

CHAIR CHARTER

INTRODUCTION

The position of Chair of the Merced County Employees' Retirement Association (MercedCERA) will be elected by the MercedCERA Board of Retirement (Board) in accordance with the Board's Bylaws.

DUTIES AND RESPONSIBILITIES

The Chair will:

- 1) Review with MercedCERA executive management the agenda for each Board meeting, considering input and requests from Board members, articulating, prioritizing and scheduling agenda items as appropriate.
- 2) Preside at all Board meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with the Ralph M. Brown Act (Government Code Sections 54950, *et seq.*), the California Constitution, the MercedCERA Bylaws and other Board governance policies, and shall refer to Rosenberg's Rules of Order to resolve any disagreements, in consultation with Board Counsel.
- 3) Refrain from making a motion or second a motion and refrain from entering into any discussion on the merits of any issue before the Board, while presiding over Board meetings, until it appears all other members of the Board wishing to comment have had the opportunity to state their positions on such issue.
- 4) Be available to discuss with the Plan Administrator any public relations matter the Plan Administrator believes to be potentially sensitive or controversial.
- 5) Act as the official spokesperson for the Board, upon consultation with the Plan Administrator and Board Counsel, communicating only approved positions of the Board.
- 6) Call special meetings of the Board as necessary in accordance with the required provisions of Government Code 54956.
- 7) Appoint members of the Board to ad hoc subcommittees.
- 8) Ensure coordination of meetings, agendas, schedules, and presentations, in consultation with the MercedCERA Plan Administrator.
- 9) Sign the Board approved Board meeting minutes and resolutions, which will be part of the permanent records of the Board.
- 10) Sign the Board approved contract agreements of MercedCERA executive management.

- 11) Perform a quarterly review of Board members' and Plan Administrator's travel.
- 12) Meet with and orient new Board members, in coordination with the Plan Administrator.
- 13) Coordinate the process for evaluating the performance of the Plan Administrator on an annual basis as prescribed in applicable Board policy.
- 14) Carry out other functions and duties as may be prescribed by the Board.

POLICY REVIEW

The Board shall review this Chair Charter at least every 3 years in conjunction with the review of the MercedCERA Bylaws.

POLICY HISTORY

The Board adopted this policy on August 27, 2026.