

**CITY OF OMAHA**  
**EMPLOYEES RETIREMENT SYSTEM**  
(Section 22-21 through 22-49, Omaha Municipal Code)

Amended October 18, 2000

**BOARD OF TRUSTEES**

**BYLAWS**

**I. OFFICERS**

- A. The officers of the Board of Trustees ("Board") shall be a Chair, Vice Chair and Secretary.
- B. The officers shall be elected at the regular meeting of the Board in January of each year to serve a term of one year or until his/her successor has been duly elected and qualified.
  - 1. In the absence of the Chair, or in the event of his/her inability to act, the Vice Chair shall have all the duties and powers of the Chair.
  - 2. In the absence of the Chair and Vice Chair, the Board shall choose a temporary chair to preside.
  - 3. In the absence of the Secretary, the Chair or Vice Chair shall select an Acting Secretary from the membership, and, at such meeting, the Acting Secretary shall have all the duties and powers of the Secretary.
  - 4. The ex-officio members of the Board shall not be eligible to hold office but may serve on committees.
  - 5. Vacancies in any office shall be filled by election at the next meeting of the Board for the unexpired term.
- C. The Chair in his/her rulings and the Board in its deliberations shall follow Roberts Rules of Order insofar as they are not in conflict with law and these Bylaws.

**II. DUTIES OF OFFICERS**

- A. The Chair shall preside at all meetings of the Board and shall have a vote in all matters acted upon by the Board. He/she shall authenticate all records and other documents of the Board, and he/she shall do such other things for and in behalf of the Board as the Board shall direct. He/she shall serve as an ex-officio member of all committees.
- B. The Vice Chair shall act as Chair in the absence of the Chair.
- C. The Secretary shall ensure that the minutes of the meetings of the Board are accurate. He/she shall authenticate all records and other documents of the Board and shall ensure the preservation of the same as permanent records of the City of Omaha. The Personnel Department will provide the

services of a Recording Secretary, who shall record the meeting and transcribe the minutes for approval by the Secretary. Tape recordings of the meetings for transcription purposes can be obtained, at a reasonable cost, from the Recording Secretary.

### III. MEETINGS, QUORUM

#### A. Meetings

1. Notice of the time and place of the Board meeting shall be published the Friday before the regular meeting via the City's e-mail system, posted on the bulletin boards located outside the City Personnel Department and the City Clerk's Office, and in such other manner as deemed appropriate by the Recording Secretary.
2. The Board shall meet regularly at 1:30 p.m. on the third Wednesday of each month in the Legislative Chambers of the Civic Center or such other place as may be obtained by the Secretary.
3. Whenever the regular meeting date falls on a legal holiday, the meeting shall be held on the preceding day, unless the Board shall fix another time.
4. Special meetings may be called by the Chair by notifying each member of the Board at least forty-eight hours before the time fixed for the meeting. If notice shall be given by mail, communications must be postmarked at least seventy-two hours before the time fixed for the special meeting. Such notice shall state the purposes of the meeting and no other items shall be considered. A Trustee, by his/her attendance, shall be deemed to have waived all objections to the notice. An absentee may, at the next regular meeting, claim the notice was defective and move to reconsider any action taken at the special meeting.
5. All meetings shall be open to the public, but non-members of the Board may address the Board only by permission of the Chair.

#### B. Quorum

A quorum to transact business shall be constituted of four members of the Board, but a smaller number may open and adjourn the meeting.

### IV. ORDER OF BUSINESS

- A. The following Order of Business shall not be dispensed except as provided in Section B below.
  1. Roll call and determination of quorum.
  2. Actuarial report, if any.
  3. Reports by Money Managers, if any.
  4. Special Presentations, if any.
  5. Approval of minutes of preceding meeting (s).
  6. Reading of Financial Statement(s).
  7. Old Business.

8. New Business which includes requests for disability pensions, service retirements, recalculations, refunds of contributions, survivor pensions, and death benefits, and any other business authorized by law to be heard before the Board.
  9. Discussion and Action.
  10. Executive Session, if required.
- B. The Order of Business may be suspended during any meeting by a majority vote of all Trustees present.

## V. COMMITTEES

Committees shall perform such functions as may be delegated to them by the Chair or the Board, but no rule or bylaw shall be construed to delegate to them any of the authority of the Board.

### A. Standing Committees will be:

#### 1. Finance/Investment Committee

It shall be the duty of the Finance Committee to submit annually at the regular December meeting a recommendation of a rate of interest to be credited the members' accounts for the following year and make recommendations and reports as to investments.

#### 2. Actuary Committee

It shall be the duty of the Actuary Committee to make recommendations as to actuarial studies.

#### 3. Bylaws Committee

It shall be the duty of the Bylaws Committee to prepare any amendments to these bylaws as may be requested by the Trustees and submit them together with recommendations to the Board.

#### 4. Election Committee

It shall be the duty of the Election Committee to prepare for and supervise any elections held among the members of the City of Omaha Employees Retirement System.

### B. Special Committees shall be appointed by the Chair as needed.

### C. Committee reports shall be made in accordance with specific instructions for such action as the Board may deem advisable.

Each standing committee shall have a minimum of two members of the Board in addition to the Chair, who shall be ex-officio a member of every committee.

## VI. RULES OF ORDER

### A. Voting

1. A majority vote of the members present is required for the adoption of any motion or resolution.
2. A roll call vote shall be required on any motion or resolution.

### B. Motions and Resolutions

1. Motions or resolutions may be presented orally or in writing.
  2. Debate shall be limited by prior announcement of the Chair or at the request of any other Trustee.
- C. Rules of Order for the conduct of all business before the Board shall be consistent with the City Charter and the Ordinances establishing this Retirement System.

## VII. SUSPENSION OF BYLAWS AND AMENDMENTS OF BYLAWS

Rules of order may be suspended at any time by the majority of the Board, and these Bylaws may be amended at any meeting by a majority vote of the members present or at the first regular meeting or first special meeting called for the purpose after the meeting at which the motion or resolution to change the Bylaws is offered by a majority vote of the Board.