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County of Fresno

Deferred Compensation Management Council

Bylaws

Adopted: xx/xx/20xx

1.0 FORMATION

- 1.1 The Deferred Compensation Management Council was created by Resolution 12-154 by the Fresno County Board of Supervisors on April 17, 2012.

2.0 PURPOSE

- 2.1 The purpose of the Council is to exercise administrative oversight of the County of Fresno 457(b) Deferred Compensation Plan.
- 2.2 Pursuant to Section 11 of the Plan Document, the Council has the following duties and responsibilities:
- 2.2.1 Interpretation and construction of Plan policies and procedures;
 - 2.2.2 Direction of the third-party administrator on behalf of the County to make disbursement of Deferred Compensation Plan benefits;
 - 2.2.3 Selection and review of any investment currently offered or under consideration to be offered as an investment option under the Deferred Compensation Plan;
 - 2.2.4 Make recommendations to the Board of Supervisors, as appropriate, regarding the appointment of such agents, advisors, and counsel, including a third-party administrator as necessary for the administration and operation of the Deferred Compensation Plan.

3.0 DEFINITIONS

- 3.1 "Board" means the County of Fresno Board of Supervisors.
- 3.2 "Brown Act" refers to the Ralph M. Brown Act (Sections 54950 – 54963 of the California Government Code) which governs public meetings.
- 3.3 "Council" means the Deferred Compensation Management Council.
- 3.4 "County" means the County of Fresno.
- 3.5 "Participant" means an employee or a former employee who has entered into a participation agreement and who has a balance in their investment accounts.
- 3.6 "Plan" refers to the County of Fresno Deferred Compensation Plan.
- 3.7 "Staff" refers to employees within the County providing support to the Council in its administration of the Plan.

4.0 MEMBERS

- 4.1 The Council shall consist of seven (7) voting members as follows:
- 4.1.1 Auditor-Controller / Treasurer-Tax Collector
 - 4.1.2 County Administrative Officer

- 4.1.3 Director or Deputy Director of Personnel Services
- 4.1.4 Retirement Administrator or Assistant Retirement Administrator
- 4.1.5 One (1) department head appointed by the County Administrative Officer
- 4.1.6 Two (2) members at-large appointed by the Board of Supervisors; the two members at-large appointed by the Board of Supervisors must be Participants in the Plan
- 4.2 The appointed Council members shall serve one (1) 3-year term. Council members may be reappointed at the end of the designated term.
- 4.3 Vacancies in the office of a member of the Council shall occur upon such member's absence from two (2) regular meetings within a twelve (12) month period unless excused by the Council, or if any of the following events occur before the expiration of their term of office:
 - 4.3.1 Resignation of the member.
 - 4.3.2 The member ceases to discharge the duties of his or her office for a period of three (3) consecutive months except with the consent of the Council.
 - 4.3.3 The member being convicted of a felony or of any offense involving a violation of his or her official duties.
 - 4.3.4 The death of the member.
 - 4.3.5 Any inability of the member to carry out their duties.
- 4.4 No Council member shall receive compensation for their attendance at Council meetings or for any other purpose or purposes.

5.0 Officers

- 5.1 The officers of the Council shall be a Chair, Vice-Chair and Secretary.
- 5.2 The Chair and the Vice-Chair shall be elected by the members of the Council at the first meeting of each calendar year.
- 5.3 The Chair shall preside at all Council meetings and shall have other powers and duties as may be prescribed from time to time by a vote of the Council.
- 5.4 The Vice-Chair shall have all powers and duties of the Chair in the event of the absence or disability of the Chair.
- 5.5 In the event of the absence or disability of the Chair and Vice-Chair, at any meeting or hearing of the Council, the Council shall elect one of its members as Chair Pro Tempore to preside over such meeting or hearing.
- 5.6 The Secretary of the Council shall be the Director of Personnel Services or their designee.
- 5.7 The Secretary or their designee shall have the following powers and duties:
 - 5.7.1 Schedule all meetings of the Council.

- 5.7.2 Post meeting agendas as required pursuant to the Brown Act.
- 5.7.3 Attend all meetings and hearings of the Council or of subcommittees, and keep a record or minutes of all that transpires at such meetings or hearings.
- 5.7.4 Keep and have custody of all records of the Council.

