

The Insurance Advisory Committee of the Division of Financial Regulation

Mission

To provide advice, information, and support to the insurance commissioner in pursuit of the Division of Financial Regulation's (DFR) mission to protect Oregonians' access to fair products and services through education, regulation, and consumer assistance.

The Insurance Advisory Committee (IAC) strives to:

- Promote a healthy, vibrant, competitive, and innovative insurance market
- Ensure that the division is protecting Oregonians from fraud, misrepresentation, misinformation, and abuse
- Allow adequate public response and input on regulatory actions.

Values: Learning, sharing, inclusiveness, and transparency

The IAC strives to promote transparency and a diverse stakeholder involvement in the processes of regulating the insurance market. The committee will achieve this through respectful discussion between its members and division employees. Members are mindful that all opinions and views on matters before the committee are valuable. Members show respect to each other by actively encouraging others to engage in the discussion.

The IAC will strive to amplify the voices of underrepresented people as it provides counsel to the insurance commissioner, strengthening the commissioner's commitment to help fully integrate diversity, equity, and inclusion on every action to promote and practice social justice and fairness for underserved and underrepresented people and communities.

Functions

The IAC's primary functions in advising, informing and supporting the insurance commissioner are:

- 1) To facilitate regular and open discussion among committee members, the public, and division management and staff members.
- 2) To identify regulatory issues that affect stakeholders and consumers.
- 3) To identify emerging or future issues that may affect DFR, the insurance market, or Oregon consumers.
- 4) To serve as an ad hoc rules advisory committee when called upon to do so by the Insurance Commissioner.
- 5) To provide advice and information on DFR outreach and education initiatives.
- 6) To provide advice and information on potential administrative rules and legislation.
- 7) To help in the selection process of candidates for DFR leadership, including the consumer liaison and managers.

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Membership

The Insurance Advisory Committee recognizes the need for equal representation of Oregon's insurance industry and insurance-buying public on the committee. The IAC strives to bring in a diverse group of voices reflecting the diversity of the state.

The IAC will be made up of individuals representing three groups: consumer advocates, agent/producers, and industry/carriers. Each represented group will have five members as follows:

- Consumer advocates: Five members with backgrounds in consumer protection, public policy, and government transparency. Recruitment priority may be given to groups with a significant history of broad consumer advocacy in Oregon.
- Agent/producers: Five members with a current producer license and in good standing with DFR. Recruitment priority may be given to people who are serving in leadership roles within their respective trade associations.
- Industry/carriers: Five members representing health, property and casualty, and life and disability insurance companies. Recruitment priority may be given to Oregon domestic carriers and to maintaining representation of all lines of insurance.

Committee members who leave employment in their respective group during a term will immediately resign from the committee. The group affected by the vacancy may recommend to the insurance commissioner people who would be able and willing to serve on the IAC.

Committee Members who leave employment with their current employer, but maintain employment within their respective group, will notify the Consumer Liaison and IAC Executive committee, and provide the line(s) of insurance they represent. The insurance commissioner may remove the individual from the IAC if the change causes unequal representation of all lines of insurance within Oregon.

IAC executive committee

The IAC will be led by a three-member executive committee consisting of a chairperson, a vice chairperson, and an executive secretary. The executive committee officers will be made up of one consumer advocate, one agent/producer, and one carrier.

The selection of executive committee members will take place during the final meeting of each year. The new term will start on Jan. 1.

The nominations for the executive committee membership will be done by each group, which will nominate one officer from among its group. The full membership of the IAC will select the members of the executive committee through a majority vote. Once the three officers have been selected, the officers will work together to choose which position of leadership they want to hold (chairperson, vice chairperson, and executive

secretary). The full membership of the IAC will vote on the selected positions in the first meeting of the new term.

[The initial term filled in 2019 will not be counted against the number of consecutive terms a member may hold.]

The term of an executive committee member will be for one year. Executive members may serve in one position for three consecutive terms. The total number of time one member may serve consecutively on the executive committee is four years.

Duties of the executive committee

The executive committee services as the leadership of the respective member groups of the committee. Each member of the executive committee will communicate regularly with the respective groups to help identify topics for the agenda, as well as identify emerging issues that should be brought before the insurance commissioner.

