

Austin Fire Fighters Relief and Retirement Fund
Procedure to Adopt or Amend Rules or Policies

XI. Procedure to Adopt or Amend Rules or Policies

1. Background. Section 2.11 of the Act provides the Board with the authority to adopt rules it considers necessary or desirable for the efficient administration of the Fund. The rule under this Section XI. is intended to set out a standard process that the Board must follow to create, approve, or revise rules or policies of the Fund and will take effect on February 21, 2017. Any rule or policy shall be consistent with applicable laws and regulations, case law, and other Fund rules and policies.
2. Raising a Rule or Policy Issue. Any member of the Board may request that an item be placed on the agenda of a future meeting of the Board relating to the consideration of a new rule or policy or amendment to an existing one.
3. Proposed Draft of a Rule or Policy. Following discussion of a proposed rule or policy, or amendment to a rule or policy, at a meeting of the Board, the Board may instruct staff or legal counsel to prepare a draft of a proposed rule or policy or an amendment to an existing rule or policy for consideration at a future meeting (“Proposed Draft”). The Board may consider and, at its discretion, approve the Proposed Draft during any regular or special meeting of the Board. Once approved, a copy of the Proposed Draft shall be included with the Board meeting minutes and posted on the Fund’s website. The posting on the website will include a request for Member comments.
4. Membership Comment Period and Adoption of the Proposed Draft. The approved Proposed Draft may not be considered for final adoption by the Board before the first regular monthly Board meeting that is two months following the month during which the Board approved the Proposed Draft. Prior to final adoption of the Proposed Draft, the Board shall consider any written comments from Members and provide the opportunity for Members to provide public comments at a Board meeting.

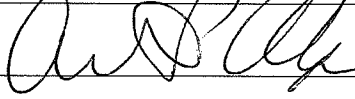
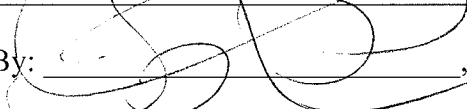

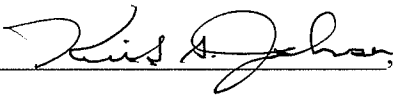
After hearing the Member’s comments, the Board may (1) vote to adopt the Proposed Draft during the same meeting without changes or with minor changes, (2) defer the vote to adopt the Proposed Draft until any subsequent meeting if the Board determines that significant revisions to the Proposed Draft should be considered, or (3) determine not to proceed with the Proposed Draft.

5. Emergency Procedure. The Board may be faced with an emergency situation in which the need for a rule or policy or amendment to existing rule or policy is immediate and urgent. The Board may expedite the adoption process by introducing and adopting a proposed rule or policy during a single meeting if the Board determines that the expedited timing of such adoption is required for the

best interest of the Fund and the circumstances surrounding the adoption were unforeseeable.

6. Posting of Rules. All Board rules and policies will be posted on the Fund's website.

ADOPTED at the meeting of the Board of Trustees of the Fund on February 21, 2017 to be included as a new Section XI of the Fund's Rules..

By:  , Trustee Printed Name: <u>ART ALFANO</u>	By:  , Trustee Printed Name: <u>Jeremy Burke</u>
By:  , Trustee Printed Name: <u>Dimitri Nichols</u>	By:  , Trustee Printed Name: <u>KEITH A. JOHNSON</u>