

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

**POLICY TITLE: Executive Board Election Timeline**

CLASSIFICATION: Board

**POLICY NUMBER: 3012**

DEPARTMENT COORDINATOR: Immediate Past President

MOTION: Maggie Stedt

SECONDED: Marti Murray

DATE SUBMITTED (INITIAL):

DATE APPROVED: 3/31/08; August 17, 2015, January 16, 2018, April 19, 2022

APPROVED BY: Board of Directors

SUNSET DATE: 2025

PURPOSE: To establish an annual Executive Board Timeline for election procedures

POLICY: PROCEDURE(S): The following timeline will be adhered to setting the date of the annual House of Delegates meeting and in executing each step of the annual CAHU Executive Board election.

	Theoretical Earliest Date	Theoretical Latest Date
1.) Establish HOD date and time 2.) Update Executive Board Election Timeline 3.) Update Call for Nominations e-mail to membership including State Officers Nominating Form and Statement of Commitment and Availability		1/Oct
Call for Nominations, e-mail sent to membership including State Officers Nominating Form and Statement of Commitment and Availability.		15/Oct
Nominations committee formed and meeting schedule established. First meeting to be held no later than 5 days prior to the January Board of Directors meeting. Prepare report to deliver at January Board of Directors meeting		1/Dec
Selected annually by the board and must be in the second quarter of the year - VARIABLE DATE	4/1	6/30
Deadline to receive completed ballots in office – VARIABLE DATE	5/6	5/15
LAST Day for Ballots to be mailed to Delegates – VARIABLE DATE	4/20	4/15
Last day to notify delegates by state law is 20 days before the HOD - VARIABLE DATE	3/12	6/10
The desired 90-day campaign season does not have to coincide with the release of the CAHU e-mailing of the candidate's statements - VARIABLE DATE	3/1	5/31 adjusted to 5/30 as last business day before
Last day for nominations sub-committee to complete review of candidate's statements will be 6 weeks before the - VARIABLE DATE	2/26 OR 2/25 depending upon leap year	5/24 adjusted to 5/23 as last business day before
Last day for candidates to e-mail Word documents of their statements to the executive director 6 weeks and one day before the vote. - VARIABLE DATE	2/23 or 2/22 depending upon leap year	5/23
<u>Last day for locals</u> to submit a nomination directly - VARIABLE DATE - 7 weeks before the vote	2/15 or 2/16 depending upon leap year	5/17 adjusted to 5/16 as last business day before
Last day for locals to submit their delegate and alternate names to the executive director - FIXED DATE - to coincide with a delegate's term of office, which is one year from March 1 through the last date of February every year	3/1	3/1

Last day of notice to local presidents of the date for the HOD as required under by-laws - change by-laws to a FIXED DATE - could be added to 1/10 notice if ready	2/1	2/1
Last day of release of nominations committee report to board members by e-mail or in meeting - FIXED DATE	1/15	1/15
Last day of release of e-mail notice to local presidents about their official delegate count -FIXED DATE	1/10	1/10
Date of record for the membership count to calculate delegate allotment based upon monthly membership totals for each of the 12 months during the calendar year averaged out by dividing by 12 - FIXED DATE	12/31	12/31

