

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

POLICY TITLE: Nominations Committee
CLASSIFICATION: Committee
POLICY NUMBER: 12-07
MOTION: Dave Munger
SECONDED: Tara Tandrow
DATE APPROVED: December 2018
SUNSET DATE: 2021

PURPOSE: To establish a Nominations Committee & guidelines to ensure the ongoing continuity of leadership to the IAHU Executive Committee

POLICY: The role and responsibility of the Nominations Committee shall be to compile a list of candidates for the offices of Secretary and President-elect to be filled at the Association's annual meeting. As a part of its responsibilities, the committee shall email its report to the Secretary not less than forty five (45) days prior to the annual meeting of the association.

PROCEDURE:

1. The Nominations Committee shall consist of the IAHU President-elect, IAHU President, one IAHU Past- President and the Immediate IAHU Past-President. The Committee shall be chaired by the Immediate IAHU Past-President.
2. The duties of this Committee shall be to solicit & receive nominations and prepare a slate of candidates for the offices of Secretary and President-elect. The Nominations Committee shall have general charge of the election process including the preparation, distribution, collection and counting of ballots. The Committee shall also report the election results.
3. The Nominations Committee shall prepare a ballot containing at least one qualified nominee for each officer position and distribute the ballot to all active IAHU members at least one (1) month prior to the date of the annual meeting. The ballots shall be cast in person at the annual meeting.

FINANCIAL IMPACT: Cost of printing ballots.

Date

Attested by Secretary