

# **Retirement Board Committees with Open Meetings Act**

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PRELIMINARY

**DISCLAIMER**

**THIS PRESENTATION IS BASED ON GENERAL PARLIAMENTARY PROCEDURES.**

**THE INFORMATION IS NOT INTENDED AND SHOULD NOT BE INTERPRETED IN ANY WAY AS  
LEGAL ADVICE.**

# What is a Retirement Board Committee?

A **smaller** group appointed by the Retirement Board Chair to **INVESTIGATE** and **RECOMMEND** actions to the board.

Each committee must answer to the board.

The committee is to do what is outlined in the adopted STRS Ohio policy manual (additional rules maybe issued by the board). The committee is to do no more nor no less.

The recommendation(s) of the committee is NOT final, the board makes the final decision on the recommendations from the committee.

**(Recommendations can be amended.)**

# **Board Committee Procedures**

- **The State Teachers Retirement Board committees are subject to the OPEN MEETINGS ACT.**
- **The meetings are open to the public and must be publicly noticed.**
- **A quorum must be present and it takes a majority vote to adopt the committee's report.**

# **Board Committee Procedures – cont.**

- **Remote Attendance statute will apply to committee meetings held in conjunction with a regularly scheduled board meeting.**
- **Committee members must attend in person if the committee meeting is NOT held during regular board meetings.**

# Board Committee **Procedures** – cont.

- Only committee members have the right to make motions and debate.
- Non-committee members can be present in the meeting without voice or vote.
- Non-committee members who wish to speak in the committee meeting must receive permission.

**CHAIR:** *“Is there any objection to allowing \_\_\_\_\_ to speak?” (I OBJECT!) An objection is heard, is there any debate? (DEBATE) Those in favor of allowing \_\_\_\_\_ to speak, say AYE; those oppose say NO.*

# **Board Committee Procedures – cont.**

- Members **DON'T** rise to make a motion or seek recognition but can raise their hand.

**The member must be recognized.**

- Motions may be in the form of an informal suggestion.

**The chair SHOULD form the discussion into a motion for a vote.**

# **Board Committee Procedures – cont.**

- **NO limit to the number of times a committee member may speak.**

**However, the chair must be able to reign in those members who dominate and encourage those who are a little reticent.**

- **Previous Question, Close or limit debate motions are NOT allowed (out of order).**

**Committee deliberations are important, and all Pro & Con points should be heard.**



# **Board Committee Procedures – cont.**

- **Chairman DOES NOT leave the chair to speak.**

**The chair is a key committee member & their input is important. The chair is usually chosen because of their knowledge on the subject.**

PRELIMINARY

# Committee Notes — Minutes

- Minutes are not taken, only NOTES for use by the committee to give its report.
- Key points are noted with a synopsis of the debate by the committee (Pro & Con).

Minutes are officially for the actions taken by the board. Committees will report to the board using the notes from the meetings. The report should include recommendations as adopted by a majority vote of the committee.

# **COMMITTEE REPORTS** RONR 51:3,7

## **REPORTS:**

- **Primarily for information.**
- **Summarize important work.**
  - **How the committee undertook its charge.**
  - **Facts or information uncovered.**
  - **Findings or conclusions derived.**
  - **Resolutions or recommendations, if any.**

# **COMMITTEE REPORTS – cont.**

- **The report is given in the third person.**
- **Reports with recommendations, are placed at the end of the report.**
- **The person making the report should move the adoption of any recommendations.**
- **The report is never ‘received or accepted’.**

## RONR 51:23

- **Submitted in writing.**
- **The committee identified.**
- **No address**
- **No date**
- **Written in third person**

## ORAL REPORTS

**The complete substance is recorded in the minutes.**

# Committee Report

**The \_\_\_\_\_ (name) \_\_\_\_\_ Committee met on \_\_\_\_\_ (date) \_\_\_\_\_. The committee discussed:**  
• \_\_\_\_\_ (Pro & Con key points)  
• \_\_\_\_\_  
• \_\_\_\_\_

**RECOMMENDATIONS: The Committee recommends \_\_\_\_\_. On Behalf of the \_\_\_\_\_ (name) \_\_\_\_\_ committee, I move the adoption of the attached recommendation(s).**

**The next Committee meeting is scheduled for \_\_\_\_\_ (date) \_\_\_\_\_.  
This concludes the committee's report.**

# QUESTIONS

