

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

POLICY TITLE:	Nominations Committee and Elections Process
CLASSIFICATION:	Board of Directors
POLICY NUMBER:	2005
DEPARTMENT COORDINATOR:	Immediate Past President
MOTION:	Bruce Benton
DATE APPROVED:	February 15, 2024
AMENDED:	
APPROVED BY:	Board of Directors
SUNSET:	2027

**PURPOSE:** To define the role and structure of the Nominations Committee and establish a formal process and timeline relative to managing the CAHIP-LA Board of Directors elections.

**POLICY:** The timeline set forth herein shall be strictly adhered to, setting the date of the CAHIP-LA Annual Meeting and executing each step of the elections process.

**PROCEDURE(S):**

1. Nominations Committee Structure

- The Nominations Committee shall consist of the chairperson, vice chairperson and two (2) additional members at large if attainable. The chairperson of the Nominations Committee shall be the Immediate Past President or the appointee of the President. The vice chairperson shall be the President-Elect or the appointee of the President. A third member shall be a past CAHIP-LA President, who is appointed by the Nominations Committee chairperson and the remaining two (2) members shall be members at large.
- The role and responsibility of the Nominations Committee shall be to recruit and encourage volunteerism from within the membership to serve on the CAHIP-LA Board of Directors and to compile a slate of candidates for the various offices to be filled at the Association's Annual Meeting. In adherence with the CAHIP-LA bylaws, Article VI, Section 1, the committee shall submit its final report to the Board of Directors not less than ninety (90) days prior to the Annual Meeting of the Association. The Secretary or Executive Director shall send a copy of the report to the membership by standard means of written or electronic communication not less than thirty (30) days prior to the Annual Meeting.
- A member's name may be presented to the Nominations Committee for consideration as a nominee by any member of the Nomination Committee, or by written notice from any individual member accompanied by a statement signed by the nominee that he/she is willing and able to serve if nominated and elected. In the event no Members are nominated for a position, the Board of Directors may nominate a candidate.
- In adherence with the CAHIP-LA bylaws, Article VII, Section 2, the Nominations Committee will ensure that any nominees who have served (4) consecutive years in the same Director position shall not be eligible to run for the same Director position. The Nominations Committee will also ensure all candidates are active members in good standing with the Association at the time of nomination and election.
- Except for the Immediate Past President, additional nominations for office may be made from the floor of the Annual Meeting while nominations are open.
- The Nominations Committee will determine the number and duration of nominating speeches for contested races, with a minimum of two (2) minutes allowed per candidate.

## 2. Nominations and Elections Timeline

- The Board of Directors shall set the date and time of the Annual Meeting no later than the meeting of the Board of Directors in October of each year.
- The Secretary or Executive Director shall send, by standard means of written or electronic communication, the Call for Nominations notification including Nominating Form and Statement of Commitment and Availability, instructions and submission deadline set by the Nominations Committee to membership by November 1<sup>st</sup> of each year.
- The Nominations Committee shall be formed, and meeting schedule established no later than December 1<sup>st</sup> of each year. The Nominations Committee will conduct its first meeting no later than (7) days prior to the January Board of Directors meeting and will prepare and deliver its initial report at the January meeting of the Board of Directors.
- Minutes from each Nominations Committee meeting shall be taken, and those meeting dates will be reported out to the Membership at the Annual Meeting as part of the Nominations Committee report.
- The Nominations Committee shall submit its final report to the Board of Directors not less than ninety (90) days prior to the Annual Meeting and, the Board of Directors shall be required to approve the Nominations Committee final report.
- The Secretary or Executive Director shall notify the membership of the Nominations Committee final report not less than thirty (30) days prior to the Annual Meeting.
- Notice of the Annual Meeting to the membership shall be in writing and shall be given at least 10 but no more than 90 days before the meeting date. The notice shall be given by standard means of written or electronic communication. Notice shall include those matters that the Board, at the time notice is given, intends to present for action by the Members, and shall include the Minutes from the previous year's Annual Meeting and the names of all persons who are nominees to the Board of Directors when notice is given. Any Member present at the annual meeting at which directors are to be elected may also place names in nomination.
- 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.

**FINANCIAL IMPACT:** None