



Group Insurance Board

Adopted: May 16, 2018

Board Member Qualification Policy

Purpose

This policy is intended to ensure that Board members understand the requirements applicable to membership on the Group Insurance Board (Board).

Applicable Law

Wis. Stat. [§§15.07](#), [15.16](#) and [15.165](#) concern the membership and qualifications of boards in the State of Wisconsin, including the Board [Wis. Stat. § 15.165 \(2\)](#).

Policy Goals

The primary goals of this policy are to ensure that the broad membership required by the foregoing statutes and the purposes of that requirement are maintained for the Board.

Broad Representation

A principal emphasis of the applicable statutes is to provide for broad representation on all Department of Employee Trust Fund's associated boards, including the Board. The Board has 11 members made up of appointed and ex officio members. Members are drawn from 11 distinct backgrounds, including members of government bodies with specific skill sets, and local and state employees.

Member Ceases to Meet the Applicable Qualifications

There is no law specifying that a vacancy is created if a Board member, during his or her term of office, ceases to meet the qualifications that were applicable at the time of appointment. [Wis. Stat. § 15.165 \(1\) \(a\)](#) specifies that a member who no longer meets the qualifications applicable at the time of appointment ceases to be a member of the Board upon appointment of a qualified successor.

However, if a member no longer meets the qualifications for his or her specific seat the member shall promptly notify the Board Chairperson, or the highest-ranking Board member, and the Secretary of ETF of such fact, in writing. In doing so, the member shall indicate whether he or she can continue to meet his or her fiduciary duty and whether his or her continued service on the Board is inconsistent with the qualifications for his or her specific seat. If such member determines that he or she is unable to fulfill his or her fiduciary duty or that his or her continued service on the Board is inconsistent with the qualification for his or her specific seat, the member is encouraged to resign from the Board (See [Board Member Resignation Procedure](#)). Such action by a member will ensure the Board will be able to meet the goals of broad representation.

Oath of Office

[Wis. Stat. § 15.07 \(7\)](#) requires each member of the Board to take and file the official oath prior to assuming office. The form of the official oath is prescribed in [Wis. Stat. § 19.01 \(1\)](#). That language includes the name of the specific office to which the person is being appointed. The oath of office is filed with the Secretary of State ([Wis. Stat. § 19.01 \(4\) \(a\) 9.](#)). Past practice has been for ETF to file the oaths for ex officio members and for the Governor's office to file the oaths for the Governor's appointees.

Effective Date and Applicability

This policy is effective on the date it is adopted by the Board.

For ETF internal use:

Adopted*	Deferred Compensation Board Reviewed or Revised	Group Insurance Board Reviewed or Revised	Retirement Boards (ETF, TR, WR) Reviewed or Revised
5/16/2018		5/16/2018	12/11/2014

*Individual board policies may vary.