

1 **DEPARTMENT OF LABOR AND INDUSTRIES**
2 **INDUSTRIAL INSURANCE CHIROPRACTIC ADVISORY COMMITTEE**
3 **BYLAWS**
4

5 The Industrial Insurance Chiropractic Advisory Committee (IICAC or
6 Committee), its officers, members and any subcommittees acting on behalf of
7 the Committee shall recognize, observe, and be bound by the provisions of
8 Title 51 (as amended by Chapter 282, Laws of 2007), WAC 296-20-0100,
9 WAC 296-20-02705 and these Bylaws, as adopted or as hereafter amended.

10 The bylaws shall become effective upon approval in writing by the
11 Department of Labor and Industries (Department).

12
13 **A. NAME:**

14 This entity shall be known as the Industrial Insurance Chiropractic Advisory
15 Committee (IICAC or Committee).

16
17 **B. AUTHORITY TO ACT:**

18 The Committee is formed pursuant to Title 51 (as amended by Chapter 282,
19 Laws of 2007) to advise the department on matters related to the provision of
20 safe, effective and cost-effective treatments for injured workers.

21
22 The Committee is an advisory committee established by the department to
23 aid in the development of coverage criteria, review of coverage decisions and
24 technology assessments, review of chiropractic programs, practice
25 guidelines, and review of rules pertaining to health care issues and other
26 issues related to the provision of high quality chiropractic care to injured
27 workers.

28
29 The committee may provide peer review and advise and assist the
30 department in the resolution of controversies, disputes, and issues between
31 the department and the providers of chiropractic care.

1 **C. PURPOSE OF BYLAWS:**

2 It is the purpose of the bylaws:

- 3 1) To establish a framework for the work of the Committee:
- 4 a) To provide for selection of a chair, vice chair, and such other officers as
- 5 the Committee may determine;
- 6 b) To create subcommittees as may be necessary;
- 7 c) To establish regular times and places for meetings of the Committee;
- 8 d) To review, consider, and act upon any matters deemed by it to be
- 9 necessary to the administration of the Committee.
- 10 2) Establish procedures for consideration of chiropractic issues presented by
- 11 the Department, the State Health Technology Assessment Program, the
- 12 State Prescription Drug Program, or other comparable entities, for
- 13 consideration and recommendation, if appropriate;
- 14 3) Establish procedures for consideration of requests from legislative bodies
- 15 and the Workers' Compensation Advisory Committee as cited in RCW
- 16 51.36 (as amended by Chapter 282, Laws of 2007).
- 17 4) Establish procedures to evaluate the safety, efficacy, and effectiveness of
- 18 a given healthcare related service, technology, and/or a statute, rule or
- 19 guideline.
- 20 5) Establish procedures that guide the development of recommendations
- 21 which may be considered by the department for approval/adoption which
- 22 may become the basis for making industrial insurance policy and/or claim
- 23 decisions; and,
- 24 6) Establish a protocol for deciding when additional information or evidence is
- 25 necessary for the work of the Committee and procedures for collection of
- 26 additional information.

27

28 **D. THE OBJECTIVES AND PURPOSE OF THE INDUSTRIAL INSURANCE**

29 **CHIROPRACTIC ADVISORY COMMITTEE:**

30 The Committee is an independent advisory committee appointed by the

31 Director as directed in WAC 296-20-01001 (1) (a) – (e).

1 The objectives and purpose of this Committee include but are not limited to:

- 2 1) Provide peer review and advice,
- 3 2) Assist the department in the resolution of controversies, disputes, and
- 4 issues between the department and the providers of chiropractic care.

5 3) The Committee:

6 a) Review and advise the Department on:

- 7 i. budgetary and administrative issues;
- 8 ii. coverage decisions based on the best available scientific evidence
- 9 from which the department may use the Committee's advise for
- 10 making coverage determinations;
- 11 iii. treatment guidelines for covered services based on the best
- 12 available scientific evidence and the expert opinion of a majority
- 13 consensus of the Committee, for which such advice may be used
- 14 for provider education, for criteria for the Department's utilization
- 15 review program, and for making industrial insurance claim
- 16 decisions;
- 17 iv. criteria related to definitions of quality of care and patterns of
- 18 harmful or ineffective care; and
- 19 v. issues related to emerging clinical conditions and related scientific
- 20 evidence.

