

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

POLICY TITLE:	Standard Association Meeting Minutes Book
CLASSIFICATION:	Executive
POLICY NUMBER:	94-04-EX
DEPARTMENT COORDINATOR:	Executive
MOTION:	Julia Steverson
SECONDED:	David Saltzman
DATE SUBMITTED (INITIAL):	June 8, 1994
DATE APPROVED:	February 11, 1995
AMENDED:	March 2004, June 23, 2006, March 28, 2009
SUNSET DATE:	2012

PURPOSE: To establish a replicable trail and institute correct minutes keeping, including the accurate recording of the results of motions by the NAHU Board of Trustees and to assure the distribution of this information to the NAHU BOT and members.

POLICY: Every motion of the BOT shall be recorded and distributed to the BOT within 15 days of the meeting. All written material referred to in minutes must also be a part of the minutes. Permanent copies of all minutes will be maintained at the National headquarters.

PROCEDURE(S): The Executive Vice President/CEO is directed to maintain all originals, and provide for their timely distribution to the Board. The EVP shall post all minutes and attachments on the Board website and distribute them to chapter presidents through "The Leader" electronic newsletter.

FINANCIAL IMPACT: None