

# GOVERNANCE POLICIES/BYLAWS

## BOARD OF DEFERRED COMPENSATION ADMINISTRATION

**ADOPTED** \_\_\_\_\_

## 1. DEFINED TERMS

- 1.1. "Plan" refers to the City of Los Angeles Deferred Compensation Plan.
- 1.2. "LAAC" refers to the City of Los Angeles Administrative Code.
- 1.3. "Board" refers to the Board of Deferred Compensation Administration.
- 1.4. "Staff" refers to positions, either in whole or in part, within the Personnel Department providing support to the Board in its administration of the Plan and which have been authorized by the Board for reimbursement from the Plan.
- 1.5. "Board Counsel" refers to positions, either in whole or in part, within the Office of the City Attorney providing legal advice and support to the Plan and which have been authorized by the Board for reimbursement from the Plan.
- 1.6. "RFP" refers to a Request For Proposal.
- 1.7. "NAGDCA" refers to the National Association of Governmental Defined Contribution Administrators, Inc.
- 1.8. "Plan Year" refers to the City of Los Angeles Deferred Compensation Plan fiscal year which begins January 1 and ends December 31 of each calendar year.

## **2. DUTIES AND RESPONSIBILITIES OF THE BOARD, STAFF, AND COUNSEL**

### **2.1 The Board**

- A. The authority for the operation of the Plan is provided under Internal Revenue Code Section 457 and the regulations promulgated thereunder; LAAC Division 4, Chapter 14; and the Deferred Compensation Plan “Plan Document” as adopted by the Board. The Board’s duties and responsibilities are outlined as follows:
- 1) Administer and exercise its authority under the Plan for the exclusive benefit of Plan participants and their beneficiaries.
  - 2) Rule on all questions arising out of the administration, interpretation and application of the Plan, which determination shall be conclusive and binding on all Participants, except as provided by Charter Section 245.
  - 3) Provide a diverse array of investment options providing Plan participants opportunities to devise investment strategies appropriate for their individual investment objectives and risk tolerance.
  - 4) Exercise prudence and diligence in the selection of contractors providing support services to the Plan and in seeking legal, regulatory or interpretive advice regarding the proper administration of the Plan.
  - 5) Exercise prudence and diligence in all matters regarding the collection of and expenditure of participant fees.
  - 6) Adopt and administer a Plan Document which shall provide for the appropriate administration of the Plan consistent with Internal Revenue Code Section 457, the regulations promulgated thereunder, and other applicable and related portions of Federal and State law and City regulations.
- B. The duty to act for the exclusive benefit of Plan participants and their beneficiaries shall take precedence over any other duty.
- C. In governing the Plan, the Board is committed to acting in strict accordance with its fiduciary duties, including those of prudence, loyalty and care. Consistent with their fiduciary duties, Board members will strive to meet the highest standards of ethical conduct.
- D. Developing and Adopting Policies
- 1) Approve and amend as necessary policies to ensure appropriate administration of the Plan.

- 2) Delegate the execution of established Board policies to staff and contracted agents.

E. Reviewing and Evaluating Performance

- 1) Monitor no less frequently than quarterly the performance and institutional viability of its various investment providers, incorporating where applicable appropriate performance benchmarks and peer comparisons.

F. Other Board Responsibilities include:

- 1) At all times meet high ethical standards that exceed legal minimums.
- 2) Be responsible and accountable to Plan participants.
- 3) Effectively and proactively communicate with Plan participants to advise them of the rules, benefits and features of the Plan.
- 4) Provide for the elections of constituent representatives on the Board in accordance with the governance requirements set forth in LAAC Division 4, Chapter 14.
- 5) Establish standing and ad hoc Committees as appropriate to facilitate the consideration of matters under the jurisdiction of the Board.
- 6) Create and maintain an atmosphere that encourages frank and collegial discussions both at the Board and Committee level and as between the Board and staff. The Board strives to achieve a governing style that emphasizes:
  - a. An outward vision with a focus on the future
  - b. Being proactive
  - c. Respect for diversity of viewpoints
  - d. Governance by consensus
  - e. A partnership with Plan staff
  - f. Ethical conduct of Board business to avoid actual or apparent impropriety

