

Firefighters & Police Officers Pension Plan City of Alexandria

Rules of Procedure

Adopted by the Firefighters & Police Officer Pension Plan Board, City of Alexandria, Virginia, at its meeting of October 11, 2012, to govern the conduct of such business as may come before the Board. Amended on December 19, 2013.

I. Organization

A. Officers

The Officers of the Firefighters & Police Officer Pension Plan Board (hereinafter “the Board”) shall consist of a Chairman, and a Secretary.

B. Election of Officers

Officers of the Board shall be elected for a term of two years at the regular meeting of the Board in January of the year following regularly scheduled elections. If an officer resigns, a successor shall be elected to fill the vacancy for the unexpired balance of the term. The election shall be held at the next meeting following the resignation.

C. Eligibility

All officers of the Board shall be members of the Board. All members of the Board are eligible to serve as officers. No member may hold more than one of the offices named above simultaneously. Board membership is governed by Article X of the Plan Document.

D. Duties of Officers

The Chairman shall preside at all meetings of the Board at which he/she is present. In the absence of the Chairman, the secretary shall preside and shall exercise the duties of the Chairman. In the absence of both the Chairman and the Secretary, a temporary Chairman will be elected by those members present and shall exercise the duties of the Chairman.

E. Professional Support Personnel

The Pension Administration Division shall prepare the minutes of the meeting of the Board, shall keep accurate records of all proceedings of the Board, and record the vote of each member on each matter voted upon. The Pension Administration Division shall be the custodian of the records of the Board.

II. Meetings

A. Regular Meetings

Regular meetings shall be held at least twice per quarter, a Due Diligence meeting, and an Interim meeting. Regular meetings will be held on the second Thursday of the month where feasible.

B. Special Meetings

Additional special meetings may be held, including, but not limited to: an annual board retreat, manager meetings, meetings with City Council's Committee on Compensation and Pensions. Special meetings shall be governed by the same procedural rules as regular meetings. If a special meeting is held for the sole purpose of hearing a vendor presentation or an educational session then the meeting shall be posted as an "Educational Session" and "No business will be conducted and no votes will be taken."

C. Attendance

Except as noted in paragraph D, below, all meetings shall be open to the public at all times, and the record of any meeting shall be made available to any member of the public on request.

D. Executive Sessions

The Board, upon a motion and a quorum voting in favor of the motion, may exclude the public from its deliberations or briefings pertaining to a pending litigation or for one of the reasons stated in the Virginia Freedom of Information Act. The Board shall enter into the minutes of the meeting that the Executive Session was entered and exited properly, and the terms of the Virginia Freedom of Information Act were met.

E. Quorum

A quorum is constituted of four members of the Board, of which at least one shall be a representative of the Fire Department, one the Police Department, and two from City Management.

F. Voting

All actions of the Board shall be by a majority vote of those members present at the meeting unless such members shall constitute less than a quorum or as noted below. Each member shall enter one vote. Section 12.1 of the Plan Document requires five affirmative votes to waive the 60-day notice rule for notifying plan participants of proposed plan amendments.

The role of alternates is delineated in the Plan Document. A trustee may not designate a person to vote for them in their absence.

A tie vote fails to carry a motion.

III. Business at Meetings

A. Rules of Order

Meetings shall be guided by Robert's Rules of Order, Revised, except where such would be inconsistent with provisions of law.

B. Order of Business

The order of business at the meetings may vary. However, unless posted as a special meeting for a limited purpose, each meeting will schedule the following

1. Call to order,
2. Review of prior meeting minutes,
3. Committee reports,
4. Administrator's report including the Rebalancing report,
5. Old business,
6. New business, and
7. Adjournment.

C. Public Participation

Any member of the public may be heard on any matter before the Board except as noted in II(D). Such person before being heard shall state for the record his name and address, the nature of interest in the matter and whom he or she represents.

IV. Minutes

A. Minutes

Minutes shall include:

- Date, time, & place of the meeting,
- Names of those present,
- Time the meeting began,
- High level overview of items reported,
- A review of topics discussed in detail with emphasis on dissenting opinions to include findings and reasons for the decision of the Board,
- Motions, and discussions of motions,
- Time the meeting adjourned,
- The time and place of upcoming meetings,
- A list of handouts/meeting materials, and
- Items requiring follow up by trustees, staff, or vendors.

V. Annual Report

A. Annual Report

The Board is exempt from the requirement to submit an annual report to the City Council.

VIII. Notice

A. Meeting Notice

The Board's meetings shall comply with the State's open meeting laws and three day notice will be provided for all meetings.

IX. Representation

C. Legal Representation

The Board will not normally be represented by the City Attorney. However, the Board shall not proceed in matters requiring legal counsel without legal advice from either the City Attorney or the Board's outside council.

X. Standing Committees

A. Establishing Standing Committees

The Board may establish two standing committees: 1) Technical Corrections and Plan Document Review Committee, 2) Vendor & Service Provider Review Committee. The selection of the composition of the committee shall be set forth in a motion. At the committee's first meeting it shall select a chair.

B. Two Year Limit

The standing committees shall not meet for more than two years without a motion reaffirming its membership or selecting new members. The two year term shall coincide with the election of officers and the two year election cycle (January of odd numbered years).

C. Limited Authority

No committee of the Board may exercise any power of the Board or act on its behalf except as specifically authorized to do so by a duly enacted motion.

D. Purpose

a. Technical Corrections and Plan Document Review Committee

The purpose of the Technical Corrections and Plan Document Review Committee is to review any proposed changes to the Plan Document, including, but not limited to: compliance, scrivener's errors, and consistency. The committee may be asked to initiate a review of any cost neutral change to the plan document. It may also review proposed changes to the Plan Document that are

suggested by an ad hoc committee (whether or not they are cost neutral).

b. Vendor & Service Provider Review Committee

The purpose of the Vendor & Service Provider Review Committee is to review the contract, terms, services of the Board's outside vendors and internal staff. This would include the actuary, attorney, custodial bank, investment consultant, and employees of the Pension Administration Division. The committee will also survey trustees and staff annually to evaluate performance.

XI. Ad Hoc Committees

A. Establishing Ad Hoc Committees

The Board may establish such ad hoc committees that it deems necessary from time to time for the conduct of its business. The selection of the composition of the committee shall be set forth in a motion. At the committee's first meeting it shall select a chair.

B. Two Year Limit

No ad hoc committee may exist for more than two years without a motion reaffirming its existence, membership, and purpose. The two year term shall coincide with the election of officers and the two year election cycle (January of odd numbered years).

C. Limited Authority

No committee of the Board may exercise any power of the Board or act on its behalf except as specifically authorized to do so by a duly enacted motion.

XII. Amendments

A. Amendments

Except where to do so would be inconsistent with law, these rules of procedure may be amended at any meeting by an affirmative vote of the Board.

XIII. Authority

A. Authority

The source of authority of the Board is from the Plan Document and all Board actions shall be consistent with that authority.