

Oklahoma State Association of Health Underwriters
Policies & Procedures

Policy Title: Appointment and Duties of OKHUPAC Committee

Classification: Legislation

Drafted By: Susan McGinnis

Date Submitted: November 29, 2005

Approved: November 29, 2005

Purpose: To describe the appointment process and duties of the Committee for OKHUPAC.

Policy: The incoming Board of Directors of the Oklahoma State Association of Health Underwriters (“BOD”) will appoint the members to the OKHUPAC Committee, and the Committee will follow the procedures below:

1. Committee will consist of seven (7) members from the following classifications:
 - a. One member of the BOD, the State President-Elect.
 - b. Both Local Chapter Presidents-Elect (OKC & Tulsa).
 - c. Both Local Chapter Legislative Chairs (OKC & Tulsa).
 - d. Oklahoma State Legislative Vice-Chairman.
 - e. The OKHUPAC Chairman.
2. The State Legislative Vice-Chair will serve as Chair and will make regular bi-monthly reports to the OSAHU Board.
3. Member of the Committee must agree to serve prior to appointment and be willing to study the legal materials that pertain to Political Action Committees. Members must be willing to serve for the entire fiscal year.
4. The BOD member appointed to the Committee will act as Treasurer.
5. A budget must be presented to the BOD for approval at the July Board Meeting each year.
6. Decisions regarding disbursements of contributions will be made by a majority vote of the Committee following the recommendations of the

OSAHU Legislative Committee and consultation with the BOD lobbyist(s) regarding a prospective recipient's legislative and political record.

7. Decisions of the Committee may be made by conference call, email, or meeting in person, as long as written minutes are kept and recorded.
8. All marketing materials must be approved by the BOD.
9. OKHUPAC shall oversee collection of funds, the OKHUPAC coordinator, and the duties and responsibilities of the management/consulting firm hired to comply with reporting procedures set by the Oklahoma Ethics Commission.
10. Committee members may be recalled from appointment by a majority vote of the BOD.
11. In the event of recall, resignation, or death of a Committee member, the BOD may appoint another member to complete the term of the exiting member.
12. Disbursement of contributions to federal candidates or officeholders is Prohibited by the committee; such contributions may be disbursed with BOD approval.

President

Secretary

