

**Office of Management and  
Enterprise Services  
Oklahoma Employees Insurance  
And Benefits Board**



**Administrative Rules**

**August 25, 2016**

**2300 N Lincoln Blvd Suite 122**

**Oklahoma City, OK 73105**

Notice: This is an unofficial copy of the Administrative Rules. Any errors or discrepancies herein are superseded by the Official Rules on file at the Office of the Secretary of State.

**TITLE 260. OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES**  
**CHAPTER 20. OKLAHOMA EMPLOYEES INSURANCE AND BENEFITS BOARD**

**AUGUST 25, 2016**

260:20-1-1.	Purpose.....	1
260:20-1-2.	Definitions .....	1
260:20-1-3.	Regular meetings .....	1
260:20-1-4.	Special meetings .....	1
260:20-1-5.	Open Meeting Act.....	1
260:20-1-6.	Committees .....	1
260:20-1-7.	Cancellation of meetings .....	2
260:20-1-8.	Board records; release of information .....	2
260:20-1-9.	Minutes of the Board .....	2

**TITLE 260. OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES**  
**CHAPTER 20. OKLAHOMA EMPLOYEES INSURANCE AND BENEFITS BOARD**

**August 25, 2016**

**260:20-1-1. Purpose**

The purpose of this chapter is to outline the structure of the Office of Management and Enterprise Services (OMES) Oklahoma Employees Insurance and Benefits Board (OEIBB).

**260:20-1-2. Definitions**

The following words and terms as defined by OEIBB shall have the following meaning unless the content clearly indicates otherwise:

"**The Board**" means the seven [7] members of the Oklahoma Employees Insurance and Benefits Board designated by statute [74 O.S. §1303(1)].

"**OEIBB**" means Oklahoma Employees Insurance and Benefits Board.

**260:20-1-3. Regular meetings**

The Board shall meet at least once each quarter in Oklahoma City, with the date, time and place determined by the Board. Four [4] members must be present to constitute a quorum in the transaction of the Board's business and a majority vote of those present shall be necessary to approve any motion before the Board. The Board shall hold an annual meeting each year at which officers shall be elected.

**260:20-1-4. Special meetings**

Special meetings may be called upon written notice of the Chair or by agreement of any four [4] members of the Board. Notice of a special meeting is to be delivered to all members in person or by electronic mail not less than forty-eight [48] hours prior to the fixed date of the meeting, unless waived.

**260:20-1-5. Open Meeting Act**

All meetings and notices thereof shall be held in strict accordance with the Open Meeting Act [25 O.S. §§301 et seq., as amended].

**260:20-1-6. Committees**

The Chair may appoint subcommittees and committees as is deemed appropriate. Such appointments shall be in writing and may be changed as needed, upon written notice to all Board members.

**260:20-1-7. Cancellation of meetings**

The Chair of the Board, or the Vice-Chair in the Chair's absence, shall have the power to cancel or reschedule any regular or special meeting of the Board due to anticipated lack of quorum, inclement weather or other emergency. Notice of cancellation of said meeting shall be posted as soon as reasonably possible and in the same manner as the agenda.

**260:20-1-8. Board records; release of information**

All official records of the Board shall be public records open to public inspection under reasonable circumstances at any reasonable time during business hours by any person, but such records shall not be taken from the OMES office. Copies of public records may be obtained pursuant to the current fee schedule as adopted by OMES.

**260:20-1-9. Minutes of the Board**

A summary shall be made of all proceedings before the Board which shall show those members present and absent, all matters considered, all actions taken, and the vote of each member on any motion, and shall be open to public inspection, as prescribed in 260:20-1-8.