

SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: **Composition, Duties and Responsibilities of the SCAHU
Legislative Committee**

POLICY NUMBER: **03-01**

DATE SUBMITTED: **May 1, 2008**

DATE APPROVED:

APPROVED BY: **SCAHU BOD**

SUNSET: **July 1, 2010**

**PURPOSE: To define the composition, duties and responsibilities of the SCAHU
Legislative Committee.**

- 1) **Composition:** The Legislative Committee shall consist of the following members:
 - a) A Chair, to be nominated by the SCAHU President. The Chair shall be entitled to vote.
 - b) A Vice-Chair or Co-Chair, to be nominated by the Legislative Committee Chair. The Vice-Chair shall attend meetings in the absence of the Chair.
 - c) The SCAHU President or the President's designee, which designee shall be a member of the SCAHU board. If both the President and the designee are in attendance at a Legislative Committee meeting, only the Committee Chair shall be entitled to vote.
 - d) The Chair may appoint additional non-voting members to the Legislative Committee to assist in its deliberations and work. However, in no event shall any chapter have more than 3 representatives, voting or non-voting, on the committee.
 - e) A quorum shall mean that a majority of voting committee members are present either in person, by valid proxy, or by phone.
 - f) No proxies shall be permitted unless the Chair shall have received written/email notice of the proxy before the meeting.
 - g) Any member absent for 3 successive meetings or for more than 5 meetings in total shall be replaced. If the member is the Chair, the SCAHU President shall nominate a replacement, who shall be approved by the SCAHU board. If the member is the Vice-Chair, the replacement is to be nominated by the Legislative

Committee Chair from among Legislative Committee members and approved by a vote of Legislative Committee members. If the member is a chapter representative, that chapter's president shall appoint a replacement. The person charged with keeping minutes shall keep attendance records.

h) Parliamentary rules of order shall be observed.

2) Duties: The duties of the Legislative Committee shall consist of the following:

- a) Monitor all Colorado legislation that impacts the disability and health insurance industry and, through a majority vote, report to the SCAHU board the committee's recommended position on such legislation.
- b) Prepare reports for distribution to the SCAHU board and SCAHU members.
- c) As directed by the SCAHU board, promote legislation that will have a beneficial impact on the disability and health insurance industry and oppose legislation that shall have a deleterious impact.
- d) Meet weekly with the other CSAHU Legislative teams when the Colorado legislature is in session and as needed during other times of the year.