

Current Status: Pending

PolicyStat ID: 10564094



San Bernardino County Employees'
Retirement Association

Origination: 11/5/2015
Effective: Upon Approval
Last Approved: N/A
Last Revised: 10/13/2021
Next Review: 3 years after approval
Area: Administration
References:
Applicability: SBCERA systemwide

Policy on Consent Agendas

POLICY NO. 017

PURPOSE

The purpose of this policy is to expedite the conduct of routine business during San Bernardino County Employees' Retirement Association (SBCERA) Board of Retirement meetings.

POLICY

The consent agenda shall consist of routine administrative, legal and financial matters that require Retirement Board action. Consent agenda items are expected to be non-controversial and not requiring of discussion or explanation prior to action by the Retirement Board. Consent items will include decisions such as, but not limited to, ministerial and/or perfunctory tasks (i.e., approval of agendas, minutes, reports, addressing routine correspondence and approving Trustee and staff travel requests). Other consent items may include applications for disability retirement benefits in which SBCERA staff recommends approval of the applicant's complete requested benefits ~~or in disability reconsideration cases where the applicant has failed to submit additional material within the mandatory six (6) month deadline and the initial Board decision stands.~~

The consent agenda generally is voted on in a single majority vote, but it may be divided into several, separate items. Motions, resolutions and all supporting materials will be provided in advance of the meeting. No item will be added to the consent agenda after it has been finalized and placed in the hands of the Retirement Board members and the public.

At regularly scheduled meetings of the Retirement Board, the Chair will call for a seconded motion to accept all items on the consent agenda. Any Retirement Board member, the Chief Executive Officer, Chief Counsel, or a disability applicant or his representative may request removal of one or more items from the consent agenda. The Board Chair will determine where on the agenda those items will be discussed and a separate motion, if necessary, will be made. Disability applications removed from the consent agenda for discussion shall be moved to the closed session or tabled for a future Retirement Board meeting. Having accepted the amended list of items to be included on the consent agenda, the Chair will call for a further seconded motion to approve the remaining consent items en masse.

The consent agenda items shall be separately recorded in the minutes of the Retirement Board meeting, and indicate which, if any, items were removed and addressed separately. Supporting materials shall be saved with the agenda to document the information upon which the Retirement Board based its decision.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Debby Cherney: Chief Executive Officer	pending

Applicability

SBCERA, SBCERA Internal

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