

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

POLICY TITLE:	Legislative Council Structure
CLASSIFICATION:	Legislative
POLICY NUMBER:	00-01-L
DEPARTMENT COORDINATOR:	Legislative
MOTION:	Beth Ashmore
SECONDED:	Bynum Tuttle
DATE SUBMITTED (INITIAL):	February 25, 2000
DATE APPROVED:	June 27, 2003
APPROVED BY:	Board of Trustees
AMENDED:	May 16, 2011
SUNSET DATE:	2014

PURPOSE: The Legislative Council works to develop and advocate market-based solutions to provide for continued and improved accessibility and affordability of health, disability, and long-term care insurance, employee benefits, and other products designed to meet the health, financial and retirement security needs of the American people. The council oversees grassroots initiatives and the advocacy of sound health policy throughout the legislative and regulatory process.

POLICY: The Legislative Council provides legislative and regulatory advice to NAHU's Board of Trustees and promotes communication of legislative and regulatory issues among NAHU's members and Chapters. The Council will meet regularly by phone and in person at the annual Capitol Conference and National Convention. The Legislative Council in its structure and operation shall conform to the NAHU bylaws.

PROCEDURES:

- I. **Legislative Council Chair:** This individual, appointed by the President of NAHU, will serve as Executive Officer of the Council and will represent the Council on the Board of Trustees and other NAHU bodies. The Chair will chair meetings of the Council and will serve as or appoint a member of the Council to serve as the Council's liaison to HUPAC. The Chair will direct the policymaking efforts of the Council and will serve as Chair of the Legislative Management Team to establish goals and directions for the Council.
- II. **Legislative Council Vice Chair:** This individual, appointed by the President of NAHU on the recommendation of the President-elect, will serve as the Operating Officer of the Council, will serve on the Legislative Management Team, and will chair the Capitol Conference. The Vice Chair will coordinate the annual review of the Association's Legislative Policies as provided in Policy 00-02-L.
- III. **Associate Chair for Senior Issues:** This individual will coordinate the Council's activities concerning issues relating to policy development related to Senior Issues.

- IV. **Associate Chair for Long Term Care:** This individual will coordinate the Council's activities concerning issues relating to policy development related to long term care issues.
- V. **At Large Committee Members:** The Legislative Council Chair will appoint ten additional legislative council members based on an interest in and commitment to the mission of the Legislative Council and expertise in areas consistent with the practice demographics of the NAHU membership, subject to approval of the NAHU President. The Legislative Council members will be responsible for participating in Legislative Council meetings and teleconferences and participating in policy discussions and projects at the direction of the Chair and Vice Chair.
- VI. **Board Liaison:** The President of the Association shall appoint a member of the Board of Trustees to serve as a member of each committee in order to facilitate communication between the committees of the Association and the Board of Trustees.
- VII. **Staff Liaison:** The Executive Vice President will assign a liaison from the staff to work with each committee on an ongoing basis. This individual will facilitate the activities of the committee(s).
- VIII. The Legislative Council shall monitor state and federal legislative and regulatory activity, recommending appropriate action to the Board of Trustees, monitoring ongoing projects being coordinated between Council members and staff. It shall develop legislative and regulatory policy positions for the Association and recommend adoption of such policies to the Board of Trustees. It shall review requests for use of the Federal Legislative Defense Fund and the State Legislative Defense Fund and make recommendations to the Board of Trustees for action.
- IX. **Legislative Management Team:** This team will be comprised of the following individuals:
- a. Legislative Council Chair
 - b. Legislative Council Vice Chair
 - c. Board of Trustees Liaison for Legislative Council
 - d. NAHU President
 - e. Executive Vice President
 - f. Senior Government Affairs Staff

This group will serve to coordinate actions of the Council and the Board of Trustees. This group shall also serve as the emergency legislative action team, acting for the Legislative Council in situations where it is impractical to convene the entire Council. It will also serve as the emergency recommendation team to the Board of Trustees regarding Legislative Defense Fund disbursements. Any matters shall be reviewed by the whole Legislative Council whenever possible, prior to presenting to the Board of Trustees. This group, in its structure and procedures, will act in accordance to the NAHU bylaws. The President, President-elect and Legislative Council Chair shall have authority for

emergency policymaking when there is not sufficient time for full Board of Trustees consideration and to vote on an issue.

- X. **Appointment and Service of Legislative Council Members:** The President of NAHU, with the advice of the Council Chair, at least 30 days prior to the National Convention, will appoint the members of the Legislative Council. The incoming Council Chair will choose a person(s) who they feel will be able to perform all the duties of the position and make a recommendation no later than 60 days prior to the National Convention. Only active members of NAHU in good standing may serve as members of the Legislative Council. The decision of the President will be communicated to the Council Chair and to the appointed Legislative Council Member in writing. The Council Chair shall make recommendations to the incoming President-elect concerning the appointment of the Legislative Council Vice Chair.

- XI. **Limit on Committee Service:** Service on any committee will be limited to four years. Service for one year as Vice Chairman and one year as Chair or any service as a liaison from the Board of Trustees shall not count towards this service limit. Service on any one committee shall not count toward the limit on Membership Council on any other committee. 120 days before the change of Board of Trustees terms, staff will provide to the President-elect, RVPs and committee Vice Chairs a list of all committee members and the length of their service on these committees. Individuals who have served on the committee for four years as noted above shall not be reappointed

- XII. **Committee Participation and Voting:** While all individuals, including nonmembers, staff and other invited parties assigned or appointed to committees, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing who have been appointed as members of the Legislative Council shall be authorized to vote on decisions made by the Council.

- XIII. **Notification of Scheduled Meetings and Teleconferences:** Council members will be notified no later than one week prior to the actual meeting or teleconference date by email or verbal communication. This notification will be initiated from the national office by the Council Chair.

- XIV. **Minutes:** All committees shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The Staff Liaison shall distribute these minutes to the Board of Trustees and minutes shall be posted on the Board of Trustees web site or distributed by mail or email to the chapters

FINANCIAL IMPACT: none