



Group Insurance Board

Adopted: May 16, 2018

Procedures for Board Member Resignation

The [Group Insurance Board Member Qualification Procedure](#) provides that a board member should resign if the board member is unable to continue fulfilling fiduciary duties or if the member's continued service is inconsistent with the qualification for the board member's seat. The [Conflict of Interest Policy](#) specifies recusal for temporary conflicts, but requires resignation for failure to disclose a substantial conflict of interest, or if a substantial conflict is continuing, irreconcilable and impedes the exercise of fiduciary duty.

Any Board member who intends to resign should abide by the following process, as applicable:

Appointed by the Governor

- In writing, notify the board Chairperson and the Department of Employee Trust Funds (ETF) Secretary (via the Board Liaison). Include the reason for resignation if possible, and the expected effective date of the resignation.
- In writing, notify the Governor's Office, with a courtesy copy to the Board Chairperson and the ETF Secretary.

Ex Officio

Qualification for an ex officio Board seat is by virtue of title or position. If you no longer hold the qualifying title or position, you must resign. However, if you still hold the qualifying title or position, but cannot continue to sit on the board for any reason, you should inform the Board Chairperson and the ETF Secretary of the name of your designee.

If resignation is required: notify the board Chairperson and the ETF Secretary (via the Board Liaison) in writing. Include the reason for resignation if possible, and the expected effective date of the resignation.