

A RESOLUTION

TO APPROVE THE BYLAWS OF THE CITY OF GREENVILLE,
SOUTH CAROLINA FIREMEN'S PENSION FUND.

WHEREAS, City Council prescribed by Ordinance No. 97-06 that all municipal boards and commissions should establish bylaws meeting certain criteria; and

WHEREAS, the City of Greenville, South Carolina Firemen's Pension Fund has prepared certain bylaws in accord with that Ordinance and presented the bylaws for the consideration and approval of City Council; and

WHEREAS, in accordance with the Ordinance, the City Attorney has reviewed the bylaws and advises City Council that the bylaws comply with the Ordinance; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA that the bylaws of the City of Greenville, South Carolina Firemen's Pension Fund are approved in the form attached to this Resolution. The operating procedures, which have also been shared with City Council and which are referenced in the bylaws, may be changed without further review and approval by Council with the understanding that any changes will otherwise comply with the approved bylaws and applicable law.

RESOLVED THIS 3RD DAY OF MARCH, 2003.

Lillian Brock Flemming
Mayor

Attest:



City Clerk

BYLAWS

**CITY OF GREENVILLE, SC FIREMEN'S PENSION FUND
BOARD OF TRUSTEES**

**City of Greenville
Greenville, South Carolina**

ARTICLE I

Purpose

The Board of Trustees of the City of Greenville, SC Firemen's Pension Fund was established to manage the fund and its investments in order to provide for a retirement pension for disabled and retired firefighters of the Greenville City Fire Department. The Board of Trustees shall make all needful rules and regulations for the discharge of its duties and shall hear and decide all applications for pensions.

ARTICLE II

Membership

Section 1. Composition.

The Board of Trustees shall consist of five members, as follows: the Mayor, the Fire Chief, and three citizens, one to be appointed by the Mayor, one to be appointed by the Fire Chief, and one to be appointed by City Council.

Section 2. Terms.

The terms for the citizen appointments shall be for four years, and until their respective successors are nominated and confirmed.

ARTICLE III

Staff Liaison

The staff liaison shall be the Fire Chief who shall also be the Secretary. The staff liaison shall assist the Chairperson in setting meetings, preparing the agenda, minutes, compiling reports, and other support functions as needed.

Article IV
Meetings

- Section 1. **Schedule.**
The Board of Trustees shall, at a minimum, meet once annually to review the actuarial report, investment and earnings reports, and approve cost of living increases. Other meetings shall be held on an as needed basis and shall be called by the Chairman.
- Section 2. **Quorum.**
A majority of the Board of Trustees shall constitute a quorum for transacting business and taking official actions.
- Section 3. **Presiding Officer.**
The Chairman shall preside at all meetings. In the absence of the Chairman, the most senior member present shall preside.
- Section 4. **Attendance.**
Members of the Board of Trustees shall be subject to the minimum attendance requirements set by the City Council for boards and commissions and shall report in advance to the staff liaison any anticipated absence as otherwise required by ordinance.
- The staff liaison shall maintain a record of attendance for each committee member. The staff liaison of the Board of Trustees shall be responsible for notifying the City Clerk of any member who violates the attendance requirements.
- Section 5. **Voting.**
All members present, including the presiding officer, shall vote and not abstain from voting unless a conflict of interest is claimed. If a conflict of interest is claimed, the member claiming such conflict shall state the conflict for the record. No proxy or absentee voting shall be permitted.
- Section 6. **Notice.**
The staff liaison shall be responsible for ensuring compliance with the Freedom of Information Act and for notifying members reasonable prior to the date and time of each meeting. The staff liaison shall comply with the guidelines pertaining to matters of public notice and scheduling as provided by the City Clerk.
- Section 7. **Parliamentary Procedure.**
Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the Board of Trustees.

Article V
Ethics

All members of the Board of Trustees shall be subject to the provisions of the South Carolina State Ethics Act and the City of Greenville Code of Ethics.

Article VI
Investment Policy

The Board of Trustees shall adopt an Investment Policy, subject to approval by City Council, to guide the investment of funds. The Investment Policy, by reference, shall become a part of these bylaws. The Board of Trustees will review, at least annually, the Investment Policy and make recommendations for any changes, subject to City Council approval.

Article VII
Amendments

These bylaws may be amended after consideration and discussion of the Board of Trustees by an affirmative vote of a majority of the members present, subject to the approval of the City Council in accordance with City ordinances.