



Chair: Jim Stenger
EC Liaison: Eric Kohlsdorf
Month: May 2020

Personnel Committee P&P

- Discussed the recommendation of adding a past NAHU president to the committee. The idea is to have experience and guidance.
- Discussed the process and what may have been the issue with this year's committee and in the past and why the current process is in place
- Some concern with the fact that the committee does it all and then it is done without any BoT input.

Binding Contracts P&P

- Amend to state "with the exception of the EVP/CEO contract which is executed by the Personnel Committee chair."
- The committee approved unanimously this amendment
- This P&P came about because committee chairs were signing contracts.

Recommendations for the House of Delegates

- Amending the bylaws to read Professional Development Council instead of Committee.
- Do we address the fact to amend the bylaws for a virtual meeting? What about creating a P&P to guide the process for a virtual meeting? The Standing Rules of Order address these guidelines and are the first thing that the delegates vote on in the HOD.
- The location of the meeting is virtual.
- Looking forward, how will we address the situation if people want to have a hybrid HOD so that delegates could serve remotely.
- Hybrid can be addressed but it needs to be looked into/researched.
- Discussed the pros and cons of having a hybrid meeting.
- Proposed that options for a hybrid meeting be prepared by the October Budget Meeting.

Remaining agenda items (Personnel Committee P&P and Binding Contract P&P) were delayed until the April committee call.

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

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| POLICY TITLE: | Binding Contracts |
| CLASSIFICATION: | Board |
| POLICY NUMBER: | 92□11□EX |
| DATE SUBMITTED (INITIAL): | June 11, 1992 |
| DATE APPROVED: | May 14, 2007 |
| AMENDED: | December 15, 2008 |
| SUNSET DATE: | 2019 |

PURPOSE: To ensure that all obligations undertaken by NAHU are properly reviewed and approved to ensure contractual obligations of the Association are reviewed by appointed counsel.

POLICY: Only the Executive Vice President/CEO or the CFO/COO of the Association is permitted to sign or otherwise obligate NAHU to any contractual agreements with the exception of the EVP/CEO contract which is executed by the Personnel Committee chair. The BOT members and committee chairs may agree to customary and reasonable expenses which do not require a contract and which have been authorized by the BOT within their respective budgets.

The Executive Vice President/CEO is directed to have any contractual obligation of the Association that exceeds twenty thousand dollars (\$20,000) during any time period, any obligation that exceeds one year in length, or any NON□standard contract used by the Association reviewed by appointed counsel.

PROCEDURE(S): Upon presentation of a contract obliging NAHU to an operational or financial commitment, NAHU Board, staff or committee chairs shall forward the document to the CEO or CFO, along with an explanation of the product or service being contracted and (as appropriate) the budgetary line item to which the resulting expense will be charged. Obligations that would result in expense charges within or between budgetary line items must be presented to the Board of Trustees before approval.

The CEO or CFO will review the contract, ensure that it does not conflict with existing NAHU obligations or policies and will forward contracts to NAHU legal counsel for review as needed. Counsel's response shall be kept on file at the national office.

If this review raises questions about the appropriateness of signing the contract, the CEO or CFO will contact the submitter for clarification. The above procedures notwithstanding, contractual approval and execution will not be unreasonably withheld by the CEO, CFO or the Board of Trustees.

At the annual budget meeting the CEO will present those contracts considered "Standard".

FINANCIAL IMPACT: Review of legal matters shall be considered and made part of the annual budget.