21 b) May form subcommittees which will report back to the Committee on

22 specific topics as the Committee deems necessary and as approved

23 by the Department. The Committee may request the department hire

24 content experts to assist the subcommittee in developing

25 recommendations for the Committee's consideration.

26 4) Coordinate with the State Health Technology Assessment Program and

27 the State Prescription Drug Program as necessary.

29 **E. COMMITTEE MEMBERSHIP**

30 1) Application Process

1 To be considered for appointment to the Committee, applicants must
2 complete and submit the Nomination Form for Committee Membership, to
3 include the Conflict of Interest form.

4 2) Qualifications for Appointment

5 a) Appointment to the Committee shall be made by the Director from a list
6 of nominations provided by statewide clinical groups and associations
7 as provided by Title 51 (as amended by Chapter 282, Laws of 2007).

8 b) Nominees must demonstrate knowledge and expertise in evidence-
9 based practice and or care of injured workers.

10 c) Nominees shall possess a license to practice chiropractic in the State
11 of Washington.

12 d) Nominees shall have an active chiropractic practice, including the care
13 of injured workers, with a majority of the practice occurring within the
14 State of Washington.

15 e) Nominees shall complete the Conflict of Interest disclosure form.
16 Members must keep the disclosure statement current and provide
17 updated information whenever circumstances change.

18 f) Nominees must be a member in good standing with any applicable
19 agencies, boards, professional licensing boards or commissions, and
20 the department's Medical Provider Network.

21

22 **F. REQUIREMENTS FOR MEMBERSHIP IN THE INDUSTRIAL INSURANCE**
23 **CHIROPRACTIC ADVISORY COMMITTEE:**

24 All Committee members shall:

25 1) Enter into and maintain a personal services contract with the Department
26 at the time of their appointment and act in accordance with all of its terms
27 and conditions.

28 2) Maintain an active license to practice chiropractic in the State of
29 Washington.

- 1 3) Maintain good standing with any applicable agency, board, professional
2 licensing board or commission, and the department's Medical Provider
3 Network throughout the entire term of their appointment.
- 4 4) Maintain an appropriate Conflict of Interest status per the Conflict of
5 Interest Addendum to these bylaws.
- 6 5) Not be an employee of the Department.
- 7 6) Not use the name of the Committee in any publication, meeting,
8 negotiation, or promotion without prior approval of the Department.
- 9 7) Serve at the pleasure of the Department.

10

11 **G. APPOINTMENT PERIOD:**

- 12 1) Nominees shall be appointed to a term not to exceed three years.
- 13 2) A member may be re-nominated for re-appointment by his or her
14 statewide clinical group and/or association (eg, the Washington State
15 Chiropractic Association) to additional three-year terms.
- 16 3) Vacancies occurring on the Committee shall be filled by the Director, from
17 a nomination roster provided by statewide clinical groups and/or
18 associations.
- 19 4) If a vacancy occurs due to termination of a member during the term of his
20 or her appointment, the initial appointment shall be for the remainder of
21 the term of the vacant position.

22

23 **H. REMOVAL OF MEMBERS:**

24 Members of the Committee serve at the pleasure of the Director. Termination of
25 appointment may result from any of the following:

- 26 1) Referral by the Chair to the Director for just cause shown;
- 27 2) Failure to disclose a conflict of interest and complete an annual Conflict of
28 Interest form;
- 29 3) Failure to abide by all terms of the Conflict of Interest addendum attached
30 to these Bylaws;
- 31 4) Loss of license to practice chiropractic in the State of Washington;

- 1 5) Failure to abide by statute, rules, bylaws of the committee
- 2 6) Failure to maintain good standing with any applicable agency, board,
- 3 professional licensing board or commission, or the department's Medical
- 4 Provider Network throughout the entire term of their appointment; or
- 5 7) Failure to regularly attend and participate in meetings of the Committee.

6

7 **I. COMPENSATION AND EXPENSES**

8 Members of the Committee and any duly established subcommittees will be

9 compensated and reimbursed for valid expenses for participation in the work

10 of the Committee in accordance with a personal services contract to be

11 executed after appointment and prior to commencement of activities related

12 to the work of the Committee.

