LAW ENFORCEMENT OFFICERS' AND FIRE FIGHTERS' PLAN 2 RETIREMENT BOARD
Operating Policies

Adopted at November 19, 2003 Board Meeting

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.

2. RULES OF ORDER
All meetings of the Board, or any subcommittee created by the Board, shall be governed by Reed's Parliamentary Rules, except as specified by applicable law or Board operating policies.

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.

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.

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

6. DUTIES OF OFFICERS
a. 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.
b. Board staff shall prepare and maintain a record of the proceedings of all meetings of the Board and subcommittees of the Board.
c. The Administrative Committee shall perform all duties delegated by the Board.
d. 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.
e. 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. 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.

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.

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.

Revised at August 25, 2004 Board Meeting

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:

- Proposals by Board members; or
- Proposals by plan members, employers and the public; or
- 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.