

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

POLICY TITLE:	Legislative Council Structure
CLASSIFICATION:	Legislative
POLICY NUMBER:	10-05-L
DEPARTMENT COORDINATOR:	Legislative
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

**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 Idaho 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 IAHU’s Board of Trustees and promotes communication of legislative and regulatory issues among IAHU’s members and Chapters. The Council will meet regularly by phone and in person at the annual Day on the Hill and State Strategic Planning Meeting. The Legislative Council in its structure and operation shall conform to the IAHU bylaws.

**PROCEDURES:**

**I. Legislative Council Team:** This team will be comprised of the following individuals

- i. State Legislative Chair
- ii. State Legislative Vice Chair
- iii. BOT Liaison for Legislative Council
- iv. IAHU President
- v. Executive assistant
- vi. Local Legislative Chairs
- vii. State Lobbyist or Monitor
- viii. State HUPAC Chair

**II. Legislative Council Chair:** This individual, appointed by the President of IAHU, will serve as Executive Officer of the Council, will represent the Council on the Board of Trustees and other NAHU bodies, 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 IAHUPAC. The chair will direct the policymaking efforts of the Council.

**III. Legislative Council Vice Chair:** This individual, appointed by the President of IAHU on the recommendation of the President Elect, will serve as the Chair in the absence of the Chair. The Vice Chair will work directly with the Local Legislative Chairs regarding local issues within their respective locations and on other projects as assigned by the Chair.

**IV. Local Legislative Chairs:** These individuals, one from each local chapter of IAHU, will be appointed as described in this policy and procedure, and will be responsible for:

- a. Participating in Legislative Council meetings
- b. Soliciting opinions, comments and suggestions from the states in their region regarding proposed and existing policy
- c. Facilitate communications between Council and Local Boards to ensure that IAHU Policies and actions are effectively communicated and disseminated to members, and report their locals' issues to Legislative Council.
- e. Participate in monthly local Board meetings to discuss legislative and regulatory developments in state and nationally.

**V. Board Liaison:** The President of the Association shall appoint a member of the Board of Trustees to serve as a member of the Legislative Council in order to facilitate communication between the Council and the Board of Trustees.

VI. The Legislative Council shall monitor state legislative and regulatory activity, recommending appropriate action to the BOT 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 BOT.

**VII. Committee Participation and Voting:** While all individuals, including staff and other invited parties assigned or appointed to the Council, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing serving as State Chair, State Vice Chair, Liaison, President, Local Legislative Chair shall be authorized to vote on decisions made by the Council. The Council chair will actively solicit the views and input of all committee members and all members may participate in polls of the Council and "straw votes", provided that these votes are non-binding and are taken to determine the prevailing opinion of the Council as a whole.

**VIII. Notification of Scheduled Meetings and Teleconferences:** Committee members will be notified no later than one (1) week prior to the actual meeting or teleconference date by e-mail or verbal communication. This notification will be initiated by the Council Chair.

**IX. 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 BOT and Membership Council and minutes shall be posted on the Board web site or distributed by mail or email to the Chapters

FINANCIAL IMPACT: none

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Date

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Attested by Secretary