13

14 **J. DUTIES OF COMMITTEE MEMBERS:**

15 Include, but are not limited to:

- 16 1) To advise the Department in all matters related to the provision of safe,
- 17 effective and cost effective treatments for injured workers, including but
- 18 not limited to review of programs and rules pertaining to healthcare issues,
- 19 development of practice guidelines and coverage criteria, and review of
- 20 coverage decisions and technology assessments.
- 21 2) To fully participate in issue discussions keeping in mind that the safety
- 22 and well being of the workers of the State are at the core of the
- 23 discussion.
- 24 3) To inform the Committee of any possible conflict of interest that may arise
- 25 in regard to a specific technology, chiropractic service or coverage topic
- 26 discussion immediately prior to Committee discussions as well as in
- 27 formal, written disclosures required for Committee nomination and
- 28 membership.
- 29 4) To graciously accept a conclusion of the Chair, the Committee or Director
- 30 if conflict of interest does exist, and to recuse oneself from the discussion
- 31 as appropriate.

- 1 5) To establish procedures the Committee deems necessary to conduct
2 evidence based reviews, educational programs, and other initiatives
3 relevant to policy discussions for chiropractic care of injured workers.
- 4 6) To regularly attend meetings of the Committee.

6 **K. SCIENTIFIC BASIS FOR ADVICE**

- 7 1) The Committee shall consider the best available scientific evidence, and
8 the expert opinion of Committee members and experts or consultants
9 identified by the Committee, when providing advice and recommendations
10 to the department related to coverage decisions, policies or rules.
- 11 2) Treatment guidelines developed by the Committee shall consider the best
12 available scientific evidence, expert opinion of Committee members, and
13 experts or consultants identified by the Committee as appropriate. The
14 Committee shall recommend coverage criteria based on existing rule
15 (WAC 296-20-02704) and on careful evaluation of the best available
16 evidence at the time of the review.
- 17 3) "Best available scientific evidence" includes reports and studies published
18 in peer-reviewed scientific and clinical literature. The best evidence will be
19 evidence from studies designed to minimize potential bias and most
20 applicable to the Washington State injured worker population. The
21 Committee shall consider the methodology and rigorousness of the
22 literature identified as well as the quality of publication source.
- 23 4) When considering the best scientific evidence, the Committee shall give
24 greatest weight to the most rigorously and appropriately designed studies.
- 25 5) The Committee shall consider the strength of study design based upon
26 scientifically accepted methodologic principles including randomization,
27 blinding, and appropriateness of outcomes, spectrum of cases and
28 controls and statistical power to detect meaningful differences. Additional
29 consideration will be given to studies that focus on sustained health and
30 functional outcomes of workers with occupational conditions.

1 6) The Committee shall consider the experience of the department and may
2 consider data from the department, other state or federal agencies or
3 other insurers.

4 7) The Committee shall provide transparent documentation of the scientific
5 basis for advice it provides to the department including:

6 a) Explanations of the overall strengths and weaknesses of the best
7 available scientific evidence, expert opinion and other evidence
8 considered by the Committee.

9 b) Identification and explanation of any guidelines or advice developed
10 that may be in conflict with existing guidelines, chiropractic community
11 opinion, department or other state agency policies.

12
13 **L. OFFICERS:**

14 1) Chair and a Vice Chair: A Chair and a Vice Chair, selected by the
15 members, shall manage the Committee and such other Officers as are
16 deemed necessary to administer the affairs of the Committee.

17 2) Term of Office:

18 i) The term of office shall be for two years beginning on January 1st of
19 the year following selection.

20 ii) Each officer shall hold office until a successor is duly elected.

21 3) Duties:

22 a) Chair: The chair shall be the principal executive officer of the
23 Committee and shall generally supervise and control all of the
24 business and affairs of the Committee. The Chair may recommend
25 appointment of such other officers or subcommittees to the
26 Department, as he or she deems appropriate. The Chair shall:

27 i) Preside at all meetings of the Committee;

28 ii) Participate in the development and presentation of any reports to
29 the appropriate committees of the legislature in regard to the
30 activities of the Committee.

31 iii) Shall serve as an ex-officio member of all subcommittees.

