



Oklahoma City Association of Health Underwriters, Inc.
Policy & Procedures

POLICY TITLE: Legislative **Committee** Structure Policy

CLASSIFICATION: Legislative
POLICY NUMBER: 2007-7
MOTION: Carrie Cox
SECONDED: Mike Dollins
DATE SUBMITTED: May 8, 2007
DATE APPROVED: June 12, 2007
AMENDED: July 15, 2019
RENEWED: July 14, 2022
SUNSET DATE: **July 14, 2025**

PURPOSE: To establish a Legislative **Committee** structure that:

- 1.) Provides the expertise necessary to give sound legislative advice to the Oklahoma City Association's Board of Directors.
- 2.) Promotes communication concerning chapter legislative policy among chapter members and components.
- 3.) Holds the **Committee** as a whole accountable to the Board of Directors and the Members of the chapter and must request approval of Oklahoma City Association Board for any action or vote coming before the State Legislative Committee.

POLICY: The OKC AHU Legislative **Committee**, as a chapter committee, 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, with schedule to be set by the chapter Legislative Chairperson, allowing ten days' notice, if formal vote is to occur. **If formal vote deemed URGENT, electronic communication, telephone conference call and/or in person committee meeting are acceptable methods for less than ten days' notice.**

PROCEDURE(S): The Local Legislative **Committee**:

- 1) Shall have not more than 10 volunteer members from the local Association with a Chair and Vice Chair.
- 2) Shall report monthly or as needed to the local Association's Board of Directors.
- 3) Shall be a source for members to address requests for legislative information or concerns.
- 4) Shall be a Task Force for obtaining "Grass roots input".
- 5) Shall work with the local Association OK HUPAC and NAHU HUPAC Chairs.
- 6) Shall inform local membership of industry issues via the Newsletter and email alerts.
- 7) Shall provide a Legislative Update Program for the membership annually during the session.

DUTIES:

- 1) Legislative **Committee** Chair: This individual will serve as Chairperson of the **Committee**, will interact with lobbyist, and other chapter committees and will chair meetings of the **Committee**. The Chair will direct the policy making efforts of the **Committee** and will serve to establish goals and directions for the **Committee**. This individual will coordinate the **Committee's** development of written policies on both state and federal issues and serve as a content provider on these issues. This individual will coordinate activities and reporting for all working groups and committees on issues.
- 2) Legislative **Committee** Vice-Chair: This individual will serve as the Operating Officer of the **Committee**. This individual will coordinate the **Committee's** communication efforts between Committee, State and Local Associations, promote and coordinate key chapter contact and grassroots system, and serve as a content provider on Communication concerns.

FINANCIAL IMPACT: Implementation of this P&P shall incur no cost.

Date

Attested by Secretary