

**GEORGIA ASSOCIATIONS OF HEALTH UNDERWRITERS
POLICY & PROCEDURE**

POLICY TITLE:

Legislative Committee

MOTION: David S. Johnson

SECONDED:

DATE APPROVED: **October 10, 2008**

SUNSET DATE: (3 years from date approved: recommended changes must be initiated 6 months prior to the sunset date, otherwise it renews for another 3 years).

I. COMMITTEE STRUCTURE

PURPOSE: To establish a Legislative Committee structure that:

1. Provides the expertise necessary to give sound legislative advice to the GAHU Board of Directors
2. Promotes communication concerning NAHU and GAHU legislative policy among GAHU's members and components
3. Holds the Committee as a whole accountable to the Board of Directors and the Members of GAHU.
4. Formally establishes the name of the committee as "Committee on Government Affairs", or "COGA".

POLICY: COGA should have specific job responsibilities focused on policy, communication, or the operations of the Committee. The Committee will meet regularly by phone or in person. COGA in its structure and operation shall conform to the GAHU bylaws

PROCEDURES:

- I. COGA Chair: This individual shall represent the Committee before the Board of Directors and other GAHU bodies and will chair meetings of the committee. The chair will direct the policymaking efforts of the Committee and will lead the Committee to establish goals and directions. The chair shall manage the activities of the State Lobbyist. **The Committee Chair shall have a vote only when necessary to break a tie.**
- II. COGA Vice Chair: This individual shall chair the committee meetings in the absence of the Committee Chair. He/she shall support the committee as coordinator of any special task force.
- III. HUPAC Chair: This individual shall oversee the communication of NAHU's efforts to solicit contributions to the PAC.
- IV. GAHU PAC Chair: This individual shall oversee efforts to collect contributions from GAHU members for the GAHU PAC. He/she will also oversee the distribution of funds to state level politicians as the need warrants.

- V. COGA Communications Chair: This individual shall oversee the communication of Legislative Activities to the GAHU membership through special newsletter inserts and/or broadcast emails.
- VI. COGA Grassroots Chair: This chair shall oversee the use of Operation Shout on the state level. He/she shall also coordinate efforts to identify Key Contacts.
- VII. Local Chapter Legislative Chairs: These chairs shall oversee the legislative efforts at their local level and shall forward any communication deemed relevant from the COGA Chair.

Legislative Management Team (LMT): This team will be comprised of the following individuals-

- COGA Chair
- COGA Vice Chair
- GAHU President
- GAHU President Elect
- HUPAC Chair
- GAHU PAC Chair
- Media Relations Chair
- GAHU Lobbyist

This group shall prioritize legislative efforts, review testimony and other public statements, determine timing and scope of legislative alerts, and monitor ongoing projects being coordinated by COGA.

This group shall also serve as the emergency recommendation team to the Board of Directors regarding State Legislative Defense Fund requests and disbursements. Disbursements of LDF shall be reviewed by COGA whenever possible, prior to presenting to the BOD. This group, its structure and procedures, will act in accordance to the GAHU bylaws.

VIII. The COGA Chair shall make recommendations to the incoming President-Elect concerning the appointment of the COGA Vice Chair.

IX. All official legislative policy positions must be approved by the BOD except as outlined in section X .

X. The GAHU Executive Committee and COGA Chair with consultation with the GAHU lobbyist shall have authority for emergency policymaking when there is not sufficient time for full BOD consideration and vote on an issue.

FINANCIAL IMPACT: NONE

II. COMMITTEE MEETINGS

PURPOSE: To establish a regular schedule of meetings to execute the responsibilities of COGA, and to assure that all Board and committee members are fully aware of their scheduled meetings. This notification should also ensure confirmation or cancellation of a meeting.

POLICY: COGA meetings should be held regularly to permit advance planning and consistent member input and evaluation of GAHU legislative policies and positions. Nothing in this Policy and Procedure shall prohibit additional meetings of COGA at one location or by teleconference. Notification shall be sent to the committee members via e-mail or verbal communication. This notification will be initiated by the committee Chairperson.

PROCEDURE(S): COGA shall meet monthly and/or as needed. Agendas for these meetings shall be distributed at least 10 days prior to the date. The Agenda will identify topics to be discussed, the location of the meeting and the time of the meeting. Modifications of the Agenda shall be immediately distributed to all members of the Committee. Notifications will be sent out no later than two (2) weeks prior to the actual meeting date. The responsibility for sending out notices will be directed by the Committee Chair.

FINANCIAL IMPACT: NONE

III. COMMITTEE & TASK FORCE PARTICIPATION

PURPOSE: To clarify appropriate roles for all participants in committee meetings.

POLICY: While all individuals assigned or appointed to GAHU committees may actively participate in meetings, teleconferences and electronic discussions, only active GAHU members in good standing shall be authorized to vote on decisions made by the committee

PROCEDURES:

1. The committee chair will actively solicit the views and input of all committee members, including from non-members and other invited parties, according to the Code of Conduct adopted by the GAHU Board of Directors.
2. When a formal vote of the committee is taken, only those participants who are active members in good standing shall be permitted to vote.
3. Non-members and other invited parties may vote in polls of the committee and “straw votes”, provided that these votes are non-binding and are taken to determine the prevailing opinion of the committee as a whole.

Note – the term “committee” used above includes all GAHU COGA standing and special committees, working groups, task forces or other entities.

FINANCIAL IMPACT: NONE

IV. POLICY REVIEW

PURPOSE: To ensure that GAHU's legislative/regulatory positions remain relevant and appropriate to the legislative process as it evolves over time.

POLICY: GAHU's legislative/regulatory positions should be regularly reviewed. These reviews should take place prior to GAHU Board meetings..

PROCEDURES: COGA will review GAHU's existing legislative positions as needed due to legislative changes. The procedures for those changes will be the same as shown below. If no changes are in order, the Committee will verify to the BOD at least once a year, in writing, that all policy statements and positions are correct.

Initial changes for any position paper will be recommended by the various task forces and working groups, approved by COGA and, after a period of review by the GAHU President and local legislative chairs, sent to the Board of Directors for final approval.

FINANCIAL IMPACT: None

Date

Attested by Secretary