- 1 iv) Prepare recommendations to the Director for removal of a
2 Committee member(s), subcommittee member(s) or a hired
3 expert(s) for good cause shown.
- 4 b) Vice Chair: The Vice Chair shall perform all duties of the Chair in the
5 absence of the Chair or when the Chair is unable to act or refuses to
6 act. When so acting, the Vice Chair shall have all of the powers and be
7 subject to all of the restrictions of the Chair. In addition, the Vice Chair
8 shall:
- 9 i) Perform such other duties as may be assigned by the chair or the
10 Department.
- 11 ii) Act as the designee of the chair as ex-officio member of all
12 subcommittees.
- 13 4) Removal: Any officer selected or appointed by the Committee may be
14 removed by a majority vote of the full Committee whenever in its judgment
15 the best interests of the Committee would be served.
- 16 5) Employment: The Chair and the Vice Chair should not be employed by the
17 same entity. The Committee should strive to select officers from different
18 regions of the state whenever possible.
- 19 6) Absences: In the absence of both the Chair and the Vice Chair, an acting
20 vice chair shall be appointed by a majority of the Committee present at
21 that meeting and shall preside at that meeting of the Committee.
- 22 7) Vacancies: If a vacancy occurs in the office of Chair due to his or her
23 death, resignation, removal, disqualification or other act of the Committee
24 or the Department, the Vice Chair shall automatically fill such vacancy
25 until a successor is elected at the next regularly prescribed time. If a
26 vacancy occurs in the office of Vice Chair, he or she shall be replaced by
27 a majority vote of the members for the remainder of the term.
- 28 8) Elections:
- 29 i) Usually held in fall, to allow one month preparation before the term
30 begins on January 1.
- 31 ii) If contested, all elections of officers shall be conducted by secret ballot.

1 **M. CONSENSUS, VOTING AND QUORUM:**

2 Every effort shall be made by the Committee members and the Department to
3 reach consensus in the recommendation development process when working
4 to achieve final recommendations to be sent to the Department for
5 consideration.

6 1) Consensus

7 a) The Committee and all subcommittees shall first utilize a consensus
8 seeking process to reach agreement in regard to the submittal of or
9 denial of advice and/or recommendations to the Department.

10 b) The Chair of the Committee or his/her designee shall be considered
11 the facilitator for the purpose of the consensus seeking process.

12 c) When the Chair determines that a consensus cannot be achieved
13 among the quorum present, then the Chair can refer the discussion to
14 Committee for further review, ask that the discussion be moved to the
15 next agenda, or accept a motion for a vote.

16 2) Voting

17 a) Business of the Committee that is not considered advice and/or a
18 recommendation to the Department shall be transacted by motion or
19 resolution, which may be made by any member in attendance,
20 including the Chair or other person presiding at that meeting, and shall
21 require a second. Voting on all motions and resolutions shall be by
22 voice vote.

23 b) The presence of one-half plus one of the membership shall constitute a
24 quorum for the transaction of business.

25 c) A simple majority of the quorum shall be required for all voting matters.
26 A majority of the quorum must vote in favor of a motion in order for the
27 motion to be adopted.

28 d) When a member must recuse himself or herself from acting on any
29 matter, that person will not count for purposes of determining a
30 quorum. Thus, if five of the nine members are present at a meeting
31 where a vote is scheduled to occur and one member cannot

1 participate, a quorum is not present and voting on the matter must be
2 postponed or tabled or the matter fails for lack of a quorum, at the
3 discretion of the Chair.

4 e) The acts of the majority of the Committee members present at a
5 meeting at which a quorum is present shall be the acts of the
6 Committee in all voting matters.

7 f) Members must be present to vote on each matter submitted to a vote
8 of the members. A member will be considered to be present if he or
9 she attends in person or by telephone conference call or any similar
10 communication method at the moment of the vote. If they leave the
11 meeting early, they cannot leave their vote in absentia.

12 g) The Chair of the Committee shall only vote as a tiebreaker.
13

14 **N. MEETINGS OF THE INDUSTRIAL INSURANCE CHIROPRACTIC**

15 **ADVISORY COMMITTEE:**

16 1) The Committee shall meet at least quarterly and may meet at other times
17 by recommendation of the Chair and at the discretion of the Department.

18 2) Committee and subcommittee meetings shall comply with the provisions
19 of the Open Public Meetings Act, chapter 42.30 RCW, and shall be
20 subject to the provisions of the Administrative Procedure Act, chapter
21 34.05 RCW, as applicable.

22 3) Meetings shall be held at such time and place as the Committee Chair and
23 the Department determine in order to conduct all business deemed
24 necessary for the administration of the Committee.

25 4) At each meeting, the Committee shall review the status of all business
26 before the Committee, review and act upon outstanding issues.

