



## Board of Trustees - Operating Policies

- RULE 1. **MEETINGS.** The LEOFF Plan 2 Retirement Board will typically meet once each month during the year. Additional meetings may be scheduled by the Board or called by the Chair or Administrative Committee as deemed necessary.
- RULE 2. **RULES OF ORDER.** All meetings of the Board, or any subcommittee created by the Board, shall be governed by Robert's Parliamentary Rules, except as specified by applicable law or Board operating policies.
- RULE 3. **QUORUM.** A majority of the 11 Board members shall constitute a quorum of the Board (6 members). A majority of the members appointed to a subcommittee shall constitute a quorum of the subcommittee.
- a. The Chairman may convene or adjourn a meeting of the Board without a quorum being present.
  - b. The Board may hear reports or other information, hold debate and take public testimony on matters before the Board without a quorum being present but may not vote on any measure or issue until a quorum is present.
- Section 3.01 **TELECONFERENCE ATTENDANCE.** Teleconferencing to the LEOFF Plan 2 Retirement Board, Administrative Committee or other committee meetings is permitted upon advance notification of the Chair and administrative staff to the board. In the absence of the Chair, the Vice Chair may grant approval and in the absence of the Vice Chair the remaining Administrative Committee member may grant approval. Criteria to be used by the Chair to determine if teleconferencing is appropriate are:
- a. If there is hazardous weather
  - b. When an agenda item cannot be postponed to a later meeting date and a member's attendance is needed for quorum purposes.
  - c. If in the Chair's opinion it is clearly to the LEOFF 2 Board's or Administrative Committee's advantage to arrange a teleconference.

- d. As an alternative to board member travel as recommended by Chapter 7, 2010 Laws 1<sup>st</sup> Special Session.
- e. If teleconferencing is approved, a speaker phone audible to all attendees shall be arranged at the location of the public meeting.

A member appearing via telephone shall identify themselves at the beginning of the meeting. Periodically the Chair should verify whether the member is still participating by telephone at the meeting. Members appearing by telephone shall use a land line if at all possible instead of a mobile telephone to ensure clarity and consistent connection.

**RULE 4. VOTING.** A majority of the 11 Board members (6 members) must vote in the affirmative for an official action of the Board to be valid. A majority of those Board members present must vote in the affirmative on procedural matters (at least 4 members), unless provided otherwise in statute or Board operating policies. A majority of the members appointed to a subcommittee must vote in the affirmative for an official action of a subcommittee to be valid; a majority of those subcommittee members present must vote in the affirmative on procedural matters, unless provided otherwise in statute or Board operating policies.

**RULE 5. MINUTES.** Minutes summarizing the proceedings of each Board meeting and subcommittee meetings shall be kept. These minutes will include member attendance, official actions taken at each meeting, and persons testifying.

**RULE 6. ELECTION AND DUTIES OF OFFICERS.**

- a. The Board shall elect a Chairman and Vice-Chairman from its membership. Nominations for Chairman and Vice-Chairman shall be open during the regularly scheduled board meeting held in August. Any member may verbally nominate another member or themselves when the presiding officer declares the nominating period open. Elections for Chairman and Vice-Chairman shall be held during the regularly scheduled September board meeting. Terms for Chairman and Vice-Chairman shall be for a period of two years commencing immediately following the officers' election.
- b. Both Chairman and Vice-Chairman shall be members of the Administrative Committee. One additional member shall be chosen by board members representing employer groups. Administrative Committee members shall serve two year terms that begin and end with the Chairman and Vice-Chairman's terms.
- c. The Chair shall preside at all meetings of the Board and Administrative Committee, except that the Vice Chair shall preside when the Chair is not present. In their absence, an Administrative Committee member may preside.
- d. Board staff shall prepare and maintain a record of the proceedings of all meetings of the Board and subcommittees of the Board.

- e. The Administrative Committee shall perform all duties delegated by the Board. The Administrative Committee shall coordinate the annual evaluation of the Executive Director of the agency. (Policy 1 – Executive Director Performance Evaluation)
- f. Board members shall consult with the Executive Director before referring issues to the Assistant Attorney General so that any budget constraints may be taken into consideration. Advice from the Attorney General’s Office to the Board may be subject to the attorney client privilege. When subject to the privilege, Board members are advised to maintain the advice as confidential. The privilege may be waived only by vote of the Board.
- g. The Executive Director may refer requests for information or services by Board members that are directly related to current Board projects or proposals and/or require a significant use of staff resources to either the Chair or the Administrative Committee.
- h. Such requests will be approved by either the Chair or by a majority vote of the Administrative Committee prior to action by staff. The Chair or Administrative Committee will consider priorities of all current projects and budget constraints in making this decision.
- i. Any Board member may attend Administrative Committee meetings at any time, though participation may be restricted for time or procedural purposes.

RULE 7. **EXPENSES.** Legislators’ travel expenses shall be paid by the member’s legislative body; state employees’ expenses shall be paid by their employing agency; other Board members’ travel expenses shall be reimbursed by the Board in accordance with RCW 43.03.050 and 43.03.060.

