

**BOARD OF DIRECTORS  
of the  
SURPLUS LINES STAMPING OFFICE OF TEXAS**

**PLAN OF OPERATION COMMITTEE  
CHARTER**

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**AUTHORITY**

1. The Plan of Operations Committee ("Committee") is a standing committee of the Board of Directors of the Surplus Lines Stamping Office of Texas ("Board") established under Section 2 (c)(9)(A) of the Surplus Lines Stamping Office of Texas - Plan of Operation. The sole purpose of the Committee is to develop and recommend changes to the Surplus Lines Stamping Office of Texas - Plan of Operation ("Plan of Operation") to improve the administration of the Surplus Lines Stamping Office of Texas.

**MEMBERSHIP**

1. The chair of the Board will appoint three (3) members of the Board to serve as members of the Committee, each to serve for a one-year term.
2. The chair of the Board will serve as an ex officio member of the Committee.
3. The chair of the Board will appoint the Chair of the Committee or, in the alternative, delegate to the Committee members the authority to elect the Chair of the Committee. The chair of the Board will fill vacancies on the Committee and may remove a Committee member at any time, with or without cause.

**OPERATIONS**

1. The Committee will meet with such frequency as it may determine necessary. The Chair of the Committee will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present.
2. The Committee is subject to and shall publish notice of its meetings as required by Chapter 551 of the Texas Government Code (Texas Open Meetings Act) and shall also be subject to Chapter 552 of the Texas Government Code (Texas Public Information Act).
3. The Committee will keep minutes of its meetings and will report its activities to the Board on a regular basis at the Board meeting immediately following the Committee meeting.
4. The Committee may invite any director, officer, employee, outside advisor or other individual who is not a Committee member to attend Committee meetings or meet with Committee members, but such persons will not have voting power and will not serve as Committee members.



5. The Committee will review this charter annually and submit to the Board a recommendation for any proposed changes for the Board to review and consider for submission to the Deputy Commissioner of the Financial Regulation Division of the Texas Department of Insurance or the Deputy Commissioner's designee in accordance with Section 2 (c)(11) of the Surplus Lines Stamping Office of Texas - Plan of Operation.

### **RESPONSIBILITIES**

1. Prior to the Annual Meeting of the Board, develop and recommend to the Board, changes or amendments to the Plan of Operation for the Board to submit to the Commissioner of the Texas Department of Insurance for review and approval in accordance with Tex. Ins. Code §981.153 and Section 2 (c)(5)(b) of the Surplus Lines Stamping Office of Texas - Plan of Operation.

Adopted by the Board of Directors of the Surplus Lines Stamping Office of Texas on December 13, 2023.

A handwritten signature in blue ink, appearing to read 'Jeff Klein', is written over a horizontal line.

Jeff Klein, Committee Chair  
Board of Directors  
Surplus Lines Stamping Office of Texas