27 5) Advance notice of all meetings, both regular and special, of the Committee
28 and subcommittees will be published in the *Washington State Register*
29 and will be provided to interested parties. Persons interested in receiving
30 information about meetings shall be encouraged to provide electronic

- 1 addresses to the Committee. Other means of receiving notice as may be
2 determined to be appropriate by the Department may also be considered.
- 3 6) Notice of the time and manner of any meeting may be given orally or by
4 telephone to the office, residence or normal place of business of each
5 Committee member at least two days prior to the time of such meeting
6 and such notice shall be sufficient for all purposes.
- 7 7) The Department staff person assigned to provide assistance to the
8 Committee shall cause minutes of the Committee's deliberations to be
9 kept. Minutes may be, but need not be published.
- 10 8) A member of the Committee or a member of the public may request a
11 copy of the minutes of a meeting. If a member of the public requests a
12 copy, the requesting party may be required by the Department to pay for
13 its production and shipping. After completion, any copies of the minutes so
14 made shall be made available to any person upon request.
- 15 9) Meetings of the Committee may be held by means of a conference
16 telephone or similar communication equipment, by which all persons
17 participating in the meeting can hear each other at the same time, and
18 participation by such means shall constitute the presence of a person at a
19 meeting and shall be noted on the Committee minutes.

20
21 **O. STAFF ASSISTANCE:**

- 22 1) Staff assistance to the Committee will be provided by Department
23 employees, independent contractors employed by the Department for this
24 purpose, or such other supporting staff as the Director may deem
25 appropriate or necessary to assure that the mission of the Committee is
26 carried out.
- 27 2) Staff assistants shall cause all votes of all proceedings to be recorded and
28 to be available to the public, upon request.
- 29 3) Staff shall:
- 30 a) Give or cause to be given, notice of all meetings, including publication
31 in the *Washington State Register*, to all members of the Committee

1 and such parties who have advised staff of their interest in the
2 activities and meetings of the Committee and subcommittees;

3 b) Act as custodian of the records of the Committee and subcommittees;

4 c) Keep a register of the address of each member, maintain a record of
5 the names of members entitled to vote, and provide public access to all
6 such records;

7 d) Assist Committee members to complete reports of expenses, as may
8 be required for reimbursement by the state and keep accurate
9 accounts of such reports; and

10 e) Perform such other duties as may be prescribed by the Committee, the
11 Department, or the Director.

12
13 **P. CONTRACTS:**

14 1) The Committee does not have the authority to enter into contracts, but
15 may recommend that the Department enter into such contracts as are
16 necessary to carry out the provisions and purposes of the Act or the work
17 of the Committee. Such contracts may include engagements of
18 independent legal, actuarial, clinical, research or other consultants.

19 2) The Committee may suggest necessary or desirable corrections,
20 improvements or additions to any such contract.

21
22 **Q. SUBCOMMITTEES:**

23 1) The Chair may recommend to the Department the establishment of one or
24 more duly established subcommittees.

25 2) The Chair shall designate two or more Committee members to serve on
26 each duly appointed subcommittee and shall designate one Committee
27 member to serve as the Chair of the subcommittee.

28 3) Such other persons as may be recommended by the Chair and
29 designated by the Department may serve on any subcommittee. The
30 focus of the Chair shall be on recommending person(s) who will contribute
31 expertise to the issue under study.

1 4) No subcommittee shall have authority to amend, alter, or repeal these
2 bylaws, adopt any action contrary to the Committee, or remove any
3 member or take any action on behalf of the Committee or the state of
4 Washington.

5 5) The designation and appointment of any subcommittee and the delegation
6 thereto of any authority of the Committee, shall not operate to relieve the
7 Committee, or officers of the Committee, or any member of the Committee
8 of any responsibility imposed upon him or her by law, rule or these bylaws.
9

10 **R. COUNSEL TO THE COMMITTEE:**

11 The Assistant Attorney General providing general legal advice to the
12 Department will provide general legal assistance to the Committee.
13

14 **S. IMMUNITY AND INDEMNIFICATION:**

15 The members of the Committee and any subcommittee are immune from civil
16 liability for any official acts performed in good faith to further the Industrial
17 Insurance Chiropractic Advisory Committee pursuant to RCW 51.36.150 and
18 WAC 296-20-01001. Committee members are encouraged to verify that
19 service on such a professional committee is adequately addressed in their
20 professional liability insurance coverage. Although the Assistant Attorney
21 General provides general legal counsel to the Committee, indemnification
22 does not extend to costs of private legal services sought by individual
23 members.
24

25 **T. CHANGES TO BYLAWS:**

- 26 1) The Committee may vote to alter, amend or repeal these by-laws.
27 2) Votes to alter, amend or repeal these by-laws shall not be taken at the
28 meeting during which the changes to the by-laws are proposed.
29 3) The Chair shall notify all Committee members at least ten days in advance
30 of any meeting at which a vote on a motion to change the by-laws will be
31 taken. The notice shall be in writing, and shall include the text of the

1 proposed changes that will be voted upon. A fair opportunity for discussion
2 of the proposed changes shall be provided before a vote on the proposed
3 changes is taken.

