

# ACTION ITEM

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Actuarial & Underwriting Committee Meeting, September 27, 2016  
Board of Governors Meeting, September 28, 2016

<b>CONTRACT ID:</b>	<b>Product Change: Procedural Changes to Underwriting Manuals</b>
<b>BUDGETED ITEM</b>	N/A
<b>CONTRACT AMOUNT</b>	N/A
<b>PURPOSE / SCOPE</b>	<p>In the normal course of business, it is sometimes necessary for Citizens' staff to address procedural, formatting and non-substantive changes (that do not impact eligibility for coverage) in our personal and commercial lines underwriting manuals.</p> <p>Under Section 7, subsection (A) paragraph (11), Citizens Property Insurance Corporation's Plan of Operation provides that the Board may delegate to a senior manager the decision to file amendments to an Underwriting Manual which are solely procedural, and do not impact eligibility for coverage or classification of risks.,</p> <p>Pursuant to this plan provision, Staff requests that the Board delegate to the Senior Manager responsible for preparation and filing of Underwriting Manuals the decision to file amendments to an Underwriting Manual which are solely procedural, and do not impact eligibility for coverage or classification of risks.</p>
<b>CONTRACT TERM(S)</b>	N/A
<b>PROCUREMENT METHOD</b>	N/A
<b>RECOMMENDATION</b>	Citizens' Staff recommends the Actuarial & Underwriting Committee approve the authorization requested to delegate to the Senior Manager and responsible for preparation and filing of Underwriting Manuals the decision to file amendments to an Underwriting Manual which are solely procedural, and do not impact eligibility for coverage or classification of risks.
<b>CONTACTS</b>	John Rollins, Chief Risk Officer Karen Holt, Senior Director Product Development