

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

**POLICY TITLE:** Bylaws Committee Organization & Function

**CLASSIFICATION:** Bylaws

**POLICY NUMBER:** 3008

**COORDINATOR:** Executive Board

**MOTION:**

**SECONDED:**

**DATE SUBMITTED (INITIAL):**

**DATE APPROVED:** August 17, 2015

**APPROVED BY:** Board of Directors

**AMENDED:**

**REVIEW:** 2017

**PURPOSE:** To provide for a special CAHU Bylaws Committee to review state bylaws; review proposed amendments to the CAHU Bylaws for applicability and correctness, and other related duties as may be directed by the Board of Directors.

**POLICY:** The CAHU President may establish a special Bylaws Committee charged with reporting to the Board of Directors on matters relating to CAHU bylaws.

## **PROCEDURE(S):**

### **1. Appointment:**

The President may, at any time during the year, propose the creation of a Bylaws Committee, subject to majority approval of the Board of Directors. The President shall delineate the committee's assignment, scope and deadline for completion.

The Committee will fall under the oversight of the CAHU Secretary and will coordinate its activities with the CAHU President-Elect and staff the President-Elect so designates.

### **2. Possible Assignments:**

The Bylaws Committee's assignments may include

- Periodically review and recommend amendments to CAHU bylaws
  - Conduct comprehensive review of CAHU bylaws to ensure that they conform with existing procedures and provide a structure that suits the association's current and anticipated needs.
  - Review proposed amendments to CAHU bylaws

### **3. Possible Assignments: (continued)**

- Provide guidance to Board of Directors and membership regarding proposed bylaws amendments, their integration into existing bylaws, their operational and strategic impact and any possible conflicts with other areas of the bylaws.
- Other assignments as directed by the President

### **4. Reporting Procedure:**

- The Bylaws Committee will prepare a report to the Board of Directors presenting its findings and recommendations. The Board may seek additional information or work from the committee, but upon the Board's acceptance of the committee's final report, the committee shall be disbanded and any Board approved Bylaw changes will be presented for ratification and adoption at the CAHU House of Delegates meeting.
- Bylaw changes that are adopted and ratified will go into effect immediately unless otherwise noted in the content of the Bylaw.

## **FINANCIAL IMPACT:**