

**GUIDELINES FOR COMPOSITION, PROCEDURES, DUTIES AND TENURE OF
COMMITTEES ESTABLISHED UNDER ARTICLE VIII, SECTION 4 OF THE BYLAWS OF
THE INTERSTATE INSURANCE PRODUCT REGULATION COMMISSION**

Upon establishment of a committee or subcommittee (referenced as “Other Committee”) by the Commission or Management Committee, the following provides for the composition, procedures, duties and tenure of the Other Committee.

COMPOSITION

1. Pursuant to the Insurance Compact Bylaws, Article IV, § 2, the Chair of the Commission makes appointments to Other Committees, subject to the approval of the Management Committee. In practice, the Chair, Vice Chair and Treasurer work together to recommend the appointments to the Other Committees for the approval of the Management Committee.
2. Each Other Committee will be composed of not more than 20 members, including a Chair and one or more Vice Chairs and may have fewer members given the nature of its charge and work plan.
3. Composition of each Other Committee will consider the size of the Compacting States based on premium volume as reported in Schedule T, Part 2 of the Annual Statement to ensure, to the extent possible, membership is evenly balanced among large, medium and small states.
4. Composition of each Other Committee will consider the geographic zone of the Compacting States based on the NAIC zones to ensure, to the extent possible, membership is evenly balanced among states in the Northeastern, Southeastern, Midwestern and Western zone states.
5. Composition of each Other Committee will take the following factors into consideration when more Compacting States request to serve than available seats and while accommodating the members’ committee preferences to the extent possible:
 - Each Compacting State should be assigned to at least one committee even when the committee might not be one requested.
 - Each Compacting State has identified at least one person, and preferably designated back-up staff, who will be available to regularly attend the conference calls and meetings of the Other Committee to maintain continuity with respect to the Compacting State’s participation.
 - If the Compacting State has served on the Other Committee previously, consideration is given to regular attendance.
 - Starting in 2023, the following factor will also be considered and that is, the Compacting State (unless then serving as Chair or Vice Chair) has served on a particular Other Committee for four or more consecutive years, consideration should be given to allowing another requesting Compacting State who has not served on the particular Other Committee in the past two years to serve. A replacement state should be selected, if possible, that will further the Committee’s overall maintenance of balance of state size and geographic zone. [See Tenure Section for further guidance].
6. Selection of Chair and Vice Chair will take the following factors into consideration:

- Does the person have experience chairing or vice chairing a group within their Department, State, NAIC or Insurance Compact?
- Does the person have proven leadership and interpersonal skills to work with a diverse committee membership?
- Does the person have familiarity with the subject matter of the committee and have experience relevant to the work of the committee?
- Does the person have time in addition to serving on the committee to work with the Insurance Compact staff in reviewing materials, providing feedback and direction and preparing to lead the call?
- Does the Commissioner/senior staff of the person's department support the person serving in this capacity?

PROCEDURES

1. At least six weeks before the Annual Meeting, the Insurance Compact Office will send to Commissioners and their annual proxies/designated representatives a form where each Compacting State can indicate their preferences and designated representative(s) to serve on one or more Other Committees (as well as the Audit Committee).
2. The Officers, working with the Insurance Compact Office, will apply the composition guidance to make appointments to the Other Committees and this recommendation will be presented to the Management Committee for its approval at the Annual Meeting or at a subsequent meeting before the end of each calendar year.
3. The tenure of committee appointments will be one year and will take effect on the first day of each year and run through the last day of the year.
4. At the beginning of each year, the Insurance Compact Office staff support for the committee will provide an orientation for new committee members.
5. The Insurance Compact Office staff support will work with the Chair and Vice Chair of the committee to develop an annual work plan which should be completed and presented at the Management Committee's first meeting of the year.
6. Each Other Committee will publish its annual work plan on the Insurance Compact website.
7. Each Other Committee will publish a summary of each meeting and make the summary available on the Insurance Compact website.
8. Regulators from Compacting States who are not members of a particular Other Committee may attend all meetings and conference calls held by the Other Committee, including regulator-only meetings and calls (herein referred to as "non-committee members").
9. Non-committee members may receive written materials and have the opportunity to provide written and oral comments in advance of or during regulator-only meetings and calls, provided only members of the Other Committee have the authority to cast a vote.

DUTIES OF COMMITTEE MEMBERS

1. Committee members should regularly attend committee meetings and if they are unable to attend a scheduled meeting, they will use best efforts to inform the Insurance Compact staff support that they will not attend the call and advise if another representative will attend.
2. Committee members may have others in the department participate in a committee meeting on their behalf but should make every effort to maintain continuity in their department's point of view and positions on committee matters.
3. Committee members should be generally knowledgeable about and/or interested in the committee's area of activity, the committee's annual workplan and in the priorities and objectives of the Insurance Compact Strategic Plan.
4. Committee members should review the meeting agenda and materials carefully and come prepared to offer feedback, ask questions and participate in decisions.
5. Committee members are expected to provide input and feedback guided by collective priorities and objectives of the Insurance Compact as well as the laws, requirements and position of their respective jurisdiction and should avoid providing views or positions not supported by the member's Commissioner or senior staff.
6. When requested, committee members should provide information on their state-specific laws, regulations, and practices.
7. If a committee member has a substantive proposal for the committee to consider, they will try to contact the Chair and Insurance Compact Office staff support in advance of a meeting to facilitate adequate opportunity to document and distribute to committee members in advance of the meeting.
8. Committee members will be respectful and collaborative when participating in committee meetings.
9. Committee members who disagree or dissent with a recommended proposal of the committee are afforded the opportunity to succinctly express their reasons.
10. Each December, the committee members will be asked to complete a survey to provide feedback for the following year in terms of workplan and improvements in the committee's process.
11. Non-committee members participating in meetings and conference calls of a particular Other Committee are expected to adhere to the following above-referenced duties as applicable and specifically items 3, 4, 5, 7, 8, and 9.

TENURE

1. Committee appointments will last for a calendar year taking effect on January 1 and ending on December 31 of each calendar year.

2. A Committee appointment is apportioned to the Compacting State. A change in employment that ends the participation of a Compacting State's representative on the Other Committee will be replaced by back-up staff identified by the Compacting State.
3. If a Compacting State (unless then serving as Chair or Vice Chair) has served on a particular Other Committee for four or more consecutive years, consideration should be given to allowing another requesting Compacting State who has not served on the particular Other Committee in the past two years to serve. A replacement state should be selected, if possible, that will further the Committee's overall maintenance of balance of state size and geographic zone.
 - This provision will take affect for the annual period starting on January 1, 2022.
 - This provision applies when more Compacting States request to serve than available seats on the Other Committee.
 - This provision does not set a term of service and rather provides an orderly, transparent manner for accommodating Compacting States who have not served on the Other Committee for at least a two-year period.
 - This provision should be applied to ensure at least 50% of membership on the Other Committee remains the same, to the extent possible, from the previous year which may require applying this provision to longer-serving Compacting States in a staggered manner.