## 2.2 Staff

- A. Personnel Department staff (hereafter “Staff”) duties and responsibilities are outlined as follows:
- 1) Provide oversight of and facilitate all aspects of employee participation in the Plan, including but not limited to enrollment, contributions to and withdrawals from individual accounts, rollovers and transfers, hardships, loans, account separations due to divorce, records requests, payroll corrections, and all other participant-related functions and processes.
  - 2) Provide the Board with information, analysis and recommendations related to policies, procedures and issues related to the Board’s proper administration of the Plan.
  - 3) Develop a proposed annual budget for Plan revenues and expenses and recommend to the Board quarterly reimbursements for expenses incurred by the City in support of the administration of the Plan.
  - 4) Under the direction of the Board, coordinate and administer procurement processes for all services related to administration of the Plan, including but not limited to investment management, consulting, and third-party-administrative services.
  - 5) Under the direction of the Board, coordinate and administer the Board’s review of investment options offered by the Plan.
  - 6) Under the direction of the Board, draft, execute and monitor all Plan contracts for services.
  - 7) Coordinate with the City Clerk to facilitate all elections on behalf of the Plan for the Board of Deferred Compensation Administration.
  - 8) Provide recommendations as necessary to update the Plan Document.
  - 9) Review, monitor and execute Plan administrative processes to ensure they are compliant with applicable law and regulations.
  - 10) Oversee development, and ensure effectiveness and accuracy, of all participant communications, including group meeting presentations, newsletters, Plan websites, forms, and educational materials.
  - 11) Schedule, coordinate and develop agendas for all Board and Committee meetings, including recurring presentations from the Board’s investment managers, consultants, and third-party-administrator.

- 12) Participate to the extent possible in associations, educational forums, and similar organizations/events outside the City's Plan for the purpose of information gathering/sharing and creating strategic alliances that may inure to the benefit of the Plan.
- 13) Act as liaison to Board Counsel for all regulatory, technical and legal issues affecting the Plan.
- 14) Review and monitor proposed and final legislation that may impact the Plan and its participants.
- 15) Exercise all other directives of the Board as well as obligations mandated by Federal/State/Local law, the Plan Document, or other applicable policies or procedures.

## 2.3 Board Counsel

A. The duties and responsibilities of Board Counsel are outlined as follows:

- 1) Attend all Board and Committee meetings to ensure compliance with applicable public meeting laws and relevant Federal/State/Local laws and Board policies.
- 2) Provide the Board with information, analysis and advice related to all regulatory matters and legislative changes that may affect the Plan.
- 3) Review all documents related to Plan procurement and contracting, including but not limited to investment management, consulting, and third-party-administrative services.
- 4) Provide recommendations as necessary to update the Plan Document.
- 5) Facilitate employee participation in the Plan related to those functions and participant services (including but not limited to account separations due to divorce, beneficiary claims, and death claims) requiring legal review.
- 6) As and when appropriate, seek outside legal services provided the Board has agreed in advance as to funding the cost of such services.
- 7) Exercise all other directives of the Board as well as obligations mandated by Federal/State/Local law, the Plan Document, or other applicable policies or procedures.
- 8) Provide advice and guidance on conflicts of interest to Board members, staff and contractors and consultants.

- 9) Defend the Board and staff in legal actions regarding the Plan and other matters under the jurisdictions of the Board as allowed by Federal/State/Local law.

### **3.0 GOVERNANCE AND ADMINISTRATION OF MEETINGS**

3.1. Board Officers - The Board shall elect a Chair, Vice-Chair, and First, Second, and Third Provisional Chairs at its first meeting following the first day in January of every even numbered year; or in the event one of the individuals holding one of these titles separates from the Board, at the earliest possible meeting following that individual's separation. Presiding over meetings shall be the responsibility of the Chair; or, in the absence of the Chair, the Vice-Chair; or, in the absence of both the Chair and Vice-Chair, each Provisional Chair in numerical ranking assuming the absence of all those higher in the successive order. That successive order shall be as follows:

- (1) Chair
- (2) Vice Chair
- (3) First Provisional Chair
- (4) Second Provisional Chair
- (5) Third Provisional Chair

This same successive order would apply in the event that attendance of a Board representative is required at a meeting of the Los Angeles City Council, a City Council Committee, or other similar event.

