

**NATIONAL ASSOCIATION OF BENEFITS & INSURANCE PROFESSIONALS  
OHIO CHAPTER | POLICY AND PROCEDURE**

POLICY TITLE: Sunset Period for Policies and Procedures  
CLASSIFICATION: 2008-0305  
POLICY NUMBER: Executive/Board  
MOTION: John McConnaughey  
SECONDED: Steve Brubaker  
DATE SUBMITTED (INITIAL): March 20, 2008  
DATE APPROVED: March 20, 2008  
APPROVED BY: Board of Directors

RENEWED: September 15, 2011  
MOTION: Chris Heiberger  
SECONDED: Sam Fiorentino  
APPROVED BY: Board of Directors  
SUNSET DATE: October 2013

RENEWED: September 26, 2013  
MOTION: Kevin Conrad  
SECONDED: Kathy Lee  
APPROVED BY: Board of Directors  
SUNSET DATE: November 1, 2015

RENEWED: October 22, 2015  
MOTION: John Susie  
SECONDED: Carol Conway  
APPROVED BY: Board of Directors  
SUNSET DATE: October 2017

RENEWED: March 12, 2019  
MOTION: Carol Conway  
SECONDED: Ingrid Martin  
SUNSET DATE: March 2021

RENEWED: January 19, 2023  
MOTION: Andrew Toppin  
SECONDED: Barb Gerken  
SUNSET DATE: March 2025

**Purpose:** To establish a systematic review of policies and procedures.

**Policy:** Every policy shall have a “sunset” clause of two (2) years from date implemented. with review 60 days prior to the expiration date.

**Procedure:**

1. The NABIP Ohio Administrator shall review annually all P & P s to identify those that are due to expire during the year.

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2. The expiring policies will be sent to the NABIP Ohio Board for review and revision

**Financial Impact:**

None