

CHAPTER 1

GENERAL PROVISIONS

Section 1. **Authority.** The State Miner's Hospital Board (hereinafter referred to as the "Board") is created under Wyo. Stat. 30-6-101 *et seq.* The membership of the Board is established pursuant to statute.

Section 2. **Purpose.** The State Miner's Hospital Board serves to carry out the purposes as delineated by statute.

Section 3. **Citation.** These rules and regulations shall be cited as "Rules of the State Miner's Hospital Board."

Section 4. **Severability.** If any provisions of these regulations or the application thereof to any person or circumstance is invalid, such invalidity shall not affect other provisions or application of these regulations which can be given effect without the invalid provision or application, and to this end the provisions of these regulations are declared to be severable.

Section 5. **Chair.**

(a) At the first regularly scheduled meeting of the Board each year, the members of the Board shall, as the last item of business, elect a chairperson. The elected chairperson shall, thereafter, conduct the meetings for the duration of his or her term.

(b) Any vacancy in the position of chairperson shall be addressed by the remaining Members of the Board who shall elect a chairperson at the next regularly scheduled meeting, following the vacancy.

(c) The Chairperson or his designated representative shall be authorized to execute vouchers and payment requests for authorized purchases, which purchases are authorized by the Board. All such vouchers and requests for payment shall be presented to the Wyoming State Auditor in the manner prescribed by the State Auditor's Office.

(d) The Chairperson or his designated representative shall be authorized to execute any contracts in the name of the State Miner's Hospital Board, with Board approval.

Section 6. **Executive Director and Secretary.**

(a) The Executive Director may be employed by the Board, which shall provide a contract of employment with such terms, conditions, pay and benefits that are consistent with the terms, conditions, pay and benefits of similar job descriptions within state government. The Board may utilize information from the Department of Administration and Information, Human Resources Division for comparable job descriptions, personnel duties and qualifications and pay bands. The annual salary of the Executive Director and any secretaries shall be set by the Board.

(i) The position of the Executive Director may be developed as a state position under the policies, rules and guidelines for state employees, as authorized by statute. If it is decided to develop a state position for the Executive Director, a position description questionnaire shall be constructed to accomplish migrating to state employee status.

(ii) The position of secretary may be either a contract or state position.

(b) The Executive Director shall be responsible for the day to day operations of the Board, hiring and supervision of secretaries and the administration of the Programs established by the Board.

(c) The Chairperson shall prepare agendas for the meetings, in consultation with the Executive Director and make necessary arrangements for the meetings.

(d) Secretaries shall perform duties as directed by the Board or the Executive Director.

Section 7. Meetings. The Board shall meet as directed in Wyo. Stat. 30-6-101(e). At each meeting, the Chairperson or his or her designee shall conduct the meeting and shall adhere to Robert's Rules of Order for the ordering of the items for discussion and resolution of the meeting or other parliamentary ordering, as the Board shall determine.

(a) **Quorum.** A quorum of the Board shall be constituted of five (5) duly appointed members. For the purposes of establishing a quorum, a member may be considered present for the purposes of the quorum when such member attends the meeting by means of telecommunications conference call where such member's voice vote and contribution to the discussion can be

heard by all members physically present at the appointed meeting.

(b) Location. The Board shall conduct its meetings in person or by teleconference at a public hall or halls at the direction of the Chairperson. Required meetings shall be conducted in a location or locations that are conveniently accessible to the members.

(c) Public Meeting. Meetings shall be open to the general public.

(d) Executive Session. Before convening in executive sessions, the Chairperson shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. An executive session shall be held in compliance with the Open Meetings Act.

(e) Notice of Meetings. Meetings shall be called at the direction of the Chairperson and as the Board shall determine. The Chairperson shall set meetings in accordance with the provisions of these rules and giving due consideration to the attendance of the greatest number of Board members. Meeting notices shall be published one time in newspapers of general circulation in the counties of Sweetwater and Campbell and as otherwise determined by the Board, giving consideration to the public interest. Meeting notices shall also be provided to interested parties, who have requested notice and have provided a name and mailing address, and to the Office of the Wyoming Attorney General, the Governor's Office and the Legislative Service Office, at their official addresses. The Executive Director shall compile and maintain the list of parties interested in notice. A notice of meeting shall provide no less than seven (7) days prior notice of the meeting, dated from the date of publication.

