

**PENSION BOARD POLICIES  
FIREFIGHTERS & POLICE OFFICERS  
PENSION FUND OF THE CITY OF TAMPA**

**POLICY:**

Policy Number: 101
Policy: Meetings; Agendas; Minutes
Eff. Date: 06/11/91 09/26/00 12/17/03 04/25/12 06/25/14 06/27/25
Ref: Board Minutes

- A. The Board shall meet at the time and date set at the preceding meeting.
- B. The timing of submission of items for the agenda shall be determined by the Plan Administrator and posted on the Fund website. Trustees may add items to the agenda no later than two (2) calendar days preceding the meeting.
- C. Board packages and agendas shall be posted at the earliest reasonable opportunity but not later than 24 hours preceding the meeting, as required by Florida law.
- D. Board packages and agendas shall be distributed electronically to Trustees and advisors no later than six (6) calendar days preceding the meeting. Should any member of the Board request a printed copy of the agenda, the Administrator shall provide for the delivery to the Board member.
- E. No issue which is not otherwise posted on the agenda shall be voted upon at any meeting. Items may be added to the agenda at the meeting for discussion, but any required vote shall take place at the next ensuing regular or special meeting of the Board.
- F. Committee meetings shall be scheduled to accommodate the schedules of the committee members only. Trustees not on the committee may attend but not vote.
- G. Minutes of meetings shall be maintained in accordance with Florida law. At a minimum, minutes shall reflect all motions made and actions taken. Meetings may be audio recorded if requested by a majority of the Board but recordings shall not be required.