

Advisory Council on Workers' Compensation and Occupational Disease Disablement Bylaws

Enacted: March 10, 2016

NMSA §52-1-1.2 created the Advisory Council on Workers' Compensation and Occupational Disease Disablement, and outlines its functions and duties. Six members, to be appointed by the governor, with three members representing employers and three representing workers. No member shall be an attorney; and the WCA director serves as an ex-officio, non-voting member.

- I. Council Operation
 - A. A minimum of two meetings will be held annually. Additional meetings shall be held as necessary. Date, time and place to be set at the close of each meeting.
 - B. Meeting agendas will be developed by the Council Chair, in working with staff liaison, and made public no less than 72 hours prior to each scheduled meeting.
 - C. Meeting sessions will be limited to approximately two hours, unless approved by majority vote.
 - D. The Advisory Council will abide by provisions of the New Mexico Open Meetings Act.
 - E. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
 - F. A quorum will consist of a simple majority of appointed members.
 - G. Meeting minutes will be recorded for each meeting and made public as "draft." They will become "official" upon approval by vote of full Council at the following scheduled meeting.
 - H. Official recommendations of the Council shall be published in its Annual Report and/or other letters approved by the majority of members. Members may otherwise speak or make recommendations on work comp matters, but shall state they are doing so in their personal capacity.

- II. Subcommittees
 - A. Interim subcommittees may be established as necessary.
 - B. Subcommittees may be of any size, but will usually include no more than two or three Council members.
 - C. Subcommittees will elect their own chairs.

- III. Officers
 - A. Council officers will be elected by a simple majority of appointed Council members, and will serve a one-year term. Officers may be re-elected.
 - B. Officers will include a "Chair" and "Vice Chair"
 - C. Officers will be elected at the first meeting of each new year.

- IV. Member Responsibilities
 - A. Each member is expected to attend meetings and to participate in committee activities.
 - B. Each member is expected to study the issues or problems which come before the committee in order to contribute to the advisory process.

- V. Council Expenses
 - A. The Council shall advise the WCA regarding anticipated expenses for each upcoming fiscal year.

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- B. Expenses for Council activities shall be approved by current chair before submitted to WCA for processing and final approval
- VI. Amending Bylaws
These Bylaws shall be reviewed annually by the full Advisory Council and amended as necessary.