resigns the representative's position on the committee or when an elected, active employee representative terminates employment with the member represented. The member CEO from which the vacancy occurs appoints another employee from the same member to serve the balance of the term.

Related Statutes, Policies, or Requirements

[Tex. Ins. Code Ch. 1601](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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