



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

Rules Committee General Information and Responsibilities (Approved August 24, 2017 – Revised October 22, 2020)

Rules Committee Overview

The Rules Committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the GAPPT and its Board of Directors. The Executive Director will cooperate with the Rules Committee regarding current policies and database information.

Rules Committee Structure and Appointment

To serve on the Rules Committee, an individual must be a GAPPT Affiliate or Plan Sponsor member in good standing. The GAPPT Vice President is the Rules Committee Chair and leader of the Rules Committee.

Rules Committee Chair – GAPPT Vice President (Elected by the membership)

- Two Year Term (Runs concurrently with Vice President position)

Committee Members – Recommended by the Chair and Appointed by the Board of Directors

- Two Year Term

Committee members report to the Rules Committee Chair. The Chair reports to the GAPPT President and the Board of Directors. Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

Unless specified in the bylaws, a person should not serve the Association in more than one capacity at any time, nor should two individuals from the same institution serve on the same committee.

Rules Committee members will generally serve two year terms, with one half of the Committee rotating off annually; terms will begin and end at the Annual Conference. The Rules Committee will consist of members sufficient in number to handle the Committee's activities and responsibilities.

Committee Member Resignation or Removal

A committee member may resign from their position by giving written notice to the Rules Committee Chair. A committee member may also be removed from their position for cause. Reasons for removal to include, but not limited to:

- Engaging in conduct prohibited by the bylaws; or
- Failing to attend regularly scheduled Rules Committee meetings.

Compensation and Expense Reimbursement

Committee members serve without compensation. Members may be reimbursed for reasonable expenses incurred in the course of conducting or engaging in their duties as allowed by GAPPT policy and with approval by the Board of Directors.

Rules Committee Member Responsibilities

Active Rules Committee members should:

- Initiate bi-annual, or more frequently if needed, assessments of the Association's documents, (including the bylaws), and recommend to the Board of Directors any areas needing updates or clarification;



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Rules Committee Member Responsibilities (continued...)

- Initiate bi-annual, or more frequently if needed, assessments of the Association's policies, and recommend to the Board of Directors any areas needing updates or clarification;
- Prepare for and attend Rules Committee meetings, ask questions, follow through on any given assignments, and review any supporting materials prior to meetings;
- Encourage GAPPT members to apply for future Rules Committee member positions;
- Remain current on GAPPT events by following its website, attending its educational programs, and learning more about the issues that impact Georgia's public pension plan trustees.
- Act as an ambassador for the Association;
- Communicate effectively with other Committee members;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

Rules Committee Chair Responsibilities

In addition to the responsibilities required of an individual committee member, the Rules Committee Chair is expected to guide their committee and collaborate with the Executive Director to develop necessary work plans and meeting agendas.

The Rules Committee Chair should:

- Approve agendas of committee meetings before their distribution;
- Report to the Committee on decisions of the Board of Directors that affect the committee's work;
- Where appropriate, guide the committee in proposing new policies, programs and services that will further the mission and goals of the GAPPT and its Board of Directors;
- Where appropriate, make recommendations to the President for transmission to the Board of Directors;
- Understand a Chair's primary role is as facilitator by guiding and encouraging discussion at committee meetings; and
- Report on the committee meetings, including decisions reached, and follow-up actions to be taken, with deadlines for implementation.

Rules Committee Information

The following information is intended to support the Committee's role within the Association.

- **Documents:** The Rules Committee Chair should be familiar with the following:
 - The Association's bylaws;
 - All GAPPT policies;
 - Evaluations or other survey results from previous educational events; and
 - The GAPPT calendar and planning timeline.
- **Meetings:** It is expected that the Rules Committee meet as a group on a regular basis via teleconference and once in person at the annual educational events.
- **Ad Hoc Committees:** The Rules Committee may establish ad hoc committees as necessary.
- **Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Rules Committee Chair.



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GAPPT Calendar and Planning Timelines

An updated GAPPT Calendar will be given to the Rules Chair for distribution. Committee members should note any additions/changes regarding planning timelines, and submit the updates to the Executive Director for inclusion on the following year's documents.

Thank you for serving on the GAPPT Rules Committee. Questions or concerns may be directed to the Rules Committee Chair and GAPPT Vice President at vicepresident@gappt.org, the GAPPT President at president@gappt.org, or the Executive Director at execdirector@gappt.org.