

# **2025 House of Delegates Handbook**



## **CONTENTS**

**Letter to the Delegates**

**Standing Rules of Order**

**House of Delegate Agenda**

**95<sup>th</sup> Annual Convention  
June 28-July 1, 2025**

# **95th NABIP Convention**

## **House of Delegates – Letter to the Delegates**

Dear Delegates:

Welcome to NABIP's 95th Annual Convention. As a voting delegate you carry the responsibility for shaping our association's leadership, policies, and future direction.

Please review the delegate credentialing and voting procedures below. If you have any questions, contact Brooke Willson. Alternate delegates should not credential unless instructed by their chapter leadership. Alternates are only credentialed when replacing an appointed delegate, and it is the chapter's responsibility to notify them if needed. Once notified, the Regional Vice President must approve the replacement. If this happens before Annual Convention, approval can be sent via email to Brooke Willson ([bwillson@nabip.org](mailto:bwillson@nabip.org)). If it happens during the convention, visit the credentialing booth with your Regional Vice President.

### **CREDENTIALING PROCESS FOR APPOINTED DELEGATES**

1. When you are appointed to be a delegate by your chapter, your membership status is checked by NABIP. NABIP's Bylaws specify that only members in good standing may be delegates.
2. To get credentialed, you will need to complete the following information. This information is provided in your credentialing notification email.

**NAME:**

**MEMBERSHIP NUMBER:**

**EMAIL:**

**CHAPTER REPRESENTING:**

**Credentialing closes at 9:00 a.m. (ET) on Tuesday, July 1. Absolutely no credentialing will occur after that time.**

3. When your credential registration is received, it is reviewed and, if everything is in order and approved, you will receive an email with additional information about the House of Delegates and the voting process.

### **VOTING**

1. **Voting for contested Board of Trustee offices will take place Tuesday, July 1 in the House of Delegates.** The nominees for each office receiving a majority of the votes cast shall be declared elected. An additional vote shall be taken if no candidate receives the necessary majority for election.
2. **To vote for officers, you MUST BE WEARING YOUR NAME BADGE OR HAVE A VALID ID.** Once the polls are opened a Nominations and Election Committee member will confirm your credentials and give you your personal access key and password. You will then scan the provided QR code, enter your personal access key and password and complete the vote on your electronic device (phone, iPad, etc.).
3. Officers' ballots list the name of each candidate.
4. Voting for resolutions and amendments will also take place in the House of Delegates via voice or standing vote.

# **95<sup>th</sup> NABIP Convention**

## **House of Delegates - Standing Rules of Order**

- 1) At the beginning of the House of Delegates, the Chair will ask for approval of these Standing Rules of Order. A majority (more than half of the votes cast) is needed to approve the Standing Rules of Order.
- 2) The most current edition of *The Standard Code of Parliamentary Procedure* (formerly known as “Sturgis”) will govern the House in all cases in which they are applicable and in which they are not inconsistent with the NABIP’s bylaws, and these Standing Rules of Order.
- 3) At the first General Session the Nominations and Elections Committee will file its report after which nominations from the floor will be in order. Nominations will then be closed. Those members seeking nationally elected positions which are being challenged will have a set amount of time to present themselves and/or any member endorsements before the General Session. The length of time, which shall be no less than two minutes, will be determined and communicated to the candidates no later than six weeks prior to the Annual Convention.
- 4) At the opening of the House of Delegates session, the Secretary shall report the number of eligible delegates allowed to vote at the House. Members of the current Board of Trustees and Past National Presidents vote as delegates but are not counted within their local or state chapters. Their votes will be counted separately.
- 5) The Chair may appoint a parliamentarian for the House of Delegates.
- 6) The Nominations and Elections Committee’s report will be communicated to the chapters no later than sixty days prior to Annual Convention. Elections for any contested executive officers or contested Regional Vice President will occur in the House of Delegates. Contested officer elections shall be conducted by written ballot.
- 7) The Nominations and Elections Committee shall consist of the chairperson, vice chairperson and nine (9) additional members. The chairperson of the Nominations and Elections Committee shall be the immediate past president or the appointee of the president fulfilling the duties of that office for its unexpired term. The vice chairperson shall be the president-elect or the appointee of the president fulfilling the duties of that office for its unexpired term. A third member shall be a past NABIP president, who is appointed by the Nominations and Elections Committee chairperson and the remaining eight (8) members shall be regional members, who shall be one each from their respective region appointed by the Regional Vice President and approved by the Board.
- 8) Candidates may appoint one official observer on their behalf who may attend the tabulation of the ballot votes but shall not participate in the actual count. The observer may not be the candidate, another candidate, or an officer. In the event the observer believes there is a discrepancy in the tabulation the Nomination and Election Committee shall recount. No further complaint shall be made by the observer following the recount and agreement of the Nomination and Election Committee as to its accuracy. The Nomination and Election Committee chairman shall sign the report attesting to its accuracy.
- 9) Bylaw amendments and resolutions shall be read by the secretary twice prior to any vote. The first reading will be prior to debate on the amendment or resolution. The final reading will be just prior to the vote on the amendment or resolution and will contain any amendments or changes approved by the House of Delegates.

- 10) Speakers will be allowed two minutes to speak on an issue. The Chair shall recognize a maximum number of three speakers for and three speakers opposed to each issue. The Chair may choose to allow more than three speakers on a particular topic, at their discretion. A timekeeper will be appointed by the Chair.
- 11) All reports, amendments to qualified bylaw amendments, or resolutions shall be presented to the secretary in written form before being presented to the House of Delegates.
- 12) At the end of the time allotted for debate on a question before the House, a voice or standing vote will be taken. Any delegate may ask the Chair for a recorded vote. If such vote is requested, the Chair shall ask each state president (or representative thereof) to record the votes for their state and report said votes to the secretary when the state's name is called in a roll call vote.
- 13) Once the House of Delegates has finished the business of the day, the president will swear in the president-elect as the new NABIP president. The newly installed president will then swear in the newly elected officers and Regional Vice Presidents and may then address the House of Delegates. At the conclusion of their speech, the new president may adjourn the House of Delegates.

**National Association of Health Underwriter  
House of Delegates  
July 1, 2025**

**Agenda**

Call to Order

Adoption of Credentials Report (Majority)

Adoption of Standing Rules of Order (Majority)

Adoption of Proposed Agenda (Majority)

Report on the Minutes of 2024 House of Delegates

Voting for Contested Board of Trustees Positions

Report of the Board of Trustees

Report on Financials

Report of the Benchmarking Taskforce

Report of the Elections and Nominations Committee

Outgoing President's Remarks

Presentation of President's Pin

Swearing in of 2025-2026 President

Installation of 2025-2026 Board of Trustees

Remarks of 2025-2026 President