

# **Medicaid Advisory Committee (MAC) and Beneficiary Advisory Council (BAC) Bylaws**

Amended and Adopted October 24, 2025

## **Article I — Name and Location**

The name of the committees shall be the Alabama Medicaid Advisory Committee (MAC) and the Alabama Beneficiary Advisory Council (BAC).

The principal office and address shall be in the Alabama Medicaid Agency, 501 Dexter Avenue, Montgomery, Alabama 36104.

## **Article II – Authority**

The MAC and BAC are set forth pursuant to 42 CFR § 431.12.

Alabama Administrative Code Rule No. 560-X-2-.01 – Methods for Assuring High Quality Care will establish the administrative authority for the MAC and BAC.

## **Article III – Purpose**

The purpose of the MAC is to provide an advisory role to the state on health and medical services. This includes advising on policy matters and effective administration of Medicaid programs. The committee aims to ensure that Medicaid services are accessible, high-quality, and meet the needs of Medicaid recipients.

The purpose of the BAC is to serve in an advisory role to the state on issues related to health and medical services as well as policy development. The BAC will be used by the state to ensure the program operates efficiently and as it was designed to operate.

MAC or BAC member decisions are recommendations only and do not constitute binding decisions by Alabama Medicaid.

## **Article IV – Meeting Topics**

The MAC and BAC, in collaboration with Alabama Medicaid, shall determine which topics to provide advice on. The meeting topics may include:

1. Additions and changes to services
2. Coordination of care
3. Quality of services
4. Eligibility, enrollment and renewal processes
5. Medicaid recipient and provider communications by Alabama Medicaid and Alabama Primary Care Case Management (PCCM) entities
6. Other issues that impact the provision or outcomes of health and medical care services in the Medicaid program as determined by the MAC, BAC or Alabama Medicaid.

## **Article V – Membership Terms**

Voting members will have one (1), two (2), or three (3) year terms. Members cannot serve for a consecutive term.

Alabama Medicaid may remove a member from the MAC or BAC for any of the following causes:

1. The member misses two (2) consecutive meetings without contacting Alabama Medicaid with a satisfactory explanation. Absence without just cause from a third consecutive meeting will result in immediate removal and appointment of a replacement from the same membership category.
2. The member resigns.
3. The member moves out of state.
4. The member's participation is disruptive or non-collaborative.

Alabama Medicaid will be responsible for contacting the member after the second unexcused consecutive absence.

## **Article VI – Appointments**

Membership appointments for the MAC and BAC will be made by the Medicaid Commissioner. Alabama Medicaid shall contact provider, consumer and community organizations for recommended appointees. Recommendations may also be solicited from the MAC and BAC.

The Commissioner will appoint an executive staff member to coordinate the BAC and MAC meetings. If the appointed staff member cannot attend, another executive staff member from the Alabama Medicaid Agency will attend. The state executive staff will have responsibilities as described under § 431.12(h).

For the MAC, the Medicaid Commissioner will aim to include members who represent a wide range of interests, perspectives and backgrounds, encompassing both Medicaid recipients and providers. For the BAC, the Medicaid Commissioner will aim to include a diverse group of Medicaid recipients and their caregivers.

The process for membership appointments will include the following:

1. **Outreach:** Alabama Medicaid will reach out to local community organizations, advocacy groups and service providers to identify potential members. In addition, it may use public announcements, social media and community events to invite applications.
2. **Application Process:** Alabama Medicaid will make applications for membership available to candidates interested in supporting the MAC or BAC. Application forms will be posted on the Alabama Medicaid website under the Newsroom tab, Boards and Committees webpage. Application forms will be sent to organizations that serve or support Medicaid recipients, current MAC members and advocacy groups to nominate individuals to serve.
3. **Screening and Selection:** Alabama Medicaid will review and consider completed application submissions.

4. **Final Appointment Decisions:** The Medicaid Commissioner will make final membership appointment determinations.