(f) Agenda. The Chairperson and the executive director shall prepare the agenda. Any member of the Board may request an item to be placed on the agenda. Agendas shall include those items requiring Board approval including, but not limited to, the Board's budget and financial statements, personnel action and contracts of the Board. Tentative agenda will be sent no fewer than five (5) calendar days before each Board meeting with support materials.

(g) Minutes. Minutes of meetings of the Board shall be kept in a form which will provide a permanent record of the proceedings of the Board. Minutes shall be considered public records under the Wyoming Administrative Procedure Act. Minutes shall be maintained at a place as designated by the Board.

(h) The executive director will ensure recording of Board proceedings but may appoint a recording secretary to record the proceedings of the meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the Board. Minutes shall show:

- (i) The date, time and place of the meeting;
- (ii) The presiding officer;
- (iii) Members and guests in attendance;
- (iv) Items discussed and disposition taken during the meeting;
- (v) Action taken to recess to executive session with purpose and time stated; and
- (vi) Time of Adjournment.

(vii) Unofficial minutes shall be delivered to Board members in advance of the next meeting of the Board and shall also be available to other interested parties. Minutes need not be read publicly, provided that the Board members have had an opportunity to review them before adoption.

(viii) A file of permanent minutes of all Board meetings will be maintained in the office of the Board to be made available for inspection upon the request of any interested parties.

(ix) The Board shall record votes in the following manner: If there is no dissent to a motion, the action shall be recorded as passed unanimously. A Board member's dissenting or abstaining vote may be recorded by name at his/her request.

Section 8. Authorization of Expenditures.

(a) The executive director may purchase or provide necessary capital equipment, supplies and services for the Board to a maximum of five hundred dollars (\$500.00) per purchase. Aggregate purchases of supplies and equipment shall be made so as to not exceed the maximum. Capital purchases in excess of that amount are subject to the approval of the Board.

(i) The executive director shall distribute by mail or electronic means monthly Board financial statements to each member of the Board.

(ii) All fiscal records of the Board will be accounted for within the State of Wyoming Accounting Procedures.

(iii) Inventory records shall be maintained on physical property under control of the inventory coordinator of the Governor's Office. Acquisitions and property that is disposed of as "surplus property" shall be recorded on the Governor's perpetual inventory records.

(b) Board members, the executive director and the secretary shall present vouchers and requests for payment in accordance with the policies and procedures of the Wyoming State Auditor's Office.

(c) The Board Chairperson or his designated representative shall be authorized to approve vouchers and requests for payment consistent with the policies and procedures of the Wyoming State Auditor's Office with board approval. The Chairperson may, with a vote of approval of the Board, designate, in writing, another member of the Board who may approve vouchers and requests for payment in accordance with the policies and procedures of the Wyoming State Auditor's Office.

Section 9 . **Contracts.**

(a) All contracts in the name of the State Miner's Hospital Board shall be drafted in accordance with the Contract Manual for State Agencies compiled by the Wyoming Attorney General's office.

(b) Contracts shall be executed, with Board approval, in the name of the State Miner's Hospital Board by the Chairperson or his or her designee.

(c) An administrative office of the State Miner's Hospital Board shall retain a fully executed copy of all contracts, together with any related attachments or exhibits.

Section 10. Office. The State Miner's Hospital Board may have offices located in Sweetwater, Campbell, or Natrona County, Wyoming. The executive director shall maintain such offices as the Board may direct and shall be responsible for keeping such offices open for the business of the Board during normal business hours, weekdays, and such other times as the Board may direct. The executive director is the primary agent of the Board and will be available at such Offices to create a presence for the Board, its activities and interaction with the public.