

Board Meeting Basics

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Important Florida Statutes

Chapter 112 - Public Officers & Employees

Chapter 119 - Public Records

Chapter 120 - Administrative Procedure Act

Chapter 175 - Firefighter Pensions

Chapter 185 - Municipal Police Pensions

Chapter 215 - Financial Matters

Chapter 286 - Public Business: Misc. Provisions

Professionals



Robert's Rules of Order

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Meeting: Members gathering to conduct official business with no interruption longer than a recess.

Board Meetings

- Public Notice–F.S.S. 120.525
- Monthly/Routine Meeting
- Quarterly Investment Meeting
- Disability Meeting
- Annual Meeting
- Special Meeting



Meeting Format

- Call to order
- Roll Call
- Minutes
- Consent Calendar
- Old Business/Unfinished Bus.
- NewBusiness
- Public Comments
- Adjournment



Different Meetings

- ➔ Routine/Monthly
- ➔ Quarterly Investment
- ➔ Disability Mtg./Hearing
- ➔ Annual
- ➔ Special



Quarterly Investment Meeting

Follow Normal Meeting Format

Investment Manager Presentations

Consultant Presentation

Arrange for Delivery of ALL Material Prior to

Meeting Date

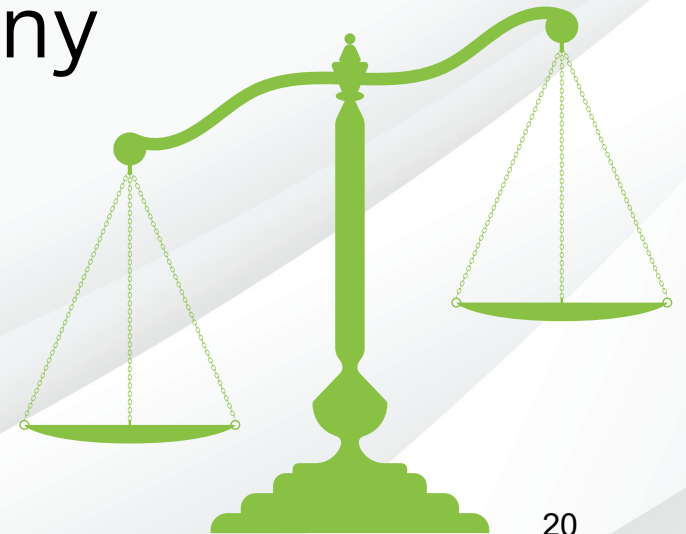
Review Material

Discussions/Q. & A.



Disability Meeting/Hearing

- Quasi Judicial Process
- Follow Normal Meeting Format
- Insure ALL Material has been received well in advance
- Review ALL Material prior to meeting
- Only Accept “Sworn” Testimony
- Use “Positive” Motions
- Service vs. Non-Service



Various Disab. Info

- ☑ Member applies
- ☑ Member must waive ALL medical confidentially
- ☑ Workman Comp. Files
- ☑ Various medical investigations
- ☑ Board Doctor's exam. & reports
- ☑ Positive motion for consideration

Annual Meeting

- Audit
- Actuarial Review
- Budget
 - Contingency Meeting



Special Meeting



- Investment Manager Search
- Consultant Search
- Attorney Search
- Any Other Need that may arise

Misc. Info.

- Voting Requirements
- Terminology–FPPTA Study Guide
- Information Sources
 - Newsletters
 - Internet
 - Networking



Do's & Don'ts

- Do NOT Provide Investment Information
- Always Refer to Pension Plan/Ordinance
- Refer Members to Plan Administrator for Assistance
- Represent Your Plan Members
- Remember Your Fiduciary Responsibility is to the PLAN



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Pension Plan Administered by Pension Board/Trustees

