

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

POLICY TITLE:	BoT Decision Process
CLASSIFICATION:	Board
POLICY NUMBER:	03-02-B
MOTION:	Beth Ashmore
SECONDED:	Tom Kaufman
DATE APPROVED:	June 27, 2003
RENEWED:	March 21, 2006
AMENDED:	March 28, 2009
SUNSET DATE:	2012

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. Review written report provided by whole committee/s describing the project or purchase with goals, coordination with staff and determination of timelines, budget, workflow, dissenting opinions and why. Review other committees or staff that may need to be involved or impacted by project or purchase. We will start and end our meetings on time, based on the agenda and will articulate a valid purpose for each meeting.
2. We will be familiar with, and knowledgeable of NAHU's bylaws and P&Ps.
3. We will keep NAHU's mission and strategies in mind at all times.
4. We will have a complete agenda and strive to distribute it with timelines, background materials and topics 5 to 7 days in advance, so all involved will be informed by the time of the meeting.
5. We will outline an action plan (who/what/when) and follow it through to completion and distribute/communicate the results to the members.
6. We will have no additional communication or distraction during the meeting. Once a decision has been made, we will strive not to re-vote.
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 actively and publicly support the decision, regardless of his/her personal feelings.
8. The chair position will be respected and the chair will actively use his/her authority to advance the meeting, using the standard rules of order.
9. Committee members will communicate the results of the meeting, including context of the decisions, to the membership.
10. We will hold ourselves and our peers on the board/committee accountable to following these rules.

PROCEDURES:

The applicability of the following procedures may be determined by majority vote of the Board of Trustees:

- I. Review the presenter's written report based on the following factors:
 - a. Project / Purchase description
 - b. Goal(s) of the endeavor
 - c. Staff requirements

- d. Other committee member requirements
 - e. Budget requirements
 - f. Workflow including a timeline for completion
 - g. A list of who is in support of the endeavor and the reason why, and who is not in support and the reason why
- II. Review the endeavor in coordination with the current NAHU strategic plan.
- III. Prepare a fiscal impact report to include:
- a. **Adequacy:** revenue should be adequate to fund the proposed endeavor
 - b. **Efficiency:** expenditure should be as broad as possible to minimize the impact to any one line item
 - c. **Simplicity:** endeavor should be as simple and clear as possible to minimize administrative and audit costs
 - d. **Accountability and Transparency:** endeavor should be easy to monitor and evaluate and be subject to periodic review
 - e. **Beneficial:** endeavor shall be beneficial to the association on these levels: non-recurring, recurring, non-quantifiable benefits
 - f. **Costs:** endeavor shall cost the association on these levels: non-recurring, recurring, total life cost, pending projects. Evaluation of overall current global budget position including any PENDED projects not currently reflected and any items previously taken from reserves in this fiscal year.

Date

Attested by Secretary