

CITY OF OMAHA
POLICE & FIRE RETIREMENT SYSTEM
(Section 22-61 through 22-93, Omaha Municipal Code)

Amended October 20, 2016

BOARD OF TRUSTEES

BYLAWS

I. MEMBERSHIP

- A. The membership of the Board of Trustees of the City of Omaha Police and Fire Retirement System shall be in accordance with the provisions of Section 22-61 through 22-93 of the Omaha Municipal Code:
 - 1. City Finance Director
 - 2. City Human Resources Director
 - 3. One City Councilmember, named by City Council Resolution
 - 4. Three members of the system provided that no more than two shall be from the same Department
 - 5. One Trustee, not a member of the System, elected by the other six Trustees
- B. Terms of elected Trustees shall be for three years dating from the first day of January of each year.
- C. Any vacancy occurring among the Trustees in Section (A.4.) above may be filled by the remaining members of the Board by the appointment of a member from the same Department to fill the unexpired term.
- D. After three unexcused absences from the regularly-scheduled meeting, the Board may request the resignation of any elected member.

II. OFFICERS

- A. The officers of the Board of Trustees shall be a Chair, Vice Chair and Secretary.
- B. The officers shall be elected at the regular meeting of the Board of Trustees 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.

III. DUTIES OF OFFICERS

- A. The Chair shall preside at all meetings of the Board of Trustees 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 on behalf of the Board as the Board of Trustees 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.
 - 1. Minutes of the meetings of the Board shall be open to the public for inspection at reasonable times in the Personnel Department.

IV. MEETINGS, QUORUM AND MINUTES

- A. Meetings
 - 1. The Board shall meet regularly at 1:30 p.m. on the third Thursday of each month in the Legislative Chambers of the Civic Center or such other place as may be obtained by the Secretary.
 - 2. 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.
 - 3. 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 in person, by phone, or by email. 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.
 - 4. All meetings shall be open to the public, but non-members of the Board of Trustees 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.

V. ORDER OF BUSINESS

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

8. Readings of New Business which includes requests for disability pensions, service retirements, recalculations, refunds of contributions, survivor pensions, and death benefits.
 9. Medical bills.
 10. Discussion and Action.
- B. The Order of Business may be suspended during any meeting by the unanimous vote of all Trustees present.

VI. 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 of Trustees.

- A. Standing Committees will be:
1. Finance 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.
 2. 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.
 3. Election Committee
It shall be the duty of the Election Committee to prepare for and supervise any elections held among the members of the Police and Fire 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.

VII. RULES OF ORDER

- A. Roll call
1. The order in which Board members vote will rotate with each meeting. The order shall be alphabetical except that the Chair or Acting Chair's vote shall be the last vote called.
- B. 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.
- C. 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.
 3. A non-member of the Board may address the Board only if recognized by the Chair.

D. Evidentiary Hearings

1. The Board will hold evidentiary hearings on all applications for service connected disability pension applications, non-service connected disability pension applications, widow and children pension applications for service-connected deaths of active employees, widow and children pension applications for non-service connected deaths of active employees, and in any other instance that the Chair determines such a hearing is appropriate.
 2. When an evidentiary hearing is to be held, all exhibits identified and marked by the Board's administrative staff will be considered to have been offered and received into evidence once the Chair calls the matter for consideration by the Board. The applicant may also identify other exhibits that they would like to offer and may offer such exhibits while the matter is pending before the Board. In order for any exhibit which contains substantive information to be considered by the Board, that exhibit must have been either received and placed in the exhibits identified by the administrative staff or identified and provided to the Board at least one week prior to the hearing. In the event that an exhibit was not provided at least one week in advance of the hearing, the hearing on the applicant's request will be laid over until the next meeting of the Board. The Board can waive this one week requirement by a unanimous vote of the members who are present at a meeting.
- E. Rules of Order for the conduct of all business before the Board of Trustees shall be consistent with the City Charter and the Ordinances establishing this Retirement System.
- F. In any parliamentary procedure not specially outlined in these bylaws, Robert's Rules of Order shall be followed.

VIII. AMENDMENT OF BY-LAWS

Amendments to these bylaws may be presented at any regular meeting of the Board or at a special meeting called for such purpose. Such amendment or amendments, after reading, shall be laid over for consideration at the next regular meeting. If any Trustee is absent from the meeting at which the proposed amendment is read, the Secretary shall furnish him/her with a copy of the proposed amendment prior to the next meeting.