

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

POLICY TITLE:	Implementation of policy and procedures
CLASSIFICATION:	Executive
POLICY NUMBER:	95-01-B
DEPARTMENT COORDINATOR:	Executive
MOTION:	Mel Schlesinger
SECONDED:	Denny Ebersole
DATE SUBMITTED:	
APPROVED BY:	Board of Trustees
AMENDED:	December 14, 2007
SUNSET DATE:	2020

PURPOSE: To facilitate the process of implementing new and amended Policy and Procedures and disseminating information about such changes and amendments to the membership.

POLICY: All new and amended non-personnel policies and procedures shall be considered to be ratified and applicable upon the approval/amended date. Such policy and procedures shall be distributed to all state and local chapter presidents within 45 days of date they were approved. The board may readdress a new and/or amended policy and procedure if, within 90 days of distribution, substantive comments are received from more than 10% of then-current state and local chapter presidents.

PROCEDURE(S): New and amended policy and procedures will be sent to state and local chapter leadership via the most appropriate and timely manner. Regional Vice Presidents are required to bring these new P&Ps to the attention of their chapter presidents through their regular forms of communication.

FINANCIAL IMPACT: Implementation of this P&P will incur no new operating cost.