

# Policies and Procedures

## Elections



### **Purpose:**

The leadership of LAAHU should represent the membership of LAAHU. That leadership should also have the time to prepare for their year of service. The purpose of this P&P is to establish a timeline and process for achieving these goals.

### **Policy:**

Elections to the LAAHU Board should be conducted early enough in the year to provide time for strategic planning and a smooth transition from one board to the next.

### **Procedure:**

1. The LAAHU Nominating Committee should be chaired by the Immediate Past President. If the Immediate Past President cannot fulfill this responsibility the President should nominate and the Board shall elect by majority vote an alternative chair for the nominating committee.
2. The nominating committee shall present to the LAAHU Board a slate of nominees for the upcoming year's Board by the March Board meeting.
3. The Board will cause the list of nominees to be publicized to the Board Membership the Monday immediately following the March Board meeting. This may be accomplished by email or regular mail. Posting the nominations on the LAAHU web site is not sufficient notification in and of itself, but is encouraged.
4. The communication to the membership described above will notify members they may submit their name for consideration for any Board position by:
  - a. Within 14 days of the member communicating their intent to run for a specific office to the chair of the nominating committee and to the LAAHU president.
  - b. Identify at least three LAAHU members other than themselves who support their candidacy for the office.
  - c. The nominating committee shall confirm the support of the members identified in the letter.
5. No later than the March Board meeting, the Board shall set a date for the election of Board members for the following year. This date should be announced at the March membership meeting (if any) and posted on the web site.
6. At the designated meeting, the chair of the nominating committee will oversee the election of the new Board.
  - a. The nominating committee chair will move to accept the nominating committee's recommendations for any position that is uncontested. Upon a second of the motion, the nominating chair will ask for a vote of the membership to accept the nominations. If the vote is successful, the uncontested nominees are elected.
  - b. For contested positions, the nominating committee chair will invite each candidate to give a threeminute speech concerning their credentials. Only the candidates may participate in this presentation.

c. Upon completion of all speeches the nominating committee chair will oversee a vote among the contested candidates by secret, written ballot. The nominating committee chair will invite three LAAHU members to count the ballots. Each candidate may send an observer to the counting process.

d. The candidate receiving a majority of votes cast by the membership in attendance will be elected to the contested position. If no candidate receives a majority of the votes in the first voting round, the top two candidates will participate in a second round of voting. This voting will be the next order of business and no second round of speeches will be conducted.

e. If the second round of voting results in a tie the winner will be determined by flipping a coin flip.

**Procedure:**

*Approved: \_\_\_\_\_ 2017*

*Sunsets: \_\_\_\_\_ 2020*

# Policies and Procedures Charitable Giving



## **Purpose:**

Contributing to charitable organizations is a way for LAAHU members to pay forward the rewards they've earned through their professional activities while creating good will and visibility for their profession and for LAAHU. In choosing recipients for these contributions, LAAHU's ability to achieve the purpose of its charitable giving can be enhanced by coordinating its giving activities with other NAHU chapters and organizations including the NAHU Education Foundation and any similar foundation created by CAHU. Similarly, LAAHU's fundraising efforts will be bolstered when a member or members has a "special connection" to a charity. LAAHU should consider all these factors when selecting recipient charities. The purpose of this P&P is to outline how the LAAHU Board will pursue this purpose.

## **Policy:**

In selecting charities to support, the LAAHU Board should consider a charity's:

1. credibility and integrity;
2. contribution to the Los Angeles community;
3. positive reflection on LAAHU and its members;
4. relationship to a LAAHU member or members;
5. connection to efforts by the NAHU Education Foundation or similar organizations; and
6. history with LAAHU.

No single consideration should be determinative. Nor should the Board feel constrained to support a single charity in a year.

## **Procedure:**

1. Prior to the Board's annual strategic planning session, the president-elect should seek input from the current board, incoming board and others concerning potential charities for the association to support.
2. During the Board's annual strategic planning session, the president-elect should recommend charity or charities for the Association to support in the coming year. Other participants in the strategic planning session should be entitled to recommend additional charities.
3. The individual recommending a charity for support should clearly articulate how the charity stands in light of the six considerations listed above.
4. During the strategic planning session the Board should select, by majority vote of those in attendance, the charity or charities the Association will support in the coming year.
5. Nothing in this P&P should prevent the Board from considering the support of additional charities later in the year. However, the Board should add an additional charity or charities to the list only if the Board finds there is a bona fide reason the added charity was not on the list developed during the strategic planning session.

## **Procedure:**

*Approved:* \_\_\_\_\_ 2017

*Sunsets:* \_\_\_\_\_ 2020

# Policies and Procedures

## Budgeting



### **Purpose:**

The LAAHU Board is responsible for the financial wellbeing of the Association. A responsible budget is critical to fulfilling this fiduciary obligation. Consequently, the Association's budget should be based on the results of the annual strategic planning session and adopted in a timely manner. The incoming president and incoming Treasurer should be responsible for assuring the Board achieves this timeline and produces a meaningful and responsible budget.

