

**CALIFORNIA AGENTS & HEALTH INSURANCE PROFESSIONALS
LOS ANGELES CHAPTER (CAHIP-LA)
POLICY & PROCEDURES**

POLICY TITLE: Annual Meeting
CLASSIFICATION: Board of Directors
POLICY NUMBER: 2006
DEPARTMENT COORDINATOR: Immediate Past President
MOTION: Bruce Benton
DATE APPROVED: February 15, 2024
AMENDED:
APPROVED BY: Board of Directors
SUNSET: 2027

PURPOSE: To detail the procedures in organizing and conducting CAHIP-LA's Annual Meeting.

POLICY: The CAHIP-LA Annual Meeting shall be conducted following the procedures contained herein, to ensure the business of the Association is conducted appropriately, and that the election of Directors is conducted ethically and fairly for all CAHIP-LA Members.

PROCEDURE(S):

- 1.) Prior to the start of the Annual Meeting, Members will be required to sign in at the registration desk to receive a written ballot. If not otherwise fixed by the Board, the record date for determining Members entitled to vote by written ballot shall be the day of the Annual Meeting. Membership rosters will be referenced onsite.
- 2.) Once all members have signed in, the Immediate Past President (Nominations Committee Chair) will determine whether a quorum has been established.
 - a. Fifteen percent (15%) of the voting power shall constitute a quorum for the transaction of business at any meeting of Members, provided, however, that if any annual meeting is actually attended by less than one third of the voting power, the only matters that may be voted on are those of which notice of their general nature was given under Article V, Section 3 of these Bylaws. The vote of a majority of Members present shall decide any question properly brought before such meeting unless a greater proportion is required by law or by the Articles of Incorporation or these Bylaws.
- 3.) The President will call the Annual Meeting to order and announce whether a quorum has been established.
- 4.) President will ask for a motion to approve the prior year's Annual Meeting minutes.
- 5.) President will make further remarks contained in his/her report.
- 6.) Immediate Past President will provide a report of the Nominations Committee including meeting dates and the subsequent final report to the Board of Directors of the slate presented in accordance with the CAHIP-LA Bylaws and will verify all nominees meet the criteria of being active members in good standing. The Immediate Past President will then announce the list of nominees.
- 7.) Immediate Past President will call for a motion from the floor to accept the nominees as approved by the CAHIP-LA Board of Directors.
- 8.) Immediate Past President will call for any additional nominations from the floor.
 - a. If no nominations from the floor are made, Immediate Past President will announce that nominations are closed.
 - b. Any nominations from the floor must be made and seconded to be deemed acceptable.
 - c. The membership status of the nominee must be confirmed along with all related qualifications.
- 9.) The President shall grant nominees in contested races a minimum of 2 minutes or equal time at the podium for verbal campaign statements consisting of:
 - a. Business background
 - b. Association history at the local, state, and national level
 - c. Qualifications for office
 - d. Visions and goals that the candidate hopes to achieve if elected.

- e. Candidates are permitted to speak to other pertinent matters however, candidates are prohibited from making open derogatory, inflammatory, or slanderous remarks. In order to avoid the appearance of such remarks, candidates are strongly encouraged to make no direct reference to their opponents.
- 10.) Upon completion of any candidate statements, voting will commence.
- 11.) Once all Members have cast a ballot, the Immediate Past President and two (2) Members at Large, selected by the Immediate Past President will record the ballot count. Individuals counting votes cannot be candidates for office.
- a. The vote counting process can take place either in the meeting room or can be excused to another room to count ballots.
 - b. Each vote counter shall count the ballots independently. The Immediate Past President will ensure all vote counters arrive at the same outcome.
 - c. The President's ballot shall be withheld and submitted last in the event of a tie.
- 12.) Upon completion of the ballot counting process, the Immediate Past President will announce the count and certify the results of the election by announcing the names and titles of those Board members. In the case of a contested vote, the ballot count for each candidate will be announced.
- 13.) After certification and no further discussion, the President will conduct any other business contained on the agenda before the membership. The President will then ask if there is any old business and, any new business. Once completed, the President will call for a motion to adjourn the Annual Meeting. Once seconded, the meeting will be officially adjourned. All elected Board members will take office on the first day in July.

FINANCIAL INPACT: None