

**Benefit Board Bylaws**  
**Effective 9/1/2021**

I. Purpose

The group health and welfare insurance programs of Denver Public Schools will be governed by the Benefit Board. The Benefit Board will be responsible for any and all health programs provided to the School district employees, and shall make every effort to provide programs in the best interest of both the District and its employees.

II. Membership

- A. Representatives must be a DPS employee and be designated in writing each year by August 31.
- B.
  - a) Four (4) District representatives (4 votes).
  - b) Denver Classroom Teachers Association shall provide four (4) representatives<sup>1</sup> through its governance processes. (4 votes)
  - c) Denver Association of Educational Office Professionals (1 vote)
  - d) Communication workers of America (1 vote)
  - e) Denver Federation of Paraprofessionals (2 votes)
  - f) Denver Federal Paraprofessionals and Nutrition Service Employees (1 vote)
  - g) Facility Managers Association (1 vote)
  - h) Amalgamated Transit Union, Local 1563 (1 vote)
  - i) Vocational Teachers Federation of Denver, Local 203 (1 vote)
  - j) DPS Association of Building and Grounds Personnel (1 vote)
  - k) Denver School Leadership Association (1 vote)
  - l) Colorado Association of School Safety Professionals (1 vote)
- C. Any member with three absences from the regularly scheduled Benefit Board meetings within a school year will be asked to be replaced the following school year. The replacement shall be appointed, as noted in II.A.-C. above. Members who are unable to attend a meeting may appoint a proxy to attend and would not be charged with an absence. When a voting board member has attended the required number of meetings and cannot attend a board meeting where a vote will be taken, they may send a proxy to vote on their behalf. Proxies must be designated prior to the start of the meeting with the Chairperson. Any member that misses 2 or more meetings during that school year will not be eligible to vote. If a board member wishes to attend the meeting via telephone the board member must contact the chairperson to insure a bridge will be set up for the meeting. Telephonic attendance will not be treated as an absence.
- D. All new membership appointments will be made prior to August 31<sup>st</sup>.  
The terms of office shall be as follows:
  - 1. Those appointed by the Superintendent shall serve at the pleasure of the Superintendent of Denver Public Schools. Unless otherwise dismissed by the

---

<sup>1</sup>

Superintendent, representatives shall serve for three years with subsequent reappointment.

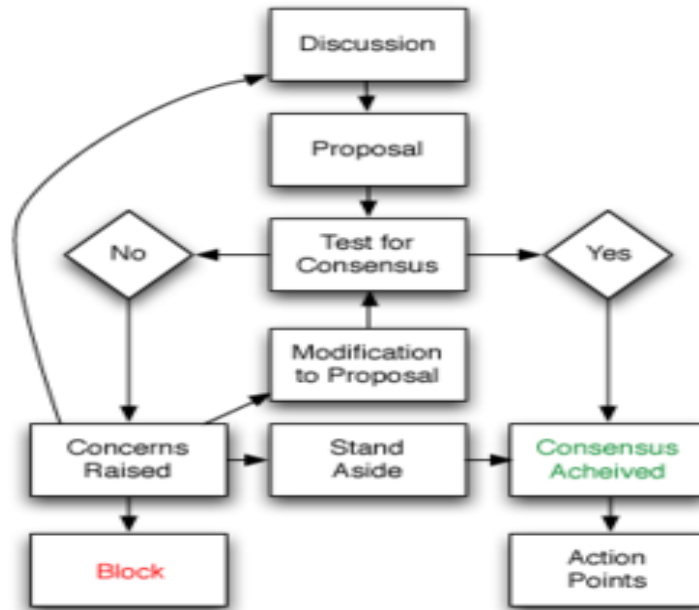
2. Representatives of DCTA shall serve according to the documents of authority governing their position. Unless otherwise dismissed by the DCTA President, representatives shall serve for three years with subsequent reappointment.

Representatives from remaining organizations shall serve at the pleasure of the bargaining unit President. Unless otherwise dismissed by the bargaining unit President, representatives shall serve for three years with subsequent reappointment.

3. Ad hoc sub-committees may be created by the Board or appointed by the Board chair. Membership on ad hoc sub-<sup>2</sup>committees shall not be limited to committee members but may include other constituency members as deemed appropriate by the Board chair. The ad hoc subcommittee shall be discharged upon completion of its appointed task(s).
4. Subcommittee on Tax Sheltered Annuities. Tax Sheltered Annuity (TSA) products offered by the District shall have the approval of the Benefits Board's Subcommittee, which includes the Manager of Employee Benefits. The District shall contract an outside firm to conduct an annual analysis of all current TSA products and products from companies seeking approval. The results of the analysis shall be made available to all teachers.