### **Policy:**

LAAHU's annual budget should reflect the plans and goals of the Association, be completed and updated in a timely manner, and reflect a prudent approach to maintaining the financial health of the Association.

### **Procedure:**

1. The LAAHU Board should adopt an annual budget at its first meeting of each Association year.
2. The Treasurer should report on the Association's finances at each Board meeting including presenting any meaningful differences between incurred and budgeted revenues or expenses.
3. At least 20 days prior to a strategic planning session the current Treasurer should provide each incoming board member with an estimate of Association spending related to the incoming board member's area of responsibility.
4. The incoming Treasurer should present to the incoming Board a proposed budget based on the strategic planning session no later than 10 days after the strategic planning session. This recommended budget should reflect the plans and goals identified and approved by the Board in the strategic plan. This recommended budget should be the basis for the Board's discussion leading to the adoption of the annual budget at its first meeting of the Association year.
5. The Treasurer should include in the recommended budget a reserve of at least 50% of the association's expected annual spending. If the Treasurer recommends a budget with a reserve of less than 50% of the association's expected annual spending the Treasurer must point out this determination and explain the reasoning behind it. The adopted budget may include a reserve of less than 50% of expected annual spending only if a majority of the Board in attendance explicitly votes to do so and a quorum is present. Funds from the reserve may be spent only by a majority vote of the Board in attendance at a meeting in which a quorum is present.
6. The Board may modify the budget at any time during the Association year by a majority vote of members in attendance at a meeting in which a quorum is present. The minutes should clearly state the rationale for the Board modifying the Association's budget mid-year.
7. Expenses Approved During the Current Board Year that will be Incurred During the Next Board Year. The approval of an expense that will be incurred during the next board year (but needs to be approved prior to June 30th) should be voted on by the current year's Board of Directors. For transparency purposes all information regarding the motion and vote by the current Board of Directors should be emailed or communicated to the newly elected board members prior to the start of the new board year.

### **Procedure:**

Approved: \_\_\_\_\_ 2017

Sunsets: \_\_\_\_\_ 2020

# Policies and Procedures

## Strategic Planning



### **Purpose:**

Strategic planning sessions, among other benefits, allow the incoming board to establish shared goals for the coming Association year, identify needed resources, and develop a realistic budget. Strategic planning sessions are effective, however, only to the extent they are done in a timely manner and with the full participation of all incoming Board members. LAAHU's strategic planning session should result in a written strategic plan with clear assignments and goals for all Board members. This strategic plan should be reviewed on a regular basis by the Board during its regular meetings. The purpose of this P&P is to outline how the Board will achieve these goals.

### **Policy:**

The LAAHU Board will conduct a strategic planning session prior to the start of each plan year. Every incoming board member is expected to fully participate in the session, including presenting their plans and goals for the coming year.

For each plan or goal presented at the strategic planning session, the presenting incoming board member should at a minimum discuss the:

1. anticipated benefits for the membership;
2. anticipated costs;
3. advantages and obstacles that will impact the Association's ability to implement the plans or goals.

### **Procedure:**

1. The LAAHU Board should conduct an annual strategic planning session each May or June at a time and date that assures participation of the most members possible.
2. The incoming president will be responsible for creating an agenda for the session and scheduling adequate time for each participant to fully present their plans and goals for the upcoming year. The incoming president or the incoming president's designee should chair the strategic planning session.
3. At least 10 days prior to the strategic planning session each incoming board member should provide the Association's executive director or other individual designated by the incoming president with a draft strategic plan for their area of responsibility. The executive director or designee should assure that copies of these plans are provided to each incoming board member at least one week prior to the strategic planning session.
4. At least two weeks prior to strategic planning session the Treasurer should provide each board member an estimate of expenses to be incurred in the current year for each area of responsibility in order to allow incoming board members to estimate the cost of their plans.
5. The Board should be asked to accept the recommended plans and goals of the incoming board members. If the Board fails to accept the proposed plans and goals the incoming board member should submit a revised plan prior to the first meeting of the new plan year.
6. The Board should seek to adopt a final strategic plan during the strategic planning session and no later than the first meeting of the new plan year.

### **Procedure:**

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Sunsets: \_\_\_\_\_ 2020

# Policies and Procedures Committee Leadership



## **Purpose:**

The long-term success of LAAHU depends on the development of future leaders. This can best be accomplished through the establishment and maintenance of strong committees and the designation of vice chairs for each committee

## **Policy:**

LAAHU is committed to ensuring the long-term strength of the chapter by requesting Board Chair actively recruit members to be involved on their respective committees and recruit a Vice Chair.

Each LAAHU Board Chair is responsible for recruiting members to serve on their committees with the goals of identifying members with strong leadership skills and sharing the committee's workload across a larger number of active committee members.

