

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

POLICY TITLE: Board of Directors Rules of Conduct & Decision Process  
CLASSIFICATION: Board of Directors  
POLICY NUMBER: 2002  
DEPARTMENT COORDINATOR: President  
MOTION: Bruce Benton  
DATE APPROVED: September 8, 2022  
AMENDED:  
APPROVED BY: Board of Directors  
REVIEW DATE: 2025

**PURPOSE:** To establish an effective process of decision making by the Board of Directors.

**POLICY:** All matters to be considered by the Board of Directors for approval or other action concerning budget items, policy items, or position statements shall be in compliance with the procedures established in this P&P, and only allow for exceptions with a three-quarter majority vote of the Board. It is the responsibility of each member of the Board of Directors to be prepared for each meeting by reviewing the material available and obtaining answers to questions, where possible, prior to the meeting.

**PROCEDURE(S):**

1. Notice. For all meetings (including those conducted electronically), a complete agenda will be distributed not less than three (3) business days in advance. This agenda should include relevant reports, background materials, and contact information for questions to be answered prior to the meeting.
2. The Committee chair delivering the report or the member making the motion will be responsible for distributing this necessary material.
3. Meeting Management.
  - A. It is the responsibility of the President to manage each meeting and topic in a manner consistent with the spirit of debate, respect for the time available and the urgency of matter being considered.
  - B. Meetings shall be conducted in accordance with the Standard Code of Parliamentary Procedure (Roberts Rules of Order), requiring a motion and a second to the motion to take an identified action prior to beginning discussion of the topic requiring a Board decision.
  - C. Discussion on the matter shall remain respectful of each opinion expressed.
  - D. Board decisions/votes will be conducted and documented including dissenting votes and abstentions.
4. Board Decisions.
  - A. Recognizing that some decisions are necessary to provide direction to others, the Board of Directors is responsible for setting policy, approving budgets and other governance decisions. Such decisions are not in the purview of individual Board members.

B. Board Members and Committees should provide the full Board with the information necessary to make informed decisions.

**FINANCIAL IMPACT:** Cost of meetings and teleconferences.