4 4) The affirmative vote of a majority of a quorum of all Committee members
5 is required for passage of a proposed alteration, amendment or repeal of
6 these by-laws.

7 No alteration, amendment, repeal of these by-laws shall be effective until it is
8 approved by the Department in writing. Any amendment or alteration to these
9 by-laws must be in conformity with all applicable state and federal laws and
10 administrative regulations.

11

12 **U. TERMINATION:**

13 The Committee shall continue in existence subject to termination in
14 accordance with requirements of laws of the state of Washington or action of
15 the Department. In case of termination, to the extent consistent with such
16 laws or consistent with the action of the Department, the Committee shall
17 continue operating only to the extent necessary to orderly complete the work
18 of the Committee.

19

20 **V. EFFECTIVE DATE:**

21 These Bylaws shall be effective the date of adoption by the Committee and
22 approval by the Department, and shall terminate at termination of the
23 Committee.

24 These Bylaws of the Industrial Insurance Chiropractic Advisory Committee
25 were duly adopted at the meeting of the Industrial Insurance Chiropractic
26 Advisory Committee on the _____ day of _____, _____.

27

28 Signed: _____

29 Michael Dowling, DC, Chair

Date:

30

1 These Bylaws of the Industrial Insurance Chiropractic Advisory Committee
2 was approved by the Department of Labor and Industries on the _____
3 day of _____, _____.

4

5 By:

6 _____

7 Joel Sacks, Director Department of Labor and Industries

8

1 **DEPARTMENT OF LABOR AND INDUSTRIES**
2 **INDUSTRIAL INSURANCE CHIROPRACTIC ADVISORY COMMITTEE**
3 **Conflict of Interest Addendum**
4

5 This conflict of interest addendum is designed to ensure that the Committee
6 Chair, members and Department have full knowledge of extraneous
7 influences that may exist when considering an issue or review or other action
8 that may come before the Committee.

9 A member who self identifies a potential conflict of interest can offer to recuse
10 or request a determination from the Committee Chair and/or the Department.
11 When the Department is considering a potential conflict of interest, the Ethics
12 in Public Service Act, Chapter 42.52 RCW shall be the resource utilized for
13 determination.
14

15 **A. NOMINEES**

- 16 1) Nominees must disclose all financial and non-financial relationships with a
17 manufacturer, provider, or vendor of health technologies, medical devices,
18 diagnostic tools, medications at the time of application or within the most
19 recent eighteen months.
20 2) All nominees shall complete a Conflict of Interest (COI) disclosure form as
21 part of the appointment process.
22

23 **B. COMMITTEE AND/OR SUBCOMMITTEE MEMBERS**

- 24 1) Committee members shall update their Conflict of Interest disclosure
25 statements annually, and within 15 working days of any change or prior to
26 the next meeting, whichever occurs first. All members acknowledge the
27 importance of notifying their fellow Committee members of any potential
28 conflict of interest prior to participation in consideration of an issue or
29 review or other action of the Committee.
30 2) The Chair or the Department may ask a member with a conflict of interest
31 to participate in the discussion as an expert on the subject under

1 consideration. The member may not participate in the consensus and/or
2 voting processes when acting as an expert.

3 Notwithstanding any determination by the Executive Ethics Board or other
4 tribunal, the department may, in its sole discretion, terminate membership
5 if it is found after due notice and examination that there is a violation of the
6 ethics policies or regulations; or any similar statute involving the member.

7

8 **C. EXPERT ASSISTANCE – COMPENSATED OR UNCOMPENSATED**

9 Experts shall accurately disclose any conflict of interest prior to consideration as
10 an expert to a topic under review by the Committee and/or subcommittee.

11

12 Failure to accurately disclose any conflict of interest may result in termination of a
13 personal services contract.

14

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18