Each LAAHU Board Chair is responsible for recruiting a Vice Chair capable of leading the committee in the Chair's absence and capable of becoming committee Chair in the future.

## **Procedure:**

1. Prior to the LAAHU Strategic Planning session, each Board Chair will identify 2-to-5 LAAHU members capable of and willing to serve on the Committee. The Committee Chair will include the names of these committee members as part of their strategic plans.
2. Prior to the LAAHU Strategic Planning session, each Board Chair will identify a vice-chair capable of and willing to serve on the Committee. The Committee Chair will include the name of the Vice Chair as part of their strategic plans.
3. Nothing in the P&P prevents a Committee Chair from adding additional members to their committee.

## **Procedure:**

*Approved:* \_\_\_\_\_ 2017

*Sunsets:* \_\_\_\_\_ 2020

# Policies and Procedures

## Fiscal Responsibility Concerning Events

### **Purpose:**

The LAAHU Board has a fiduciary responsibility to its members concerning the use of funds. By their nature, fundraising and spending in relation to events are most at risk for fiscal problems due to the large number of uncertainties that surround them (member interest, sponsorship support, impact of weather or other factors beyond the control of event organizers). Consequently, the oversight of such events should be structured to assure events are conducted and managed in a financially responsible manner.

### **Policy:**

Careful attention to the financial status of events should be maintained by the LAAHU Board throughout their planning, execution and follow-up. To assure this, one or more Board members should be designated as "accountable parties" for each event. These accountable parties are responsible for managing the costs and revenues associated with their events, keeping the full Board apprised of the financial status of events, and raising concerns as soon as the accountable party is made aware of threats to the financial status of events.

### **Procedure:**

1. The President should assure that each event has at least one accountable party.
  - a. For regular member meetings, the Professional Development Chair is the accountable party for such meetings.
  - b. For Vanguard Council-sponsored events, the Vanguard Council Chair is the accountable party for such meetings.
  - c. For the annual sales convention (often referred to as U-Day), the President-Elect is the accountable party.
  - d. For all other events, the President will recommend to the Board at least one accountable party for the event. The Board will designate an alternative accountable party for each event.
2. Accountable parties must be members of the LAAHU Board.
  - a. Accountable parties will usually chair the event committee. If the accountable party does not chair the event committee, the chair must be a member of the LAAHU Board. The accountable party and event chair will report on the event's finances at the monthly board meeting.
3. Event planning committees will follow the established guidelines of getting board approval on financial items that exceed the approved event budget.

### **Procedure:**

Approved: \_\_\_\_\_ 2017

Sunsets: \_\_\_\_\_ 2020

# Policies and Procedures

## Event Stipends Giving



### **Purpose:**

Attending NAHU and CAHU events are important development opportunities for upcoming LAAHU leaders. Depending on the event, certain LAAHU Board Members are expected to attend. In addition, these events provide LAAHU a chance to influence the direction of CAHU and NAHU. The purpose of this P&: is to outline how LAAHU can encourage participation in these state, regional and national Health Underwriter events by providing stipends to LAAHU members attending them.

### **Policy:**

Each year the LAAHU board should budget for stipends for LAAHU members attending state, regional and national Health Underwriter events. In determining the amount of the stipends and who should be eligible to receive them, the LAAHU Board should consider:

1. the cost of the event;
2. the number of voting delegates LAAHU may have at the event;
3. the board positions requested to be at the event by the event sponsor;
4. individuals identified for future leadership roles in the Association
5. the location and duration of the event and topics to be covered there
6. the ability of the association to support attendance

The Association should encourage participation, but recognizes it is important for participants to demonstrate some commitment to participating in the event. Consequently, unless there is a compelling reason otherwise, the stipend amount should not amount to 100% of the cost of attending the event.

As a condition of receiving a stipend, the recipient must participate in the business of the sponsored event. For example, subsidized individuals attending the NAHU House of Delegates as delegates or alternates must attend the House of Delegates.

### **Procedure:**

1. The Treasurer will be responsible for proposing a budget for stipends as part of the Association's initial recommended budget prior to or at the start of the Association year (please see Budget P&P). The budget should be based on known state, regional and national Health Underwriter events and reflect the considerations described in the Policy section of this P&P.

2. In approving the Association's budget the Board should identify the funds and qualifications for stipends by event (e.g., available funds and qualifications for the NAHU convention, for the CAHU Capital Summit.

3. Prior to each event, the President should identify the individuals eligible for a stipend from LAAHU and submit the list for approval to the Board as a regular motion. This list may be revised after the Board's adoption to reflect the ability of recipients to attend the event, fully participate in the event or if the initial recipient declines the stipend.

4. As a condition of receiving the stipend, recipients should be required to agree to fully participate in the event. This assurance may be submitted to the President or other reasonable means.

*Approved:* \_\_\_\_\_ 2017

*Sunsets:* \_\_\_\_\_ 2020