

NABIP LEGISLATIVE EXCELLENCE AWARD

Criteria & Documentation Suggestions

I. MEETINGS & EVENTS

- Hosted meetings should be open to members and sponsored by the chapter.
 - Local chapter events are not eligible for state chapter submissions.
 - Events **must** be sponsored by the chapter applying for the award.
1. Sponsoring Day on the Hill (state) or Legislative Day Event (local):
 - Documentation should include the following:
 - Copy of the program/agenda showing date of event and a list of attendees.
 - Local chapters **must** provide a special legislative event that is either a separate or expanded format of their regular monthly membership meeting. If expanded event, demonstrate how it is expanded.
 - Participation in a state sponsored event does not qualify.
 2. Registered attendees at Cap Conference:
 - Use the list posted on the NABIP website, in the Awards section under “Criteria Lists”. Print the list and highlight chapter members.
 3. Hosting a chapter meeting or function that focuses on legislative/regulatory issues independent of a “Day on the Hill,” such as a CE meeting focusing on legislative issues or briefing:
 - Provide agenda with a list of attendees
 - Emails and/or flyers announcing the meeting.
 - Meeting **must** be open to all members.
 4. Participation of the legislative chair on NABIP’s monthly Legislative Updates
 - Document attendance by using the list provided by national and posted on the NABIP website, in the Awards section under “Criteria Lists”. Print the list and highlight chapter members.

II. LEGISLATIVE COMMITTEE ACTIVITY:

1. Maintaining an active legislative committee:
 - Documentation should include at least two of the following:
 - Board minutes with committee reports
 - Committee meeting minutes
 - Emails showing solicitation of grass roots activity, and committee roster with duties of each member.
2. State – Regular report of legislative activity; Local – Participation on state leg committee:
 - State legislative chairs documentation would be regional teleconference minutes documenting that the Legislative Committee (LC) submitted monthly reports and the Leg Chair was a regular attendee on monthly regional legislative teleconference calls.
 - Local legislative committee communication with the state legislative committee would be Board minutes, committee reports, emails from committee chair and others
3. Interaction with the State Insurance Commissioner’s office:
 - Documentation should include at least two of the following
 - Board reports
 - Letters
 - Emails
4. Interaction with the State Legislators on healthcare issues:
 - Documentation should include at least two of the following:
 - Board reports
 - Letters
 - Emails
5. Hold/attend meetings with industry colleagues or health insurance coalition partners:
 - Documentation should include at least two of the following:

- Legislative committee and/or board meeting minutes with reports on meetings;
- Emails
- Letters
- Documentation **must** provide description and/or confirmation of multiple meetings

III. GRASS ROOTS ACTIVITY:

1. Develop a state-level grassroots network to serve as “key contacts”:
 - Provide a volunteer list showing key contacts and their assigned state representatives.
 - Documentation should also include examples of grassroots calls to action that utilizes the chapter’s key contacts, showing campaign, actual contact and reporting back to chapter.
2. Use of Operation Shout for state-based issues. (State only):
 - Operation Shout Campaigns are for state-based issues. The state-based Operation Shout request **must** be for legitimate legislative and/or regulatory purposes and can only be initiated by the state president, state legislative chair or contract lobbyist, as per standard NABIP government relations department procedures.
 - Documentation for this item is an Operation Shout participation report that may be requested from the NABIP legislative department and printouts of the state’s operation shout web postings.
3. Full or Part-Time AHU State Lobbyist Program* (State only):
 - Provide at least one of the following
 - Reports received from lobbyist on a regular basis
 - Board minutes with lobbyist report of activity.
 - Contract agreement with lobbyist.
4. Involvement in the formation and/or support of State PAC* (State only):
 - Provide at least two of the following:
 - Committee listing
 - Board minutes with PAC reports
 - Details of contributions to selected legislators
5. Member support to NABIP PAC (for period 01/01-12/31):
 - Based on activity during a calendar year, 1/1 thru 12/31.
 - NABIP PAC contributors are posted on NABIP web site in the Awards section under criteria lists.
 - Print list and highlight participating chapter members.

IV. PUBLIC RELATIONS/COMMUNICATIONS:

1. Developing local media exposure on legislative issues by press releases to newspapers, letters to editor, articles in business publications:
 - Provide at least two of the following:
 - Published letters to the editor
 - Reports from press releases generated by chapter
 - Articles mentioning chapter members.
 - Make sure to include name and date of publication. Published material **must** mention AHU
2. Holding a press conference with local media involvement:
 - Provide a copy of the media advisory announcing the press conference.
 - Photographs are not sufficient documentation.

3. Radio/TV appearances on health care issues:

- Provide at least two of the following
 - Correspondence from station thanking chapter/member for the appearance with mention of the subject matter
 - Correspondence from the station confirming the appearance occurred
 - Board minutes including report of event.
- All documentation **must** show the date of the appearance and proof the appearance occurred.

4. Quarterly legislative communication piece sent to all chapter members:

- Provide one of following
 - Original printed pages or inserts on legislative news
 - Emailed or website legislative bulletin for each month.
- Notices generated by NABIP will not be counted.

V. OTHER:

1. Attendance at Congressional In-District Town Hall Meetings:

- Submit announcement and include documentation on time, location and subjects discussed, as well who attended.

2. Other special legislative activity or involvement:

- List details of other specific activity – examples would include
 - political campaigns
 - serving on special committees

3. HUPAC Chair serves on Board of Directors: Verified by NABIP.