

SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

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

POLICY NUMBER: **07-13**

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
Nominating Committee.**

POLICY: **Nominating Committee shall work to solicit and receive candidates for
the elected offices of SCAHU. The Nominations Committee shall have
general charge of the election process including the preparation,
distribution, collection and counting of ballots, and reporting the results.**

PROCEDURE(S):

1. Composition: The Nominating Committee shall be comprised of the following:

A) Chair – SCAHU president elect.

**B) Members – Immediate Past Presidents and Past Presidents for the previous terms if
possible.**

**C) At-Large Members – Committee Chair can select two other SCAHU members to
serve on the Nominating Committee.**

2. Duties:

**A) The Nominating Committee shall convene no later than three months prior to the
SCAHU Annual Meeting and no sooner than four months prior to the SCAHU
Annual Meeting.**

**B) The Nominating Committee shall solicit nominees for the elected offices of SCAHU;
President, President-Elect, Vice President, Secretary /Treasurer, and seven Board of
Director positions.**

- C) The Nominations Committee shall prepare a ballot containing the names of all qualified nominees and any other matters requiring the vote of the membership and brought to the Nominations Committees' attention by the Board of Directors. The Nominations Committee shall distribute ballot materials to all active members at least one (1) month prior to the date of the annual meeting. Nominations from the floor at the annual meeting will be accepted up until the call for vote. Nominees from the floor must be present and verbally verify that they are willing and able to serve if elected. The ballots shall be cast in person at the annual meeting. Proxy votes will be allowed.
- D) Following a call for vote, all ballots will be gathered by the Nominating Committee. The Nominating Committee will validate each ballot and tally the results. Final results will be announced by the Nominations Committee Chairperson at the annual meeting.

3. Responsibilities:

- A) The Nominating Committee is responsible for assuring that a quorum is present at the annual meeting.
- B) The Nominations Committee will prepare and file a final formal report at the subsequent SCAHU Board of Directors meeting.
- C) The Nominating Committee shall notify NAHU of the results of the election within one month of SCAHU Annual meeting.
- D) The Nominating Committee shall coordinate with the Symposium Committee to assure that adequate time has been allotted during the annual meeting to conduct their appointed duties.