Appointments shall be staggered to maintain membership continuity. At the initial commencement of these Bylaws, voting members may be assigned one (1), two (2) or three (3) year terms to provide for the staggered schedule.

If a member resigns, is removed, or dies before the term period expires, a replacement will be appointed by the Medicaid Commissioner within sixty (60) calendar days of the date on which a vacancy occurred.

The Medicaid Commissioner may appoint ex-officio members and shall designate the other ex-officio members as consumer or provider representatives. Ex-officio members are non-voting committee members who are not obligated to attend meetings of the committee.

#### **Article VII — Operating Expenses**

Operating expenses of the MAC or BAC shall be borne by Alabama Medicaid. MAC and BAC committee members shall serve without compensation.

#### **Article VIII — Committee and Council Composition**

The MAC's membership composition will be in accordance with 42 CFR § 431.12(d),

The BAC membership compensation will be in accordance with 42 CFR § 431.129 (e).

#### **Article IX — MAC Officers**

For the MAC, the Executive Staff will appoint a Spokesperson and Secretary by majority vote during a regular meeting. The Spokesperson and Secretary will serve in their roles during the length of their membership terms.

The Spokesperson's duties are to call to order and to preside at all regular and special meetings of the MAC. The Spokesperson jointly sets the agenda with the Executive Staff.

The Secretary shall exercise all powers of the Spokesperson in the event of the absence of or inability of the Spokesperson to serve and shall perform such other duties as assigned by the Executive Staff.

#### **Article X — Key Roles and Responsibilities**

MAC and BAC member responsibilities shall include:

1. Completing orientation training prior to attending and participating in member's first committee meeting.
2. Attending every meeting to maintain continuity, integrity and consistency of work performed by the MAC or BAC.
3. Participating in discussions and non-judgmental active listening to different perspectives of other members.

4. Helping to analyze issues and advise the Alabama Medicaid Agency.
5. Suggesting agenda items or presentations.
6. Sharing their experiences with the Alabama Medicaid Agency.
7. Working toward providing consensus advice on specific issues.
8. Recognizing, disclosing and abstaining from voting on issues in which they have a conflict of interest.

Alabama Medicaid responsibilities shall include:

1. Developing and posting to Alabama Medicaid's website these Bylaws for the governance of the MAC and BAC.
2. Providing staff assistance, training and independent technical assistance as needed to enable the MAC and BAC to make effective recommendations.
3. Assigning an Executive Staff to help facilitate the MAC and BAC meetings. The Executive Sponsor shall keep the Medicaid Commissioner informed of all BAC and MAC discussions, deliberations and recommendations.
4. Reporting on decisions made by the agency in accordance with in 42 CFR § 431.12.
5. Setting the agenda jointly with the MAC Spokesperson.
6. Reminding members of the quarterly meeting dates at least two (2) weeks before each scheduled meeting.
7. Recruiting MAC and BAC members.
8. Orienting new members as they are appointed.
9. Maintaining and posting membership information to Alabama Medicaid's website.
10. Providing research support or preparing presentations.
11. Planning and executing all MAC and BAC meetings and developing meeting minutes.
12. Recording member disclosures of conflict of interests and potential conflict of interests in meeting minutes as well as requiring any conflicts of interest be emailed to [BAC@medicaid.alabama.gov](mailto:BAC@medicaid.alabama.gov) promptly following the meeting.
13. Posting meeting minutes including a list of meeting attendees to Alabama Medicaid's website in accordance with §431.12(h).
14. Producing and posting an annual report to Alabama Medicaid's website.
15. Providing financial arrangements, if necessary, to make possible the participation of Medicaid recipient members.
16. Providing at least one staff member from Alabama Medicaid's executive staff to attend all MAC and BAC meetings. The staff member is not required to be same individual at each MAC and BAC meeting.

