

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Structure and Operation of Special Committees
CLASSIFICATION:	Committee
POLICY NUMBER:	06-02-CMT
DEPARTMENT COORDINATOR	Executive
MOTION:	Russ Childers
DATE APPROVED:	June 12, 2006
APPROVED BY:	Board of Trustees
AMENDED:	May 21, 2012
SUNSET:	2018

PURPOSE: To provide organizational and operational structure for NAHU Committees not otherwise provided in these Policies and Procedures. This includes Special Committees, created by the Board of Trustees and intended to last beyond the term of the current Board.

POLICY: The Committees of NAHU shall have a standard structure and method of operation.

PROCEDURE(S):

Committee Chair:

Each Committee created by the Board of Trustees will have a Chair appointed by the President of the Association. This individual will serve as Executive Officer of the Committee, will represent the Committee to the Board of Trustees and NAHU, and will call and chair meetings of the Committee. The chair will direct the policymaking efforts of the Committee, establish goals and directions for the Committee and coordinate the activity of the Committee with NAHU's other Committees and the Board of Trustees.

Committee Vice Chair:

Each Committee created by the Board of Trustees will have a Vice Chair appointed by the President of the Association on the recommendation of the President Elect. The Vice Chair will assist the Chair in his/her duties and will serve as Chair in his/her absence. The Vice Chair will assume the duties of the Chair in the following year, if appointed by the President.

Regional Committee Chairs or General Members:

Each Committee, at the discretion of the President and President Elect with the advice of the BOT, shall have either Regional Chairs or General Members who will be appointed as described later in this Policy and Procedures, and will be responsible for:

1. Participating in Committee meetings
2. Soliciting opinions, comments and suggestions from the states they are responsible for regarding plans and activities of the Committee
3. Facilitate communications between the Committee, State and Local Committee chairs, and RVPs to ensure that NAHU actions are effectively communicated and disseminated to members
4. Report states' issues to the Committee
5. Update RVPs on activity in the regions for which they are responsible

Board Liaison:

The President of the Association shall appoint a member of the Board of Trustees to serve as a member of each committee in order to facilitate communication between the committee and the Board of Trustees.

Staff Liaison:

The Executive Vice President/CEO will assign a liaison from the staff to work with each Committee. This individual will facilitate the activities of the Committee.

Appointment and Service of Regional Committee Chairs or General Members:

The President of the Association, with the advice of the Committee Chair, the Regional Vice President and other appropriate officers, at least 30 days prior to the National Convention, will appoint the Regional Committee Chairs or General Members. The incoming Committee Chair will choose a person(s) who will be able to perform all the duties of the position and make a recommendation no later than 60 days prior to the National Convention. Only active members of NAHU in good standing may serve as Regional Committee Chairs or General Members. The decision of the President will be communicated to both the RVP, Committee Chair and to the appointed regional chair in writing.

Ratification of Committee Chairs and Vice Chairs:

At a meeting of the Board of Trustees at annual convention, the incoming president will put forth a motion to ratify the slate of incoming national committee and advisory group chairs, vice chairs and general members. This board action will complete the installation process.

Task Force Sunset and Continuation:

At a meeting of the Board of Trustees at annual convention, the incoming president will declare which task force(s), if any, will continue past June 30.

Limit on Committee Service:

Service on any committee will be limited to four years. Service for one year as Vice Chairman and one year as Chair or any service as a liaison from the Board of Trustees shall not count towards this limit. Service on any one committee shall not count toward the limit on service to any other committee.

Committee Participation and Voting:

While all individuals, including non-members, staff and other invited parties assigned or appointed to committees, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing serving as Chair, Vice Chair, Regional Chair or other Committee Members shall be authorized to vote on decisions made by the committee. The committee chair will actively solicit the views and input of all committee members and all members may participate in polls of the committee and "straw votes", provided that these votes are non-binding and are taken to determine the prevailing opinion of the committee participants.

Notification of Scheduled Meetings and Teleconferences:

Committee members will be notified no later than one (1) week prior to the actual meeting or teleconference date by e-mail or verbal communication.

Minutes:

All committees shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The Staff Liaison shall distribute these minutes to the BOT and minutes shall be posted on the Board web site.

FINANCIAL IMPACT: No financial impact