



Administrative Rules – Article _ Change of Trustees

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Reviewed by: Board Counsel and Staff

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Proposed new Title, Chapter, and Section of Administrative Rule: **To be determined by Board Counsel.**

CHICAGO TEACHERS' PENSION FUND

Procedure to Be Followed After a Change in Board of Trustees Membership

Upon a change in the members of the Board of Trustees due to an election, resignation, or death, the procedures set forth below shall be in effect:

A. Administrative Services

Prior to a new Trustee taking the Oath of Office, the Administrative Services Department shall:

1. Email all staff with the official notice of a change in Trustees.
2. Make the necessary changes on the internal systems that need to be updated.
3. Provide the Trustee with a copy of the Oath of Office, the Bylaws, the Code of Conduct/Ethics Policy, the Declaration of Principles, the Standing Rules of Debate, and the New Trustee Reference Guide, including the Fund's Administrative Rules.
4. Arrange for a meeting with the Board President and Executive Director, as time and Trustee availability permit.
5. Submit a Service Desk ticket for CTPF Assets.
6. Clean and rename a Trustee locker, and order a locker key, if necessary and to the extent applicable.
7. Advise the Trustee of office parking pass distribution and office parking options.
8. Get dietary information from the Trustee.

Following the Trustee taking the Oath of Office, the Administrative Services Department shall, as soon as practicable but in no event later than two business days:

1. Submit System Access ticket request to onboard the new Trustee.
2. Submit System Access ticket request to confirm removal of the former Trustee.
3. Submit ServiceDesk ticket request for Trustee's CTPF email address.
4. Submit ServiceDesk ticket request for updated global Trustees email distribution list.

5. Submit ServiceDesk ticket request to update new Trustee's name and title in PGold and to remove former Trustee from PGold.
6. Submit ServiceDesk ticket request to update any new officers (following Organization of the Board).
7. Issue business card completion form to Trustee(s).
8. Advise Trustee of option to receive a Fund-issued credit card.
9. Request home and business contact information and update the official Trustee Contact List;
10. Advise Trustee of Open Meetings Act "OMA" state mandated training and send information to Trustee with link to training (OMA training completion required within 90 days of taking oath of office).
11. Request return of CTPF assets from former Trustee(s) and arrange pickup no later than two business days following end of term.

B. Benefits Department

The Benefits Department shall ensure that all Member Services agents and Benefits team members are aware of a change in Trustees so that communication with Members is accurate and to confirm use of the updated forms and documents reflecting Board members.

C. Communications Department

1. The Communications Department is responsible for making changes to the Fund's Board of Trustees' website pages, organizational letterhead, and other communication materials to reflect all changes in Board of Trustees membership. (As noted below, the Administrative Services Department will make the necessary changes on the internal systems that need to be updated.)

2. Death of a Trustee – In the case of a Trustee who dies in office, the Communications Department, upon receiving official notice from the Administrative Services Department and after the other members of the Board of Trustees have been notified, will post information in the news section of the website as soon as possible, and will add the notation “In Memoriam” to the Board of Trustees’ website listing for a period of 90 days.
3. Trustee Vacancy – In the case of a Trustee who leaves office before the end of their term for a reason other than death, the Trustee’s name and photo will be removed from the Board of Trustees’ website listing, letterhead, and Fund publications within two business days following the Board of Trustees’ meeting in which a vacancy is declared or within two business days after the effective date of a Trustee’s resignation.
4. End of Term – The Communications Department will remove the name and photo of a Trustee who leaves office at the end of a term when the Trustee’s successor takes the oath of office.
5. The Communications Department will add the name and photo (if available) of a new Trustee within two business days of the Trustee taking the oath of office.
6. Notice of Vacancy – The Communications Department will post a news item with information about a vacancy as required by the Trustee Vacancy Policy.
7. The Communications Department will update CTPF letterhead templates annually following the November Board of Trustees’ meeting when new Trustees are sworn in and the Board is organized. New materials will be available in digital form within two weeks of the meeting. If a vacancy is declared or there is a change in officers during the year, the Communications Department will update digital materials within five business days of the change.
8. The Communications Department will update the Trustees’ Committee membership

webpage within two business days of official notification from the Administrative Services team.

9. Official Trustee photos are traditionally taken annually during a Board meeting. In the case of an appointment to fill a vacancy, a temporary photo will be requested from the new Trustee, or a temporary photo may be taken by the Communications Department and used until an official photo is available.

D. Human Resources

1. Human Resources shall update the HRIS system, if applicable.
2. Human Resources shall partner with Communications to update the CTPF Organizational Chart and to make arrangements to pick up the outgoing Trustee's CTPF- issued assets.

E. Finance Department

1. The Finance Department shall process appropriate changes in signature authority with regard to checks and other financial instruments as soon as practicable after a Trustee ceases to be a Trustee.
2. Credit cards for outgoing Trustees shall be deactivated immediately upon notice and new credit cards shall be activated for new Trustees as soon as practicable.
3. An outgoing Trustee's (s') Concur accounts shall be closed and new accounts opened for new Trustees.

F. Information Technology Department

1. The Information Technology (IT) Department shall, upon notice from the Administrative Services Department, immediately revise all electronic communications templates in the Fund's electronic systems to reflect all changes in Board of Trustees' membership.
2. For new Trustees, the IT Department will establish access credentials, including email access, and will issue new technology assets, and will onboard the incoming Trustee(s).

3. For departing Trustees, the IT Department will immediately terminate all authorized access to Fund email systems and archives, archive emails of the outgoing Trustee(s), and shall, in conjunction with the IT Department, make arrangements to pick up the outgoing Trustee's CTPF-issued assets.

G. Legal Department

The Legal Department shall ensure that all Legal correspondence templates reflect the current composition of the CTPF Board of Trustees.