



## **Rules Committee Guidelines**

### **General Information and Responsibilities**

Effective Date: August 24, 2017 | Revision Date: November 15, 2024

#### **Overview:**

Rules Committee reviews the Georgia Association of Public Plan Trustees' (GAPPT) governance documents and policies. The Executive Director coordinates policy development and member communication with the Rules Committee.

#### **Structure and Appointment:**

The Rules Committee Chair is the leader of the Rules Committee.

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

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

**Rules Committee Vice Chair** – Recommended by the Chair and appointed by the Board of Directors

- Two Year Term (In addition to any Committee Member Term)

**Committee Members** – Recommended by the Chair and appointed by the Board of Directors

- Two Year Term

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

The Rules Committee will have sufficient members to handle the committee's activities and responsibilities. In general, a person should not serve on more than one committee 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 begin May 1st and end April 30th. Members may be eligible for reappointment with the recommendation of the Rules Committee Chair and approval of the Board of Directors.

#### **Member Qualifications and Evaluation:**

To serve on the Rules Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing.

The Rules Committee Chair evaluates committee members annually on their participation and adherence to these Guidelines.

#### **Member Resignation or Removal:**

A member may resign by giving written notice to the Rules Committee Chair. Additionally, a member will forfeit their committee position if they are no longer associated with the organization that served as the basis for their GAPPT membership. A member may also be removed from their committee position for cause. Reasons for removal include, but are 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 while conducting or engaged in duties as allowed by GAPPT policy and with the Board of Directors' approval.

### **Member Responsibilities:**

Active Rules Committee members should:

- Initiate annual (or more frequently, if needed) assessments of the GAPPT Bylaws and policies and recommend any updates or clarifications to the Board of Directors.
- Prepare for and attend Rules Committee meetings, ask questions, follow through on any given assignments, and review any supporting materials before 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 retirement system trustees.
- Act as an ambassador for the GAPPT.
- Communicate effectively with other committee members.
- Encourage other public retirement system professionals to attend GAPPT educational events.
- Avoid conflicts of interest and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

### **Chair Responsibilities:**

In addition to the responsibilities required of a committee member, the Rules Committee Chair is expected to guide the committee and collaborate with GAPPT staff to develop work plans and meeting reports.

The Rules Committee Chair should:

- Contact nominees and candidates for open Board of Director positions per the Bylaws.
- Inform the GAPPT staff of any committee roster changes.
- When needed, recommend a vice chair candidate for the Board of Directors' consideration and approval.
- 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.
- Serve as a facilitator by guiding and encouraging discussion at committee meetings.
- Report on the committee meetings, including decisions reached and follow-up actions to be taken, with deadlines for implementation.

### **Committee Information:**

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

**Documents:** The Rules Chair should be familiar with the following:

- The GAPPT Bylaws.
- All GAPPT policies.
- Evaluation results from previous GAPPT educational events or the general membership.
- The GAPPT calendar.

**Meetings:** The Rules Committee is expected to meet as necessary to carry out its responsibilities.

**Ad Hoc Committees:** The Rules Committee may establish ad hoc committees as needed. Any ad hoc committee will have sufficient members to handle its activities and responsibilities.

**Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Rules Committee Chair.

**Master Calendar and Planning Dates:**

The GAPPT Calendar will be given to the Rules Committee Chair before January 1st. Any additions or changes should be submitted to the GAPPT staff for inclusion.

*Thank you for serving on the Rules Committee. Questions or concerns may be directed to the Rules Committee Chairperson or [info@gappt.org](mailto:info@gappt.org).*