3.2. Chair Duties and Responsibilities - The Chair will exercise the powers and will perform the duties and functions as specified herein:

- A. Recommend to the Board for its consideration the formation, or dissolution of standing committees;
- B. Form and dissolve ad hoc committees;
- C. Appoint members to each standing or ad hoc committee; and
- D. Preside at all Board meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with the City Charter and LAAC, applicable public meeting laws including the Ralph M. Brown Act, and relevant Board policies, including utilizing Robert's Rules of Order as a guideline in conducting meetings.

3.3. Vice-Chair & Provisional Chairs Duties and Responsibilities - The Vice-Chair, or in the absence of the Vice-Chair, the Provisional Chairs in successive order as outlined in 3.1, will exercise the powers and perform the duties and function as specified herein:

- A. Assume the duties of the Chair when the Chair is absent, or when the Chair shall designate the Vice-Chair/Provisional Chairs to act; and



- B. Assume the duties of Chair for the balance of the Chair's term or until a majority of the Board elects a new Chair in the event of the death, resignation, removal from office, expiration of term, or permanent incapacity of the Chair.

#### 3.4. Meetings

- A. The Board will hold regular meetings on the third Tuesday of each month at 9:00 AM and will be located at 700 E. Temple Street, Room 350 Los Angeles, CA 90012. The approximate length of meetings will be three hours. Meetings may be cancelled at the direction of the Chair or staff, or if a quorum is not met. Special meetings may be called by the Chair or by staff.
- B. All meetings of the Board shall be open to the public and held in conformance with the requirements of the Ralph M. Brown Act (Government Code 54950-54962).
- C. The Chair shall determine all questions of procedure and order and may seek guidance from the Board Counsel. Parliamentary formality shall not be required; however, Robert's Rules of Order shall be utilized as a guideline to resolve any procedural questions. Any issues involving a potential conflict of interest of a Board member may be referred to the Board Counsel for advice and determination.
- D. Board members are expected to attend all Board and Committee meetings. Staff will provide the Board with an annual report indicating the attendance of each Board member during the prior year.

#### 3.5. Agendas, Minutes, and Meeting Materials

- A. Staff shall prepare the agenda for each Board and committee meeting.
- B. Every agenda for a regular Board or committee meeting shall provide the public an opportunity to address the Board or committee during posted public comment session on any item under the subject matter jurisdiction of the Board. With respect to any item on the agenda, the public will be given the opportunity to comment before or during the Board or Committee's consideration of the item. The public shall also be given an opportunity to comment on closed session items prior to adjournment into closed session. Where a member of the public raises an issue not yet before the Board or a Committee, the matter may be briefly discussed but no action may be taken on it at that meeting. To ensure the efficient conduct of Board and Committee business, there shall be a 5-minute limit on public comment by a member of the public per agenda item or new matter which is to be enforced by the Chair.
- C. Board meeting materials will be provided to Board members within a reasonable number of days in advance of meetings such that Board members will have sufficient time to review and consider the materials. Committee meeting materials will also be provided electronically to

Committee members within a reasonable number of days in advance of Committee meetings. Meeting materials provided to Board members will be posted on the Personnel Department Deferred Compensation Plan website and made available at the same time they are provided to Board members.

- D. Minutes for each Board and Committee meeting shall be prepared, which provide a summary of all business conducted and a disposition of all motions, and shall be presented to the appropriate body for approval. Once approved, the minutes shall form part of the permanent records of the Board and will be posted on the Personnel Department Deferred Compensation Plan website.
- E. The Board Chair and staff have the authority to place items on the agenda. Any Board member may propose items for future Board meetings, provided they do so in advance at a Board meeting. Board members proposing items may do so by making a request through the Board Chair or making a public request at a Board meeting. Emergency items may be considered by the Board in accordance with the Ralph M. Brown Act.

