

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

POLICY TITLE: Governance Committee Organization & Function
CLASSIFICATION: Board of Directors
POLICY NUMBER: 2003
DEPARTMENT COORDINATOR: Immediate Past President
MOTION: Bruce Benton
DATE APPROVED: August 11, 2022
AMENDED: January 22, 2024
APPROVED BY: Board of Directors
SUNSET: 2027

PURPOSE: To provide for the organization and function of the CAHIP-LA Governance Committee, such committee serving in an advisory capacity to the CAHIP-LA Board of Directors to provide perspective and recommendations on issues relating to the governance of the Association.

POLICY: In accordance with the CAHIP-LA Bylaws, Article IX, Section 1. Standing Committees, the CAHIP-LA Governance Committee is a Standing Committee of the Corporation charged with reporting to the Board of Directors on matters regarding the governance of the Association.

PROCEDURE(S):

APPOINTMENT: The Committee shall be made up of five (5) members including the President Elect and the Immediate Past President. The CAHIP-LA President shall appoint members to the Governance Committee, subject to majority approval of the Board of Directors. Except for the President Elect and Immediate Past President, no member of the Governance Committee can be a current sitting member of the CAHIP-LA Board of Directors. The Committee will fall under the oversight of the CAHIP-LA Immediate Past President and will coordinate its activities with the CAHIP-LA President and Executive Director.

TERM: Except for the President Elect and Immediate Past President, each Committee member shall serve a two-year term.

ASSIGNMENTS: The CAHIP-LA President shall delineate the committee's scope, assignments, and deadline for completion (where applicable). The Governance Committee shall primarily focus on issues of governance improvements for CAHIP-LA and work with the CAHIP-LA Board of Directors and the Executive Director on issues or topics that arise or are formally assigned to the Governance Committee. The Governance Committee will also be responsible for:

- Recommending new Bylaws to the CAHIP-LA President for discussion and approval by the CAHIP-LA Board of Directors.

- Periodically reviewing and recommending to the CAHIP-LA President amendments to the CAHIP-LA Bylaws; providing guidance to the Board of Directors and Membership regarding proposed Bylaws amendments, their integration into existing Bylaws, their operational and strategic impact, and any possible conflicts with other CAHIP-LA Bylaws; and review any proposed amendments to CAHIP-LA Bylaws brought by the membership.
- Ensuring that amendments to CAHIP-LA Bylaws conform to existing CAHIP-LA Policies and Procedures and provide a structure that suits the Chapter's current and anticipated needs.
- Conducting periodic comprehensive review of CAHIP-LA Policies and Procedures that are sunseting and proposing new P&Ps that provide a structure that suits the Association's current and anticipated needs.
- Other assignments as directed by the CAHIP-LA President.

REPORTING: The Committee will prepare reports on assignment finding and recommendations

FINANCIAL IMPACT: None