

PUBLIC SAFETY RETIREMENT BOARD

STATE OF MICHIGAN

CITY OF OAK PARK

BYLAWS

Article I. Name

The name of the board is the City of Oak Park Public Safety Retirement Board (the "Board").

The address of the Board is:

**City of Oak Park Public Safety Retirement Board
c/o City Manager
14000 Oak Park Blvd.
Oak Park, MI 48237**

Article II. Public Safety Retirement Board and Duties

1. The Board is established pursuant to Resolution SCM -03-073-13 (the Governing Resolution) to serve as the pension board for the Public Safety Retirement System (the System).
2. The purpose of the System is to provide retirement income for the benefit of the personnel of the public safety department employed by the city and survivor benefits to their eligible beneficiaries.
3. The duties of the Board are as provided in Act 345 of the Public Acts of Michigan, 1937 (MCL 38.551 – 38.562), as amended.

Article III. Retirement Board

1. **Board.** The Board shall have five trustees, having such terms and qualifications as contained in the Governing Resolution. The Board shall consist of:
 - (a) The treasurer of the City of Oak Park, or his or her designee, who shall serve throughout his or her term in the position of Treasurer
 - (b) Two (2) additional trustees, one (1) of whom shall be an active member of and elected by a majority vote of the Oak Park Command Officers Association, and one (1) of

whom shall be an active member of and elected by a majority vote of the Oak Park Public Safety Officers Association.

- (c) Two (2) additional trustees who shall be members of the City Council to be appointed by the City Council and to serve at the pleasure of the City Council

2. **Replacement and Vacancies.** A vacancy shall occur on the board if:

- (a) Either of the public safety trustees ceases to be eligible for nomination as a member trustee.
- (b) Either council trustee ceases to be a member of the Council;
- (c) Any participant elected trustee fails to attend three consecutive meetings of the board unless in each case excused for cause by the trustees attending the meetings; and
- (d) Any trustee resigns or is removed from office in the same manner as the position was previously filled.

A member whose term of office has expired shall continue to hold office until his/her successor has been appointed or elected; however, a member whose term has expired but who remains in office shall be treated as having started the first year of a new term, with any subsequent appointee or electee taking over that term at the time he/she is appointed/elected. If a vacancy is created by death or resignation for an appointed trustee, a successor shall be appointed by the City Council for the remainder of the term.

- 3. **Conflict of Interest.** A member who has a direct interest in any matter before the Board shall disclose his/her interest prior to any discussion of that matter by the Board. The disclosure shall become a part of the record of the Board's official proceedings. The interested member shall further refrain from participation in the Board's action relating to the matter.
- 4. **Compensation.** Trustees shall not receive compensation for services as members of the Board. Trustees shall serve without compensation for their services as trustees but shall be entitled to their expenses actually and necessarily incurred in attending meetings of the board and in performing required duties as trustees.
- 5. **Meetings.** The Board shall schedule meetings regularly, at least each month and shall designate the time and place of each meeting. All hearings of the Board shall be public,

except to the extent a closed meeting may be held under the Open Meetings Act (Act 267 of the Public Acts of 1976).

6. **Notice.** Notice of any hearing shall be given in accordance with the Open Meetings Act (Act 267 of the Public Acts of 1976).
7. **Quorum.** A majority of the trustees then in office constitutes a quorum for the transaction of business at any meeting of the Board. A majority of the Board present may adjourn the meeting from time to time without further notice. The vote of the majority of the members present at a meeting at which a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by these bylaws. Amendment of the bylaws requires the vote of not less than a majority of the members of the Board then in office.

Article IV. Officers

1. **Officers.** The Board shall have four officers: a Chairperson, Vice-Chairperson, Secretary and Treasurer.
2. **Chairperson.** The Chairperson shall be the Presiding Officer of the Board. The Chairperson shall be elected annually by the Trustees. The Chairperson shall preside at all meetings of the Board and shall perform all the duties of the office as provided by law, charter, these bylaws, or the Board's Rules of Procedure. The Presiding Officer shall have the general powers and duties of supervision and management of the Board.
3. **Vice-Chairperson.** The Vice Chairperson shall perform all the duties of the Chairperson in the case of an inability to serve.
4. **Treasurer.** The city treasurer shall be Treasurer of the retirement system. The Treasurer shall be custodian of the assets of the retirement system except as to such assets as the board may from time to time otherwise hold or direct to be held by a third party custodian, as authorized by state law.
5. **Secretary.** The city clerk or the clerk's deputy when acting for the city clerk shall be Secretary to the Board and the administrative officer of the System. The Secretary shall record all votes and the minutes of all proceedings at meetings of the Board, and perform the duties of the office of Secretary as provided by law, these bylaws, or as additionally directed by the Board. In the absence of the Secretary, the Board shall designate an acting Secretary.

6. **Delegation of Duties of Offices.** In the absence of the Presiding Officer of the Board, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties of the Presiding Officer to any other Member, provided a majority of the Board then in office concurs.

Article V. Parliamentary Procedure

In all matters not covered by these rules or the Rules of Procedure, *Robert's Rules of Order, Newly Revised*, shall govern the Board. The Presiding Officer of The Board shall be the parliamentarian.

Article VI. Amendments

These bylaws may be altered, amended, or repealed by the affirmative vote of a majority of the Board then in office at any regular meeting or special meeting called for that purpose.