



Title I: General/Provisions
Chapter D: Development, Amendment, and Repeal of Administrative Rules
Article TBD: TBD

Sec. 1 Organization of Administrative Rules

These rules shall be organized by Title, Chapter, Section, and, when applicable, Subsection.

Sec. 2 Assignment of Title, Chapter, Section, and Subsection

(a) Board Counsel shall assign the Title, Chapter, Section, and Subsection of any Rule adopted by the Pension Board.

(b) Board Counsel is also empowered to renumber Rules in order to maintain organizational and administrative integrity of the rules. However, Board Counsel is not to make any changes impacting the substance of the Rules.

(c) Board Counsel shall notify the Pension Board and the Executive Director when renumbering rules. Upon receipt of notification of the proposed renumbering, the Executive Director and/or any Trustee may object to the proposed renumbering within seven (7) days. If no objection is made, the proposed numbers shall be deemed final. If any objection is made, the renumbering is deemed non-final and will be addressed at the next Pension Board meeting.

Sec. 3 Gender Neutrality

The Rules should be read in a gender-neutral manner. When gender specific pronouns (e.g. she, he, her, him, etc.) are used, unless specifically stated otherwise, the term applies equally to the referenced position (e.g. Executive Director, Trustee, Member, Beneficiary, etc.) regardless of gender or sex.

Sec. 4 Adoption of Administrative Rules and Policies

All Rules and Policies of the Pension Board shall be adopted in the manner dictated by the Rules.

Sec. 5 Pension Board Approval of Rules

All Rules and Policies of the Fund must be approved during a properly noticed public meeting of the Pension Board. This is a non-delegable duty.

Sec. 6 Rule Development by Staff

(a) Staff may draft and propose rules and/or amendment of the Rules for the Pension Board's consideration. An employee holding the position of Manager, Director, or Chief Officer, or their designee(s), may develop a proposed rule.

(b) Upon completion and approval by the relevant Chief Officer or Director, the proposed rule or amendment will be sent to the Executive Director, or his/her designee, and the Chief Legal Officer for review and comment.

- (c) Upon approval by the Chief Legal Officer and the Executive Director, the proposed rule or amendment will be sent to Board Counsel for review and comment.
- (d) Upon approval by Board counsel, the proposed rule or amendment will be placed on the Pension Board's next meeting agenda and distributed to the Trustees for review.
- (e) The Pension Board may then consider the proposed rule or amendment in due course.

Sec. 7 Rule Development by the Pension Board

Any Trustee of the Pension Board may propose a new rule or amendment to the Rules. Prior to being placed on the agenda, the proposed rule(s) or amendment(s) will be distributed to each Trustee and Board Counsel.

Sec. 8 Rule Development by Vendors or Counsel

The Pension Board may task a vendor with requisite experience, knowledge, training, or ability to draft a proposed rule or amendment to the Rules for consideration by the Pension Board.

Sec. 9 Repeal of Rules

The Pension Board may repeal a Rule by taking action at a properly noticed public meeting.

Sec. 10 Distribution of Rules

A complete and up to date copy of the Rules shall be available to all employees of the Fund and to the public. Employees will be trained regarding all fund rules applicable to their duties as a Fund employee. The Executive Director, or her designee(s), will determine the manner by which Rules are distributed and what training will be conducted regarding the Rules.