

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

POLICY TITLE: Implementation of Policy and Procedures

CLASSIFICATION: Board of Directors

POLICY NUMBER: 3004

MOTION:

SECONDED:

DATE SUBMITTED: July 21, 2015

APPROVED BY:

AMENDED:

REVIEW DATE: 2017

PURPOSE:

Facilitate the process of implementing new and amended Policy and Procedures and disseminating information about such to the membership.

POLICY:

All new and amended non-personnel policies and procedures shall be considered to be ratified and applicable upon the approval/amended date at a CAHU Executive Board meeting. Such policy and procedures shall be posted on the CAHU website within 45 days of date they were approved. The board may readdress a new and/or amended policy and procedure if, within 90 days of posting, substantive comments are received from more than 10% local chapter presidents.

PROCEDURE(S):

New and amended policy and procedures will be sent to local chapter leadership via the most appropriate and timely manner. Local Chapter President's are required to bring these new P&Ps to the attention of their chapter board of directors through their regular forms of communication.

All new P& P's will be recorded in accordance with the following numbering and category scheme:

1000 Finance

2000 Executive Board

3000 Board of Directors

4000 Membership

5000 Awards

7000 Communications

8000 Education