

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

POLICY TITLE:	BoT Decision Process
CLASSIFICATION:	Board
POLICY NUMBER:	03-02-B
MOTION:	Beth Ashmore
DATE APPROVED:	June 27, 2003
AMENDED:	March 28, 2009, January 21, 2012
SUNSET DATE:	2018

PURPOSE: To establish an effective process of decision making.

POLICY: The Board of Trustees shall follow the NAHU Rules of Conduct when analyzing budget items, policy items, or position statements.

The NAHU Rules of Conduct include the following:

1. The NAHU BOT will be familiar with, and knowledgeable of NAHU's Bylaws and P&Ps.
2. For all meetings including those conducted by teleconference, a complete agenda will be distributed 5 days in advance including relevant reports and background materials.
3. Meetings will start and end on time and articulate a valid purpose.
4. The President will be respected and will actively use his/her authority to advance the meeting, using the standard rules of order.
5. Board decisions/votes will be conducted under standard rules of order and documented including dissenting opinions.
6. BOT members and staff will give their full attention to each meeting and make every endeavor to avoid other communications or distractions.
7. The Board of Trustees shall act as a body; while individual opinions are encouraged, once a vote has been taken, all members of the Board will support the decision.
 - a) Exceptions will be made for dissenting opinions based on moral objections.
8. All recommendations should be accompanied by a written report to include:
 - a) Project / Purchase description
 - b) Goal(s) of the endeavor
 - c) Pros and Cons relating to the project
 - d) Staff requirements
 - e) Other committee member requirements
 - f) Workflow including a timeline for completion
 - g) Budget requirements including a fiscal impact statement that addresses:
 1. Adequacy: revenue should be adequate to fund the proposed endeavor;
 2. Efficiency: expenditure should be as broad as possible to minimize the impact to any one line item;
 3. Simplicity: endeavor should be as simple and clear as possible to minimize administrative and audit costs;

4. Accountability and Transparency: endeavor should be easy to monitor and evaluate and be subject to periodic review;
 5. Beneficial: endeavor shall be beneficial to NAHU on one or more levels: recurring benefit, nonrecurring benefit, non-quantifiable benefit;
 6. Costs: the cost of the endeavor quantified on a one-time or annual cost on a recurring or non-recurring basis. Cost analysis shall include an evaluation of the overall current global budget position including any pended projects not currently reflected.
- h) The role of the endeavor in the NAHU Strategic Plan or in advancing NAHU's mission.

FINANCIAL IMPACT: Cost of meetings and teleconferences.