

A Public Safety Law Firm

RDK

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Pension Board Rules & Regulations

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Statutory Authority for Rules & Regulations

- Police – “To make necessary rules and regulations in conformity with the provisions of this Article, and to publish and transmit copies from time to time to all pensioners and contributors.” 40 ILCS 5/3-140.
- Fire – “To make all rules and regulations necessary for the discharge of its duties.” 40 ILCS 5/4-126.

What Does This Mean?

- Fill in gaps to help discharge statutory duties of Pension Funds as long as rules are not in conflict with Statute or Illinois Administrative Code.
- Also serves as a guide for Trustees, members and retirees.

What Should Be Covered in a Pension Board's Rules & Regulations?

Common topics covered by Rules & Regulations include:

- Reimbursement of expenses for trustees.
- Examples of reimbursable expenses.
- Procedure for seeking reimbursement.

Common Topics Continued

- Sample agenda for conduct of Pension Board meetings.
- Rules for telephone remote attendance of trustees as allowed under the Open Meetings Act.
- Description of items to be included in meeting minutes.

Common Topics Continued

- Itemization of documents to be kept in member/beneficiary files. (Application for membership, birth certificate, marriage certificate, etc.)
- Election information including situations not covered by the Statute such as runoff elections and nomination procedure.

Common Topics Continued

- Hearing procedures.
- Transfer of creditable service procedure.
- Purchase of military service procedure.