### 3.6. Quorum, Voting Requirements, & Staff Attendance

- A. The Board shall exercise its conferred powers by order or resolution adopted by a majority of its members.
- B. To provide a clear record of Board actions, roll call votes shall be taken when the vote is not unanimous.
- C. The Board shall consist of nine members as described in the LAAC Sec. 4.1407. Five Board members shall constitute a quorum for meetings of the Board.
- D. Staff shall attend all Board and Committee meetings. No action shall be taken without staff being allowed an opportunity to participate in the discussion.

3.7. The Board has the authority to amend its bylaws by a majority vote consistent with LAAC 21.16.

## 4 COMMITTEE OPERATIONS & GOVERNANCE POLICY

### 4.1. Operational Rules

- A. The Board Chair may establish any ad hoc Committees or recommend to the Board the formation of any standing Committee deemed necessary to support the Board in carrying out its responsibilities.
- B. The Board has established two standing Committees: the Investments Committee, which is responsible for examining issues related to the investments options made available under the Plan; and the Plan Governance & Administrative Issues Committee, which is responsible for examining issues related to Plan oversight, ethics, surveys, fees and other issues of a non-investment nature delegated for consideration by the full Board.
- C. The Board Chair will appoint the members of each standing and ad hoc Committee. The Board Chair will also appoint the Chair of each Committee.
- D. No Committees shall be comprised of a quorum of the Board or greater.
- E. Committee Members may be removed or replaced by the Board Chair by his/her own act.
- F. In determining the members and chairs of each Committee, the Board Chair shall consider:
  - 1) The need to maintain a level of continuity in Committee membership
  - 2) The need to ensure to the extent possible that Board members' Committee appointments reflect their areas of interest and experience; and
  - 3) The need to ensure that Board members gain experience on different Committees.
- G. The Chair of each Committee shall preside at all meetings of the Committee. In the absence of the Committee Chair, the remaining members of the Committee will elect a temporary chair.
- H. Any Board member may attend, and participate in discussions of, any meeting of any committee of the Board; however, at any committee meeting (or at any committee meeting that has become a Special Meeting of the Board due to the presence of a quorum of the Board), only members of the Committee may vote.
- I. A quorum of the Committee is not required to conduct a meeting or move a recommendation to the Board, however, the Committee Chair (not a temporary chair) must be present in order for an action to be taken.

- J. All motions approved by a committee are subject to Board approval, unless the Board has delegated to the Committee specific authority to act on its own (e.g. actions pertaining to the Committee's own operation such as approving agenda, meeting schedules, etc.)
  - K. Following assignment of an issue or issues to a Committee, Committee meetings shall be called by the Committee Chair in coordination with staff.
  - L. Committees shall utilize Robert's Rules of Order as a guideline unless otherwise specified by statute, Board action, or these bylaws.
  - M. Committees shall adhere to the same public notification and meeting requirements as the Board.
  - N. Committees shall communicate with the Board in the form of Report(s) to the Board, offering recommendations and discussion upon referred matters for the Board's consideration.
  - O. Staff shall provide, in a timely manner prior to the meeting, agendas and the appropriate documents for conduct of a committee meeting.
- 4.2. Resignations – Any elected or appointed Board member who becomes ineligible to serve based on an inability to meet the eligibility requirements of the position, or incapacity to attend meetings and participate fully in the Board's deliberations, shall resign from the Board by submitting a letter to the Board Chair indicating the effective date of his/her resignation. An elected or appointed Board member who chooses to resign for any other reason shall similarly submit a letter to the Board Chair indicating the effective date of his/her resignation.

## 5 FISCAL ADMINISTRATION POLICY

Pursuant to LAAC Division 5, Chapter 92, a “Deferred Compensation Plan Trust Fund” has been established for the receipt and retention of fees charged to Plan participants to provide funding for the administration of the Plan. In addition, the Board maintains an account with its third-party-administrator which functions as a repository for administrative fees collected in order to meet the Plan’s contractual fee obligations to the third-party-administrator. Monies maintained in either Fund shall be used to pay for all administrative and operating costs generated by the Plan, as approved by the Board, and under no circumstances may be used for any purpose other than that which accrues to the benefit of Plan participants and their beneficiaries.

