

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

**POLICY TITLE:** Implementation of Policy & Procedures  
**CLASSIFICATION** Board of Directors  
**POLICY NUMBER:** 2001  
**DEPARTMENT COORDINATOR:** Immediate Past President  
**MOTION:** Bruce Benton  
**DATE APPROVED:** September 8, 2022  
**AMENDED:**  
**APPROVED BY:** Board of Directors  
**SUNSET:** 2025

**PURPOSE:** To facilitate the process of implementing new and amended Policies and Procedures.

**POLICY:** All new and amended Policies and Procedures shall be considered to be ratified and applicable upon the approval/amended date. All Policies and Procedures will sunset in 3-years unless reauthorized by the CAHIP-LA Board of Directors.

**PROCEDURE(S):**

1. The CAHIP-LA Governance Committee will review all Policy & Procedures that are calendared to sunset in the upcoming Association year and make recommendations to the CAHIP-LA Board of Directors to either reauthorize, amend, or allow to sunset based on relevancy and CAHIP-LA's strategic plan. The Governance Committee will present its recommendations to the Board of Directors following the normal Rules of Conduct & Decision Process, CAHIP-LA Board P&P 2002.
2. The Secretary will be responsible for posting Policies and Procedures to the CAHIP-LA website within 45 days of them being approved.
3. Policy & Procedures will be recorded in accordance with the following numerical and category scheme: 1000 Finance, 2000 Board of Directors, 3000 Membership, 4000 Committee, 5000 Communications, 6000 Professional Development, 7000 Awards

**FINANCIAL IMPACT:** None