RULE 8. **AGENDA ITEMS.** Any Board member may request that the Board place an item on the agenda for a future meeting. The Chair or the Administrative Committee may also place an item on the agenda for a future meeting, or make other agenda changes, as deemed necessary. Items will not be placed on the agenda without the approval of the Board, the Chair, or the Administrative Committee.

RULE 9. **PROCESS FOR CONSIDERING NEW BENEFIT PROPOSALS.** The Board will maintain a register of all proposals for benefit changes, sorting them into the following categories:

- a. Proposals by Board members; or
- b. Proposals by plan members, employers and the public; or
- c. Technical corrections identified by staff, the Department of Retirement Systems or other agencies/organizations.

Proposals will remain on the register for two years unless withdrawn by the sponsor or acted on by the Board.

In order to provide stakeholders and the public with ample opportunity to comment on proposals and to understand the potential impacts on plan members, beneficiaries and/or contribution rates, the Board will consider proposed benefit changes from the register in the following stages:

**Initial Consideration** - Staff will prepare background information regarding the topic. A majority of Board members must agree to request that staff prepare a Preliminary Report.

**Preliminary Report** – Staff will develop key issues and policy alternatives for Board consideration. The Board may invite public and stakeholder comment. A majority of Board members must agree to request that staff prepare a Final Proposal.

**Final Proposal** – Staff will develop statutory or regulatory language describing the benefit and seek legal review by counsel, an analysis by the State Actuary on the impact of the change, an independent review of fiscal notes by an outside actuarial firm, if available, and supporting analysis and descriptive information.

The Board will review the Final Proposal in a public meeting and hear public testimony before voting to move the proposal forward to the Legislature. A majority of Board members must agree to move the proposal forward to the Legislature.

**NOTE:**

**Rules adopted November 19, 2003**

**Rule 9 revised August 25, 2004**

**Rule 6 revised September 28, 2005**

**Rule 3 revised April 30, 2008**

**Rule 3 revised June 16, 2010**

**Rule 6 revised December 12, 2012**

**Rule 2 revised May 28, 2014**

## EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

**Policy Number:** 1 (Refer to Rule 6e of the Board's Operating Policies)  
**Effective Date:** Created September 1, 2017  
**Application:** Applies to the Executive Director of the LEOFF Plan 2 Retirement Board

**Approved by:** \_\_\_\_\_

**CHAIR**

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### PURPOSE

An important function of the Board is oversight and supervision of the Executive Director. In order to ensure that this function is carried out effectively, the Board believes that formal evaluation procedures and practices are required.

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### POLICY STATEMENT

The primary objectives of this policy are to:

- 1) Assist the Board in developing and communicating clear and meaningful goals and performance targets for the Executive Director; and
- 2) Ensure that the Executive Director receives useful and objective performance feedback from the Board on a periodic basis.

This policy provides a broad criteria and general process to evaluate the performance of the Executive Director annually. More specific criteria will be used to reflect the particular objectives and circumstances that may be appropriate in a given year.

### ROLES

The Board is responsible for evaluating the performance of the Executive Director. The Administrative Committee will coordinate the evaluation process.

The Board may interact with the Administrative Services Manager of the agency to provide support to the evaluation process, tabulate any questionnaires that may be used in the process, and maintain the confidentiality of such questionnaires or other written evaluations.

### EVALUATION CRITERIA

Evaluation criteria may include, but are not limited to:

- 1) Achievement of appropriate performance targets;
- 2) Implementation of the Strategic Plan or other specified initiatives;
- 3) Implementation of Board policies and associated reports to the Board;
- 4) Leadership, management, and related qualities and skills;

- 5) Compliance with the Executive Director's position description; and
- 6) Other criteria the Board may determine.

The Board will attempt to ensure that the criteria:

- 1) Are objective in nature;
- 2) Are measurable; and
- 3) Pertain only to outcomes over which the Executive Director has a reasonable degree of control.

The Board may use an evaluation form or survey to facilitate the receipt of Board member input on leadership, management, and related qualities and skills.

### **EVALUATION PROCESS AND TIMELINES**

The Administrative Committee will establish:

- 1) The proposed evaluation criteria and their relative weights for the Executive Director for the year being evaluated; and
- 2) Any proposed evaluation forms or surveys to be used in evaluating the Executive Director.

The Administrative Committee shall solicit the input of the members of the Board to determine if the performance of the Executive Director met the established evaluation criteria.

The Administrative Committee will review the performance of the Executive Director annually. The Executive Director will be present at the meeting and may participate in the discussion. The Committee reserves the right to hold any portion of the meeting without the Executive Director present.

The Board Chair will distribute a written summary of the Committee's evaluation to the Board for discussion. The Board will review the Committee's evaluation, and the Executive Director may be invited to participate.

Upon completion of the Board's discussion of the evaluation, the Board Chair and the Executive Director will sign the written summary evaluation. The original, signed document will be placed in the Executive Director's personnel file. All copies of the completed Evaluation Forms received from Board members will be destroyed.

### **POLICY REVIEW:**

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.