### III. Meetings of the Benefit Board:

- A. Meetings will be conducted in accordance with *Roberts Rules of Order*.
- B. Non-members may attend board meetings. Meeting agendas will include a ten minute time period for non-members to voice concerns to the benefit board. Non-members need to sign in at the start of the meeting and will have 3 minutes to speak. Additional time to speak may be requested and arranged with the Chairperson prior to the start of the meeting.
- C. The Benefit Board shall meet monthly from September through May, or as necessary. Additional meetings may be called by the Chairperson(s) as the need arises. All meetings shall be open to staff.
  1. Signatures of eight (8) members of the Board may request a special meeting.
  2. The Superintendent or the Board of Education or the DCTA President may request a special meeting of the Benefit Board by written submission to the Chairperson of the Board with the reason for calling a special session.
- D. The business of the Benefit Board shall be conducted using a consensus model.
  1. Should consensus not be reached on an issue, the issue will be referred to the Superintendent to decide.
  2. Process for achieving consensus below:



3. Any Health Benefits Board member may request moving the issue to an online vote. With Benefits Board approval, the chair shall electronically provide any requested information to board members within 5 business days of the request for the online vote. Online voting shall begin within 3 business days of the dissemination of the requested information allowing a minimum of 5 business days to vote
  4. Not less than ten (10) voting representatives shall constitute a quorum for the conduct of business. Notification shall be given to all members of the Benefits Board of the dates, times and places of its meetings at least two (2) weeks in advance.
  5. Whenever possible matters with respect to the plan or operation of the plan shall be presented as a discussion item at one meeting followed by a decision at the next meeting. If a decision can be made in the discussion meeting, a motion for a vote can be moved.
  6. Any member of the Benefit Board can request addition of an item on the agenda of the next regular meeting. Any five members can petition the Chairperson(s) to include an item on the agenda.
- E. Decisions of the Board shall be recorded in the minutes of the Benefit Board and these minutes shall become a matter of public record.
1. The minutes shall accurately record attendance. The members of the Benefit Board who contact the Employee Benefits Department prior to the meeting shall be recorded as an excused absence.
  2. The minutes shall accurately recount the motions brought before the body, consensus of the Benefit Board, votes as needed, and the pertinent discussion
- F. Issues of the Benefit Board which are of a personal nature, regarding personnel, and legal questions may be discussed in Executive Session. Executive Sessions are closed to the public

and all persons not official members of the Benefit Board will be asked to leave. The Benefit Board may take no action in Executive Session.

#### IV. Officers of the Benefit Board

##### A. Officers

1. Chairperson – the Chairperson shall be the employee whose position is that of lead administrator of the DPS Employee Benefits Department. The role of Chairperson is a non-voting position.
2. Vice Chairperson– the Vice Chairperson runs the meeting in the absence of the chair person. The Vice Chairperson must be a voting member of the Board and shall be elected by a majority of voting members of the Board.

Secretary – the Secretary shall be an employee within the Employee Benefits Department for the purpose of taking minutes. This individual may or may not be a voting member.

##### V. Board Members:

- A. All Benefit Board members shall act with care that a reasonably prudent person in a similar position would use under similar circumstances. They will perform their duties in the best interest of the Denver Public Schools and its employees.
- B. All Benefit Board members shall inform themselves of all material information reasonably available to them. This duty requires reasonable behavior and reasonable inquiry and monitoring of the affairs of the Board.
- C. The Benefit Board members shall refrain from engaging in personal activities which would injure or take advantage of the organization for the sake of their personal benefit.
- D. Benefit Board members are required to perform their duties in accordance with applicable state and federal statutes, terms and conditions of employee group contracts, and with the highest standard of professional ethics while serving on the Benefit Board.

##### VI. Amendments:

- A. Changes, amendments, deletions, additions, or clarifications to these Bylaws may be made using the following procedure.
  1. The proposed changes may be presented to the Board by participants of the health plans through their representative, by the Benefits Department, or the Board itself may generate such changes.
  2. The proposed changes with final language shall be presented to the Benefit Board as an information item. The following month the language may be discussed and acted upon.