- 5.1. On a quarterly basis Personnel Department staff will reconcile the revenues, expenditures, assets and liabilities of the Fund and submit to the Board for approval such fund transfers as may be necessary to reimburse the Personnel Department, and the Office of the City Attorney for their operational expenses in administering the Plan. In its quarterly reports Personnel Department staff will provide and update 5-year projections for Plan revenue/expenses.
- 5.2. At the beginning of each calendar year staff will present, for adoption by the Board, a recommended budget for the Trust Fund for that Plan Year. The Board, in structuring this budget, will maintain a long-term balance between revenues and expenditures that is consistent with avoiding volatility in the collection of participant fees. In furtherance of that objective, the Board shall maintain a prudent reserve in the Trust Fund to protect against fluctuations in Plan assets. The Board’s Plan Year budgets shall be consistent with ongoing 5-year revenue/expense reviews as described in Section 5.1.

## 6 CODE OF ETHICS

- 6.1. Members of the Board and staff must at all times meet high ethical standards that exceed legal minimums as mandated in State ethics laws, the City Ethics Ordinance and Code of Ethics, and Mayoral Directives. Individual Board members and staff shall avoid favoritism, conflict and disclosure of privileged information at all times and shall act in the best interest of the Plan consistent with their fiduciary duties.
- 6.2. Board members and staff shall conduct themselves with integrity and dignity, strive to understand the Plan's objectives, and exercise care, prudence and diligence in handling confidential information.
- 6.3. Board members and staff shall not seek nor accept any compensation or political contributions that would violate California law, including without limitation the Political Reform Act of 1974 and City Ethics Ordinance.
- 6.4. Board members and staff shall comply with gift restrictions and travel advancement/reimbursement requirements set forth in State law and City regulations and policy.
- 6.5. Board members and staff shall take positive steps to prohibit breaches of duty (through negligence or intentional action), unauthorized communication with individuals seeking to influence the Board, and unauthorized communication with individuals who may receive personal gains as a result of Board actions, such as, but not limited to, the conducting of serial meetings and discussion with any respondents to any procurement process concerning issues directly related to the matter while the procurement process is underway.
- 6.6. Board members and staff shall not act or participate in any manner on matters on which they may have a conflict of interest or an appearance of a conflict of interest as set forth in California law and City regulations and policy. As soon as a Board member or staff member becomes aware of a potential conflict of interest, he/she shall immediately consult with the Board Counsel for guidance. A Board member or staff member who has a conflict of interest or an appearance of a conflict of interest on any matter shall comply with the rules regarding recusal.
- 6.7. Board members and staff recognize that all Plan business transactions are to be based on integrity, competence, financial merit and benefit to Plan participants and their beneficiaries, and not on personal relationships.

## 7 PROCUREMENT PROCESSES AND CONTRACTING

7.1. The Board and staff recognize that it is imperative during all procurement and contracting processes to safeguard the trust of Plan participants, assure the integrity of the process, meet their fiduciary obligations as members of the Board and staff, provide a fair and equitable process for interested vendors, efficiently consider the broadest pool of potential providers, and make decisions which are based strictly on what is in the best interests of the Plan and its participants. Towards that end, all members of the Board and staff agree to conduct themselves in the highest ethical manner before, during and following a procurement process, to include the following:

- A. Board members and staff agree not to meet privately with employees, representatives or registered lobbyists of any actual or potential respondents in the twelve months prior to scheduled initiation of a procurement process, nor within any time period following the initiation of a procurement process and up until the a final contract award, with the purpose or result of engaging in a conversation materially related to the vendor's securing business from the City's Plan, without immediately disclosing the substance of that contact in writing to other members of the Board and staff. Failure of a Board member to comply with this requirement will disqualify that Board member from voting with respect to that RFP. Failure of staff will disqualify staff from participating in the evaluation of the RFP responses.
- B. No member of the Board shall participate directly in the review of responses to RFPs unless all Board members participate in that review process equally. All such review shall be conducted by the Board's staff, consultant, and/or other members of a review committee established by the Board for each RFP.
- C. This section is not intended to prohibit contact with potential candidates for award of a contract at group social events, educational seminars, conferences, or charitable events so long as there is no direct marketing, and there are no discussions about the contract or the process to award it.