

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

**POLICY TITLE:** Association Minutes

**CLASSIFICATION:**

**POLICY NUMBER:** 3003

**COORDINATOR:** Secretary (VP of Finance)

**MOTION:** Maggie Stedt

**SECONDED:** Craig Gussin

**DATE SUBMITTED (INITIAL):**

**DATE APPROVED:** August 17, 2015, June 21, 2022

**APPROVED BY:** Board of Directors

**AMENDED:** June 21, 2022

**REVIEW:** 2024

**POLICY:**

To establish a replicable trail and institute correct minutes keeping, including the accurate recording of the results of motions by the CAHU Board of Directors and to assure the distribution of this information to the CAHU Board of Directors and members.

**PROCEDURE:**

- A. Every motion of the Board of Directors shall be recorded and distributed to the Board of Directors 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 State office.
  
- B. (In accordance with CAHU Bylaws, Article X, Section 17; the Executive Director is directed to maintain all originals and provide for their timely distribution to the Board.) The Executive Director shall post all minutes and attachments on the Board website and distribute them to chapter presidents through email communication.
  
- C. The Executive Director and the President will be responsible for tracking unfinished business from each Board meeting to be carried forth to the next meeting's agenda for review and further action by the Board.

**FINANCIAL IMPACT:** None.