Members of the executive committee may also be invited to participate in regulatory or legislative discussions with the insurance commissioner and DFR staff members as needed.

The executive committee is to serve as a leadership and facilitating body, not an executive decision-making body. It has no authority to take action independently or outside the full body of the IAC.

Chairperson

The chairperson will:

- Run the committee meetings
- Coordinate with committee members to find topics for discussion for the upcoming agenda
- Coordinate with the insurance commissioner and DFR to provide agency reports and expertise to meet the needs of the agenda
- Coordinate with the insurance commissioner and DFR to finalize the committee agenda
- Coordinate with executive committee members to ensure that all voices have been considered and have a chance to weigh in on topics
- Identify any problems that need to be resolved by the committee in collaboration with the insurance commissioner and DFR.

Vice Chairperson

The vice chairperson will:

perform all the duties of the chairperson in the event that the chairperson is unable to fulfill those duties. The vice chairperson may serve as acting chairperson of the IAC meetings in the absence of the chairperson, or at the direction of the chairperson.

Executive Secretary

The executive secretary is responsible for ensuring the production of accurate records of the committee's meetings and actions, including meeting minutes, tracking committee member attendance, and recording any votes or recommendations of the committee. The executive secretary may serve as acting chairperson of the IAC meetings in the absence of all other executive committee members, or at the direction of the chairperson.

Term limits

A single term of service on the IAC will be for four years. Members of the IAC may serve up to two consecutive terms on the committee. If members' terms expire while serving on the executive committee, their term will end after the term on the executive committee.

Recruitment

The insurance commissioner is responsible for appointing and removing members of the IAC and may do so at the insurance commissioner's discretion, subject to the limitations and priorities described in this charter.

Individuals interested in serving on the IAC must complete an application developed by the insurance commissioner. The group affected by a vacancy may recommend to the insurance commissioner people who would be able and willing to serve on the IAC. The insurance commissioner retains the final decision authority to appoint or remove a member of the committee at the commissioner's discretion.

Attendance and time commitments

The IAC holds quarterly meetings. IAC members should expect to spend two to three hours in attendance at each quarterly meeting (eight to 12 hours per year).

During legislative sessions, IAC members are invited to participate in regular DFR legislative check-in meetings. Members of the executive committee are expected to participate in the legislative check-in meetings to provide feedback to the insurance commissioner and DFR, as well as share information to the IAC.

Members who are not able to appear or participate in three consecutive IAC meetings may be removed from the committee.

Ad-hoc committees

At the direction of the executive committee, IAC members may be assigned to serve on ad-hoc committees.

As needed, the IAC may expand its membership to include subject matter experts to help research a topic or draft recommendations to be brought before the full IAC.

The authority of subject matter experts is limited to those topics assigned to them by motion of the full IAC committee at the creation of the ad-hoc committee.

IAC members may recommend that subject matter experts serve on an ad-hoc committee. In consultation with the insurance commissioner and DFR, and the IAC executive committee, subject matter experts will be selected.

Recommendations and voting

The IAC provides advice, information and support to the insurance commissioner, but also may draft and pass formal recommendations to the insurance commissioner with respect to DFR and DFR's mission.

Formal recommendations

Any member of the committee may propose, by a motion, that the committee adopt a position or make a recommendation to the insurance commissioner on a topic before the IAC or before DFR.

If there is a second to the motion, the chairperson will open the motion for discussion among members of the IAC.

Either by a call to the question, or at the direction of the chairperson, debate will end and the committee will vote on the motion.

If the motion passes, the executive committee will draft the recommendation in writing, with help from the consumer liaison to be introduced to the full committee during its next meeting. At that meeting, the committee will vote to ratify the written decision or recommendation of the committee.

If the motion fails to receive a majority of the vote, the motion fails. If the vote ends in a tie, a majority has not been achieved and the motion fails.

Quorum

For the committee to take any action, a quorum must be present. When fully staffed, there are 15 members of the committee, so eight members must be present to take any formal action or votes. If there are vacancies on the committee, a majority of the current membership of the committee is needed to take formal action.

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