#### **Article XI — Meeting Frequency and Format**

The MAC and BAC shall meet quarterly. Additional off-cycle meetings may be held as needed. The BAC must meet separately from the MAC and in advance of each MAC meeting to ensure BAC member preparation for each MAC meeting.

MAC and BAC meetings will offer a rotating, variety of meeting attendance options. These meeting options shall include:

1. All in-person attendance at neutral a gathering space accessible by public transportation,
2. All virtual attendance, and
3. Hybrid (in person and virtual) attendance options.

Regardless of which attendance type of meeting the MAC and BAC meetings are, at a minimum, telephone dial-in option will be available for its members. If the MAC or BAC meeting is deemed open to the public, a telephone dial-in option will be available for members of the public.

Meeting times and locations for MAC and BAC meetings may vary to maximize member attendance.

To facilitate participation of Medicaid recipients, MAC and BAC meetings shall be in accordance with §431.12(f).

## **Article XII — Meeting Agendas**

For the MAC, members may submit agenda items to the Spokesperson or the Executive Staff. Future agenda topics will also be discussed at the end of each MAC meeting. The Executive Staff will prepare regular meeting agendas in consultation with the Spokesperson. The Executive Sponsor will email the agenda to each member at least five (5) business days prior to the date of each meeting.

For the BAC, members may submit agenda items to the Executive Staff. Future agenda topics will also be discussed at the end of each BAC meeting. The Executive Staff will prepare regular meeting agendas. The Executive Staff will email the agenda to each member at least two (2) business days prior to the date of each meeting.

All meeting agendas will be created to allow for adequate discussion time for conflict-of-interest disclosures.

## **Article XIII — Quorum**

A quorum for the transaction of business at any regular or special meeting shall consist of a majority of the members of the MAC or BAC. MAC and BAC members are considered present to transact business if they join the meeting in person, on the telephone, or by video conference. Only voting members within the MAC or BAC may vote.

## **Article XIV — Public Input**

The meeting schedule for the MAC and BAC will be publicly posted on the Alabama Medicaid website.

These Bylaws for governance of the MAC and BAC developed by Alabama Medicaid along with a current list of members will be publicly posted on its website. BAC members have the option to include their names in the membership list and meeting minutes that will be posted publicly.

1. BAC members will be listed as Member 1, Member 2, etc., unless the Member emails a written request to the Alabama Medicaid Agency at [BAC@medicaid.alabama.gov](mailto:BAC@medicaid.alabama.gov) to be listed by name.
2. MAC members will be listed by name excluding MAC members that are BAC members. Any person who does not wish to be listed by name must request to be excluded in writing to the Alabama Medicaid Agency.

No fewer than two (2) MAC meetings per year will be open to the public. These public meetings will include a dedicated time during the meeting for the public to make comments. The public will be notified of the date, location and time of each public MAC meeting at least thirty (30) calendar days in advance of the date of the meeting.

Unless otherwise decided by BAC members, BAC meetings will not be open to the public.

#### **Article XV – Annual Report**

The MAC, with support from Alabama Medicaid, will prepare an annual report describing its activities, topics discussed and recommendations.

Alabama Medicaid will:

1. Review the prepared annual report;
2. Include responses to the recommended actions;
3. Provide MAC members with final review of the report;
4. Ensure that the MAC annual report includes a section describing the activities, topics discussed and recommendations of the BAC, as well as Medicaid's responses to the recommendations; and
5. Post the annual report to the Alabama Medicaid website within thirty (30) calendar days of it being finalized.

#### **Article XVI – Amendment**

The Bylaws may be amended by two-thirds (2/3) simple majority of the members present at any regular or special meetings of the MAC or BAC. Any proposed amendment must be provided, in writing, to all members and Alabama Medicaid executive staff at least twenty (20) calendar days before said meeting. Proposed amendments must be consistent with federal codes and Alabama statutes and must be approved by Alabama Medicaid.