



INVESTED IN TOMORROW.

**Rules & Administration Committee Meeting**  
Senator Fabian Chavez Jr. Board Room  
PERA Building • 33 Plaza La Prensa • Santa Fe, NM 87507

**Tuesday, June 11, 2019**  
After Audit & Budget Committee

**Committee Members**

Lawrence Davis, *Chair*

Maggie Toulouse Oliver, *Vice Chair*

John Melia

Claudia Armijo

Shirley Ragin

**AGENDA**

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Consent Agenda**
- 4. Current Business**

- |           |   |               |  |
|-----------|---|---------------|--|
| <b>A.</b> | Revise Rules & Administration Committee Charter | Informational | Lawrence Davis,<br>Rules & Administration<br>Committee Chair |
| <b>B.</b> | Revise Board Policies & Procedures              | Informational | Lawrence Davis   |

- 5. Unfinished Business**
- 6. Adjournment**

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**Consent Agenda**

Approval of Minutes of March 12, 2019, Rules & Administration Committee Meeting

Any person with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Trish Winter at 476-9305 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Ms. Winter if a summary or other type of accessible format is needed.



## RULES AND ADMINISTRATION COMMITTEE CHARTER

### **Section 1**

#### **Statement of Purpose**

The PERA Board (“Board”) has oversight of the administration of the trust fund held by the retirement system. The Rules and Administration Committee (“Committee”) assists the Board in fulfilling its fiduciary oversight responsibilities by considering and recommending to the full Board new rules and amendments to or repeal of existing rules governing the organization and operation of the Board and the Association. The Committee shall also consider and recommend to the full Board administrative matters requiring specific direction from the Board as well as recommended updates and revisions to the Board’s Policies and Procedures.

### **Section 2**

#### **Organization/Membership**

The Committee shall be composed of no more than six members, including a Chair and Vice-Chair, appointed annually by the PERA Board Chair. Members shall be independent and free from conflict of interest, whether perceived or actual.

The Committee Chair shall organize the work of the Committee, including: set agendas in consultation with the Board Chair and the Executive Director, convene and chair orderly meetings and ensure the Committee operates to assist the Board consistent with Board policies and within the Committee’s delegated authority and responsibilities.

The Committee Chair shall work directly with staff person(s) assigned by the Executive Director and consultants designated to the Committee, as appropriate, on matters within the Committee’s authority. The Chair shall act as the liaison between the Committee, the Board Chair and the Board.

### **Section 3**

#### **Committee Meetings and Objectives**

The Committee’s main objectives are to provide general oversight and approval for PERA’s rulemakings; provide general oversight, review policies and procedures as required but not less than alternating years and monitor compliance with the Board’s Policies and Procedures and general oversight of governance activities. The committee shall meet, no less than quarterly, to address matters on the committee’s agenda in accordance with the Open Meetings Act, NMSA 1978 §§10-15-1 through 4 (2013).

The Committee shall have the authority to:



## RULES AND ADMINISTRATION COMMITTEE CHARTER

1. Provide advisory assistance to the Board and PERA management regarding development, review and update of PERA regulations and as required conduct administrative rulemakings;
2. Provide advisory assistance to the PERA Board and management on benefit administration and operational issues, including: member communications, customer service, actuarial and informational technology systems;
3. Provide a policy framework for a system of Board governance and internal controls, including review of the Board Policies and Procedures, and make recommendations to the full Board for revisions and updates;
4. Review actuarial matters and make recommendations as necessary to the full Board;
5. Delegate matters within its authority to an appropriate subcommittee, working group or to PERA executive management when deemed necessary or prudent;
6. Monitor compliance with administrative rules and Board Policies and Procedures;
7. Review the Rules and Committee Charter annually and recommend proposed changes and updates to the full Board;
8. Other authorities as delegated to it by the full Board.

### **Section 4**

#### **Authority and Ethics**

The Committee shall carry out their duties with the highest level of honesty and integrity; act in the interest of the PERA membership; maintain an open avenue of communications with management, staff and the full Board; and maintain confidentiality and protect the ownership of confidential information.

Adopted this 11<sup>th</sup> day of June, 2019.

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Lawrence Davis  
Rules & Administration Committee Chair