6.0 Meetings

- 6.1 The Council shall meet at least two (2) times per year, and shall set its meeting schedule as far in advance as possible.
- 6.2 Special meetings of the Council may be called at any time by the Chair, or by a majority of Council members, whenever in their opinion the business of the Council requires it.
- 6.3 Four (4) Council members shall constitute a quorum, provided that no action shall be taken without the affirmative vote of at least three (3) Council members.
- 6.4 Agenda items to be presented to the Council at regular meetings shall be given or delivered to the Secretary at least ten (10) business days in advance of the Council meeting, and agenda items to be presented to the Council at special meetings shall be given or delivered to the Secretary at least seven (7) business days in advance of the special Council meeting.
- 6.5 All meetings of the Council shall be called, held and conducted in accordance with the provisions of the Brown Act.
 - 6.5.1 Public Comment – Matters not on Agenda. Members of the public may comment on any item not appearing on the agenda. No person shall be permitted to speak unless he or she is recognized by the Chair and given permission by the Chair to speak. Matters presented under public comment cannot be discussed or acted upon by the Council at that time, with the following exceptions:
 - 6.5.1.1 A Council member may briefly respond to statements made or questions posed by persons exercising their public testimony rights.
 - 6.5.1.2 A Council member may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities.
 - 6.5.1.3 A Council member or the Council itself may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.
 - 6.5.2 Public Comment – Agenda Items. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Council consideration. Upon being recognized by the Chair, such person may speak or present evidence relevant to the matter being heard.
 - 6.5.3 Right to Speak. No person shall be denied the right to speak because he or she declines to disclose their name, address or telephone number.

6.5.4 Time Limit. Any person addressing the Council will be limited to a maximum of three (3) minutes per agenda item. However, the Chair, in their discretion, may extend such time as they may find reasonable under the circumstances or may further limit the time if the time anticipated to complete the agenda is unusually long.

6.6 Minutes shall include the time and place of each Council or subcommittee meeting, the names of the members present, all official acts of the Council, votes given by Council members except where the action is unanimous, and when requested, a member's dissent or approval with their reasons. The minutes shall be presented for approval at the next regular Council meeting. The minutes, or a true copy thereof, approved by the Council and signed by the Chair, shall form part of the permanent records of the Council.

6.7 No proxy or substitute may vote in place of a Council member.

7.0 Subcommittees

7.1 The Council shall have the power to create one or more subcommittees from time to time which shall serve at the pleasure of the Council. The members of the subcommittees shall be appointed by the Chair with the approval of the Council.

7.2 Standing Subcommittees. The Council shall have the power to create one or more standing subcommittees in order to assist the Council in its decision-making related to the administration, interpretation and application of the Plan by performing such functions as conducting research, developing reports, making recommendations or providing other assistance as determined by the Council. The Secretary shall post the agenda for any standing subcommittee meeting in accordance with Section 5.7 above.

7.3 Quorum for Subcommittees. A quorum to conduct subcommittee business shall consist of two (2) members, but a lesser number may constitute a quorum for the purpose of adjourning a meeting or adjourning a meeting to a stated time. In any case in which a subcommittee takes action on any matter with only two members present, the subcommittee's report to the Council shall reflect the number of members actually voting.

7.4 Officers. Each subcommittee shall have a Chair and Vice-Chair, and such other officers as may be required who shall be selected by, and serve at the pleasure of, the subcommittee. Such officers shall have such powers and duties as the subcommittee may from time to time determine.

7.5 Ad Hoc Subcommittees. The Chair of the Council shall have the power, with the approval of the Council, to appoint such ad hoc subcommittees as are necessary for the purpose of furthering the objectives of the Council.

7.6 Attendance. Each member of a subcommittee shall attend meetings of the subcommittee as scheduled. If a member of a subcommittee fails to attend two (2) consecutive meetings, the member may be replaced by appointment of a replacement member by the Chair of the Council

with the approval of the Council, or, in the case of absence from two (2) consecutive meetings of an ad hoc subcommittee, the replacement member may be appointed by the Chair.

8.0 Amendment of Bylaws

- 8.1 Approval by the Council. An amendment to these Bylaws may be proposed at any time. At least five (5) members of the Council must vote in favor of the amendment in order for it to be approved.
- 8.2 Adoption by the Board. If the Council approves an amendment to the bylaws, the amendment shall be submitted to the Board. The amendment shall become effective immediately upon adoption by the Board.